

## Table of Contents

Principal's Letter	1
Staff Directory	2
Philosophy	3
School Hours	3
Important Information	4
School Rules and Expected Behavior	5
Canton Board of Education Wellness Policy	6
Recess	7
Cafeteria and Lunch	8
Snack	9
Transportation	9
Bus Dismissal Procedures	10
Driving Your Child to School	11
Homework	11
Early Intervention Practices	12
Attendance	12
Promotion/Retention	14
School Computer Use	15
Health Reminders	15
Animals in the Classroom	16
Alcohol Detection Devices	17
Useful Information	18
Safety & Security Procedures	18
Safety Drills	19
Notification of Rights Under FERPA	20
Pesticide Management/Pesticide Application (APPENDIX A)	21
PowerSchool Grading Portal (APPENDIX B)	23
Green Cleaning Program (APPENDIX C)	24
Removal, Exclusion, Suspension & Expulsion/Due Process (APPENDIX D)	27
Bullying (APPENDIX E)	40
The Rights of Children & Parents in CT under Section 504, A.D.A.	42
Racial Harassment of Students (APPENDIX F)	43
Reporting Suspected Child Abuse (APPENDIX G)	45

Please visit our website at  
[www.cantonschools.org](http://www.cantonschools.org)



**CHERRY BROOK PRIMARY SCHOOL**  
**Andrew Robbin, Principal**  
**4 Barbourtown Road, Canton, CT 06019**



August, 2010

Dear Parents/Guardians,

Welcome to Cherry Brook Primary School! We are honored and thrilled to have the opportunity to educate your child as they begin their learning process with us, and we invite you to be an active participant in helping create a positive experience for your child.

We all are able to look back at our own schooling and recall some happy memories. Whether it is a friendship that was developed, a special book that you read or the creation of a science project, our past experiences remind us of events that were significant in our own schooling. To that end, we want to create lasting, positive memories for our current students that they can reflect on and enjoy as years go on. It is the opportunity to inspire our students that stokes our passion about education.

An important part to your child's schooling is your involvement as well. We believe that building a partnership between the home and school is essential and encourage you to be an active participant. This can take many forms; for example, become involved in the PTO, volunteer in your child's class, read the newsletters describing the happenings at Cherry Brook among many, many other ways. It also can be as simple as asking your child about their day and learning what they have accomplished in school. Being involved reinforces the importance of education to your child. We want your involvement and welcome your emails, phone calls, or other correspondences to let us know of any celebrations, concerns or input that you have about your child.

Throughout the 2010 - 2011 school year, there will be many different opportunities to learn more about your child's education. This school handbook should provide you with some of the answers to questions that parents frequently ask. Of course, if you have any other questions, do not hesitate to contact one of the members of our school staff.

I am excited to help create sustained memories for each child at Cherry Brook and look forward to another exciting year.

Sincerely,

Andrew Robbin

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, Connecticut

**APPENDIX G**

**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.

**5141.4(b)**

**Students  
Reporting Suspected Child Abuse (continued)**

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.
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.

**STAFF DIRECTORY**

Cherry Brook Primary School, 4 Barbourtown Road, Canton, CT 06019  
Phone: 860-693-7721 / Fax: 860-693-7647  
Andrew Robbin: Principal  
: Administrative Assistant  
Karen Stockwell / Betty Rae Richardson: Secretaries  
Beverly Frai: Nurse 860-693-7649 / Lynn Hyde: Health Room Aide  
Dave Hutchins: Head Custodian  
Charley Batan / John MacBain / Naum Sheynin: Custodial Staff  
Whitson's Catering: Food Service

**Pre-Kindergarten**  
Kelly Gibson - 132  
Anne Lippincott - 104

**Kindergarten**  
Beverly Kibbe - 102  
Cora Mutch - 101  
Laura Downey - 103  
Kelly Theriault - 105

**Grade One**  
Carey Bedard - 107  
Carol Cable - 112  
Kate Dauphinais - 106  
Marjorie Eldridge - 111  
Kelly O'Dell - 114  
Marina Rinkus - 113  
John Sherman - 115

**Grade Two**  
Ann Atwood - 108  
Linda Caraher - 109  
Lisa Nanni - 120  
Amber Mutch - 118  
Mary Wallace - 121  
Kathy Watson - 119  
Amy Woodward - 110

**Grade Three**  
Lisa Achee - 125  
Johanna Ferrone - 124  
Cathy Pepe - 126  
Heather Santanella - 123  
Jan Schley - 128  
Deb Tarnowicz - 122

**Art**  
Kezia Hearn - 217  
Ellen Raposo - 117

**ESL**  
Debbie Blaine - 145

**Math & Science  
Coordinator**  
Lisa Deltano - 144

**Media Specialist**  
Pamela Keagan - 129

**Music**  
Luann Saunders - 116  
Claire McCarthy - 216

**Occupational  
Therapists**  
Helen Farmer - 138  
Ann Mione - 138

**Physical Therapist**  
Betsy Perkins - 138

**Physical Education**  
Steve O'Meara - 239  
William Phelps - 139

**Reading Specialists**  
MaryPat Leger - 236  
Christine Woods - 136

**School Psychologist**  
Brigitte Duffy - 134

**Social Worker**  
Lori DeVito - 234

**Speech Therapist**  
Carol Brown - 235  
Shelley Lloyd - 135

**PTO**  
181

**Special Education**  
Laurie Burrill - 127  
Lisa Woods - 327

**Technology**  
Robin Nardini

**Tutors**  
Rita Bronson  
Lisa Daley  
Peggy Farrar  
Patrick Green - Math  
Kim LaClair  
Bob Larco  
Merridith Pickett - Math

**Para-Educators**  
Jeanne Altott  
Leslie Bahre  
Jackie Bass-Zagoren  
Brenda Benoff  
Doug Caneday  
Louann Corbridge  
Diane Decker  
Darci Detorie  
Michelle Duff  
Mark Frigo  
Nancy Grgach  
Lisa Grisevich  
Sandra Hamelin  
Gabriela Henry  
Linda Hill  
Tracy Krug  
Laura Kuhlberg  
Chris McHardy  
Kathleen Miller  
Jen Moore  
Yvonne Scott  
Amy Seltzer  
Brenda Sullivan  
Dianne Taylor  
Irene Voyer  
Laura Welsh-Cooper

**PHILOSOPY**

At Cherry Brook Primary School, we believe in creating a safe learning environment for all students, an environment in which students feel safe enough to take academic growth risks. We believe we must help our students cultivate their moral and ethical accountability as well as an awareness of equity, civility and diversity issues. We expect our students will demonstrate a high degree of tolerance. We expect our students will make appropriate decisions and show a willingness to assume responsibility for those decisions.

Our curricular beliefs focus on developing within each student an ability to read with comprehension and critical judgment, to write and speak with clarity and effectiveness, and to master the disciplines of mathematics and science. Additionally, we believe exposure to the applied as well as performing arts, and a practical knowledge of how to acquire and maintain personal physical and mental health are important aspects to a total education experience.

Our curriculum is research based and reflects current studies in neuroscience (brain science) as well as cognitive science (mind science) both of which play a critical role in education.

Our curricular practices allow for teaching opportunities that recognize the need to explore:

- ◆ multiple learning styles
- ◆ inquiry and critical thinking
- ◆ collaborative settings
- ◆ the application of newly gained knowledge to real-life situations
- ◆ individual learning rates
- ◆ assessments which consider individual differences

We hold fast with our belief that we as educators are in the most noble of professions.

**SCHOOL HOURS**

**Arrival Times**

School arrival times **8:20-8:35 am & 12:10-12:28 pm**

(Students arriving after 8:35 am & 12:28 pm will be marked as tardy)

**Regular School Hours**

Pre-Kindergarten: AM: 9:00 a.m.-11:30 a.m. / Pre-Kindergarten PM: 12:30 p.m.- 3:00 p.m.

Kindergarten: AM: 8:35 a.m. - 11:28 a.m. / Kindergarten PM: 12:28 p.m. - 3:20 p.m.

Grades 1, 2, 3: 8:35 a.m. - 3:20 p.m.

**Early Dismissal Schedule**

Grades 1, 2, 3: 8:35 a.m. - 1:00 p.m.

Pre-Kindergarten: AM: 9:00 a.m. - 11:00 a.m. / Pre-Kindergarten PM: 11:00 a.m. - 1:00 p.m.

Kindergarten: AM: 8:35 a.m. - 10:45 a.m. / Kindergarten PM: 10:50 a.m. - 1:00 a.m.

**School delay and early closing**

In the event of an school delay or early closing,

Announcements will be broadcast on the following radio stations and television channels:

WFSB-Channel 3, WTNH-Channel 8, WVIT-Channel 30

WRCH-100.5 FM, WTIC-1080 AM, WDRC-102.9 FM, WDRC-1360 AM

AlertNow System

You can also visit our website at [www.cantonschools.org](http://www.cantonschools.org)

\*\*\*\*\*  
 Please be sure your child knows what to do and where to go  
 in the event of an emergency school closing.  
 \*\*\*\*\*

- (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 or 1964, Title VI, 42 U.S.C. §2000 et seq. [34 CFR Part 1000](#)

Policy adopted: June 23, 2010 CANTON PUBLIC SCHOOLS

**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.**

**THE SCHOOL DAY**

Cherry Brook Primary School students officially begin their day at 8:35 a.m. *Students should not arrive at school prior to 8:20 a.m., as we have no supervision available before that time.* School ends at 3:20 p.m.

**OFFICE SIGN-IN**

All visitors, guests and parents are required to sign in and out of the CBPS office. This policy is for our students’ protection. While in the building, visitors must wear a visitor’s badge.

**HOME/SCHOOL COMMUNICATION**

Communication is the cornerstone to developing a powerful partnership for student success. There are many ways we try to communicate students’ life in school. The majority of communication comes from your classroom teacher. Please feel free to contact any staff members regarding your child.

**CONTACTING TEACHERS**

Please contact teachers or other school personnel if you have questions or concerns. During the school day, in order to avoid the disruption of learning, telephone calls will be forwarded to voicemail. You may send a note, with your child, to the teacher, write an email, leave a voice mail or leave a phone message with the office. The teacher will contact you as soon as possible.

**REPORTING SCHOOL PROGRESS**

Student report cards are formally issued three (3) times each school year. Parent/Guardian-teacher conferences are scheduled for all pupils in November and March. Of course, necessary conferences may be arranged at other times by calling the school at 693-7721.

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

**PROGRESS REPORT SCHEDULE**

November 12: Progress Reports Issued  
March 18: Progress Reports Issued  
Last School Day: Progress Reports Issued

**PARENT TEACHER CONFERENCES**

November 16\*, 17, 18  
March 22\*, 23, 24  
\*Evening conferences as well as daytime

**NEWSLETTER**

The school newsletter *CBPS Reader* is sent home monthly. It typically goes home the last Friday of each month. Additionally, it can be viewed on our web page: [www.cantonschools.org/cbps](http://www.cantonschools.org/cbps). Classroom teachers also send home newsletters about their class news. Special areas teachers will send home a newsletter with each progress report.

**AlertNow**

Canton Public Schools has an automated phone system called the AlertNow Rapid Notification System. This allows us to contact families with both everyday and emergency messages. In addition, AlertNow will call your primary phone for snow days (school closings and delays) along with upcoming events at our school.

**TELEPHONE (860-693-7721)**

Uninterrupted instructional time is very important to our students. We will only transfer telephone calls to the staff in the case of an emergency. Information regarding student transportation will be delivered before the end of the day. All other phone messages may be left in the teachers’ voicemail.

### **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. For example, [arobbin@cantonschools.org](mailto:arobbin@cantonschools.org). Teachers check their e-mail daily.

### **CBPS WEBSITE**

Cherry Brook Primary 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 CBPS is [www.cantonschools.org/cbps](http://www.cantonschools.org/cbps).

### **SCHOOL RULES AND EXPECTED BEHAVIOR**

During the 2006-2007 school year, the Quality Council developed and began to implement our school rules. The school rules are:

- Do Your Job
- Be Safe
- Respect Yourself and Your Community
- Show Your Best Effort

These rules are taught and practiced throughout the school year. Students are supported in making positive choices and learning how to exist as part of a community

### **DISCIPLINE PROCEDURES**

#### **Expected Student Behavior**

Generally, all students are expected to demonstrate appropriate behavior while in school and/or while being transported to and from school. Students who are disruptive to the educational process, do not comply with school rules and regulations, endanger persons or property, or violate policy of the Board of Education are subject to school discipline.

#### **Definition of Discipline**

Discipline is derived from the word "disciple" meaning to teach. Therefore, the goal of disciplining a student should be to teach the rules of acceptable behavior, as well as societal norms for behaving in a school setting. Whenever possible, discipline should be instructive, not punitive; remediable, not restrictive and, consistent but also flexible as one considers the individual needs and uniqueness of each student.

Just as the scope of the student, misbehavior is unquantifiable, so should the range of responses. These responses need to be geared toward natural consequences whenever possible and they should avoid punishments. Although at times punishment may be a part of discipline, it should play a very small part.

The disciplining of students in the school environment is crucial to the effective management of an educational system. Teacher discipline should have the goal of helping students understand how their behavior affects the delivery of instruction.

We must remember that many of the behaviors demonstrated by our students are part of a natural process of discovering how they fit into the school environment. We must also remember that students in their primary school years very much want to be like the adults they encounter, therefore, the modeling of appropriate adult behavior when interacting with students is as important as the message we are attempting to deliver. How we treat our students is how they learn to treat others.

PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.

Policy Adopted: February 26, 2009

CANTON PUBLIC SCHOOLS  
Canton, Connecticut

### **THE RIGHTS OF CHILDREN AND PARENTS IN CONNECTICUT SCHOOLS UNDER SECTION 504, A.D.A.**

Section 504 of the Americans with Disabilities Act (a.k.a. The Rehabilitation Act) is a nondiscrimination statute barring discrimination on the basis of one's disability. The act requires the school district to locate, evaluate and determine if a student is a qualified person requiring accommodations necessary to provide access to education programs.

Section 504, A.D.A. identifies all school-age children as handicapped who meet the definition of a qualified handicapped person: (A) has or (B) has had a physical or mental impairment, which substantially limits a major life activity or (C) is regarded as handicapped by others. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks. The handicapping condition need only substantially limit one major life activity in order for the student to be eligible.

Under some circumstances, students who do not qualify for special services under the Individuals with Disabilities Education Act – I.D.E.A. (commonly called special education), may, nonetheless, be found to be handicapped in a manner which affects a major life activity. The Canton Public Schools provide reasonable accommodations for such students through Case Conferences and written Student Accommodation Plans. Parents are also entitled to review relevant educational records under the Family Education Rights and Privacy Act. (FERPA)

Students placed under section 504, A.D.A., are not considered to be in "special education." Despite this, the system of due process associated with I.D.E.A. may apply. Any persons having an interest in the provisions of I.D.E.A. should request a copy of such rights from the persons listed below. A full explanation of such rights is also available from the Director.

Any persons aggrieved under section 504, A.D.A., may take a complaint to the school district compliance officer, Tom Sullivan, 4 Market Street, Suite 100, Canton, CT 06019, 860-693-7704. 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, mental retardation, learning disability or physical disability, in treatment, or employment, or admission, or access to education programs and services provided or operated by the Canton Board of Education. 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.

Persons who feel they or their children might qualify for accommodations under section 504 A.D.A. are encouraged to contact the appropriate school office. The program of student accommodations under section 504 is administered by Mary-Louise Dorpalen, Director of Pupil Personnel Services, 76 Simonds Avenue, Canton, CT 06019, 860-693-7714.

**Students****Bullying (continued)****Prevention and Intervention Strategy**

The District shall implement, as required by C.G.S. 10-221d, as amended, a prevention and intervention strategy which may include, but is not limited to:

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education.
2. A school survey to determine the prevalence of bullying.
3. Establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy.
4. School rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
5. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is likely to occur.
6. Inclusion of grade-appropriate bullying prevention curricula in kindergarten through high school.
7. Individual interventions with the bully, parents; and school staff, and interventions with the bullied child, parents; and the school staff.
8. School wide training related to safe school climate.
9. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions.

Legal References: Connecticut General Statutes

10-15b Access of parent or guardian to student's records. Inspection and subpoena of school or student records.

10-222d Policy on bullying behavior as amended by PA 08-160.

10-233a Definitions.

10-233b Removal of pupils from class.

10-233c Suspension of pupils.

10-233d Expulsion of pupils.

10-233e Notice as to disciplinary policies and action.

10-233f In-school suspension of pupils. Reassignment.

**Parent Involvement**

Teachers are encouraged to communicate with the parents and parents with teachers when students continuously misbehave. We encourage a team approach between teacher and parent. We believe that when the most influential adults in the lives of children work together, children will be the beneficiaries. Parents may request a copy of classroom rules so that they may better understand the expected behaviors of their child.

**Levels of Student Misbehaviors**

Generally, a student's teacher will be the primary disciplinarian at school. Students who demonstrate repeated or extreme misbehavior may be referred to other school officials. School officials will notify parents in the case of repeated referrals or serious student misbehavior.

**Consequences for Repeated or Serious Student Misbehavior****1. Speaking with a Student**

The classroom teacher may send a student to the office to speak with the principal (or other school official) for repeated rule infraction or repeated general misbehavior.

Consequently, the disciplinarian will speak with the student in an effort to help the child understand the inappropriate behavior. In addition, the student will be given strategies to avoid and correct his/her misbehavior.

**2. Logical Consequences**

Whenever possible logical consequences will be used as a corrective strategy. Logical consequences are ways to help correct problems that result from a student's words and/or actions when he/she breaks or forgets a rule. The Logical consequences should be respectful of the student, relevant to the situation, and reasonable in scale. Logical consequences should never be punitive.

**Bullying**

In accordance with state law, it is the policy of the Board of Education that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is expressly forbidden. For purposes of this policy, "Bullying" shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, 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 the school setting may be addressed if it has a direct and negative impact on a student's academic performance or safety in school.

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

**For the complete policy on "Bullying", please see Appendix E**

**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.

## RECESS EXPECTATIONS

### RECESS SCHEDULE

Grade 1	11:40 p.m. - 12:10 p.m.
Grade 2	11:00 a.m. - 11:30 a.m.
Grade 3	12:20 p.m. - 12:50 p.m.

### THERE IS NO RECESS ON DELAYED OPENING OR EARLY DISMISSAL DAYS

### RECESS BEFORE LUNCH

During the 2008-2009 school year, CBPS decided to have recess prior to lunch. As part of the Wellness Policy, the school is to examine best health practices. Research into this topic that showed that students having recess prior to lunch benefited by having a better appetite, being more settled to return to the classroom after eating, being calmer at lunch creating a better atmosphere and increased teaching time among others. Students will still be able to wash their hands and hand sanitizers have been installed in the cafeteria as well.

### OUTDOOR RECESS

Children will normally be expected to participate in outdoor recess unless excused by the school nurse or in the event local weather conditions prohibit outdoor activity. The Wellness Policy mandates that students shall receive 15 - 30 minutes of recess each day.

There is no recess on delayed opening or early dismissal days.

If your child needs to be excused, on a temporary basis (one or two days) from outdoor recess, a note or phone call to the school nurse (693-7649) is required.

### WEATHER CONDITIONS

When making a decision on whether or not to allow for outdoor recess, the school staff who is responsible will consider the following:

- During rain, or unsafe conditions created by a previous precipitation, recess will be held indoors.
- When the “Feels Like” temperature in Canton is 20° F or colder recess will be held indoors (see [www.weather.com](http://www.weather.com) for “Feels Like” temperature” in Canton).
- The proper dress of individual children.
- Medical conditions of individual children.
- Other conditions that may affect the safety of the children.

### ALL CHILDREN ARE EXPECTED TO FOLLOW THE RULES LISTED BELOW DURING OUTDOOR RECESS:

#### **Children are to play safely on the swings and other playscape equipment.**

- Children must come to a full stop before getting off of the swing.
- Only one child at a time will be on a swing.
- Children must only go down a slide.
- Children must move away from the bottom of the tube slide.
- Children may use the monkey swings in only one direction.
- The hand trolleys may go back and forth, but must be on separate tracks.
- Children must always walk when on the woodchips.

## APPENDIX E

5131.911(a)

### **POLICY**

#### **Students**

#### **Bullying**

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

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations in furtherance of this policy. As provided by statute, such regulations shall: (1) enable students to anonymously report acts of bullying to teachers and school administrators, and require that students to be notified annually of the process by which they make such anonymous reports, (2) enable the parents or guardians of students to file written reports of suspected bullying, (3) require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators in writing, (4) require school administrators to investigate any written reports filed pursuant to subdivision (2) and to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report, (5) include a prevention and intervention strategy for school staff to deal with bullying, (6) provide for the inclusion of language in student codes of conduct and in all student handbooks concerning bullying, (7) require school administrators to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, and invite them to attend at least one meeting, (8) require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and to report such number annually in a manner prescribed by the Commissioner of Education to the Department of Education, (9) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline, and (10) require the identification of appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint.

The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act (“FERPA”) and the district's Confidentiality and Access to Student Information policy and regulations. For purposes of this policy, “Bullying” shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, 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 the school setting may be addressed if it has a direct and negative impact on a student's academic performance or safety in school.

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

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

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  
Policy Revised: April 27, 2010

**Children are to play safely on the playground.**

- Children may walk or run on the grass areas.
- Running games may be played but only on the grass areas. Instructions for safe play should be given to all children. Examples of running games on the grass areas include tag, soccer, football, etc.

**Additional Expectations**

- **CANTON PUBLIC SCHOOLS** Keep hands and feet to yourself (especially during soccer games)
- If a ball is kicked or thrown into the woods/out of the playground area a supervising adult is to be notified before the ball is retrieved.
- Children must ask a supervising adult before entering the building.
- Children must notify a supervising adult upon returning from the building.
- A supervising adult must notify the nurse before sending a child to the health room.

**Responsibility**

- Children are responsible for all recess equipment.
- At the end of recess children are to be quiet when in line.

**Winter and Snow**

- Hats and mittens are needed during the winter months.
- Ski pants and boots are needed if children are in the snow otherwise they are to stay on the black top.
- Appropriate jackets must be worn during cold weather.

**CAFETERIA AND LUNCH EXPECTATIONS**

<u>LUNCH SCHEDULE</u>		<u>EARLY DISMISSAL LUNCH SCHEDULE</u>	
Grade 1	12:10 p.m. - 12:40 p.m.	Grade 1	11:30 p.m. - 12:00 p.m.
Grade 2	11:30 a.m. - 12:00 p.m.	Grade 2	10:50 a.m. - 11:20 a.m.
Grade 3	12:50 p.m. - 1:20 p.m.	Grade 3	12:10 p.m. - 12:40 p.m.

**CAFETERIA AND LUNCH EXPECTATIONS**

Students in grades 1, 2 and 3 have 30 minutes of lunch each day. Students are sitting with their classmates during this period. We also have a peanut and nut free table for students who need it. During lunch, students are expected to:

- Walk quietly to the entrance of the cafeteria and remain as such until the para-educator admits the grade into the cafeteria.
- Converse with students at their table
- Remain at their seat unless being dismissed by an adult to either clean-up, or use the bathroom or
- If a child needs help he/she should raise his/her hand.
- All other rules of good student behavior are to be followed while at lunch or in line.
- A child who misbehaves may be addressed by the para-educator. Serious or repeated infractions of cafeteria rules will be handled by the principal or his/her designee.

**SCHOOL LUNCHES**

Purchases in the cafeteria are made using a prepaid swipe card system. At the beginning of the year parents are invited to place funds into their child's account. Each time a child buys a lunch or milk, their card is swiped and the charge deducted from their balance. If a card balance drops below \$10, a reminder letter is sent home by Whitsons, our catering company. Checks should be made payable to **Canton Public Schools Cafeteria Program**. Checks may be sent to the Cherry Brook School office in an envelope. If a child has a low or no balance, he/she will be allowed three emergency meals. A letter requesting repayment of funds will be sent. Questions regarding the cafeteria program may be directed to the Director of Dining Services, Rhonda Bergeron at 860-693-5856.

**SNACK**

A few years ago, a policy for providing snacks for children during the school day was implemented for Cherry Brook Primary School. The goals of the policy are to provide the safest possible environment for our children, make the best use of instructional time and actively address the growing national issue of unhealthy eating habits in our children.

This policy includes the following points:

- Snacks will be eaten only during non-instructional time at all grade levels.
- No peanut products will be allowed. In addition, due to a number of children having allergies to peanuts, a “Peanut Free” table will be made available in the cafeteria.
- Snack size plastic bags that students can open independently are recommended.

**In addition to these above points, for Kindergarten:**

- A designated area with a picnic table and trash barrel will be provided on the playground. Those children wishing to snack can do so during recess. They will eat their snack, throw away plastic bags in the trash barrel, and join other classmates for recess time. This arrangement takes optimum advantage of appropriate supervision already in place and preserves instructional time.
- On half-days, children in Kindergarten’s PM session are encouraged to eat at home or their day care facility. If for some reason, this is not possible, please contact the classroom teacher.

**TRANSPORTATION****Bus Expectations**

Please review the bus rules with your child so that she/he is safely transported to and from school. A child who engages in severe or repeated inappropriate bus behavior will be denied bus transportation (suspended from the bus). For the safety of all children, good bus behavior and cooperation with the school bus driver is required.

- Children should demonstrate polite and courteous behavior toward one another and especially toward the bus driver.
- Children shall not disturb or distract the bus driver.
- Children are to find a seat on the bus (unless specifically assigned) and **remain** in that seat for the entire bus trip.
- Children should sit facing forward.
- Children should remain seated at all times while the bus is moving. Do not construe this to mean that when the bus stops a child may change his/her seat. Children are not to change seats during the ride to or from school.
- Children are to use their “indoor-voice” during the entire bus trip. Yelling or shouting is not permitted. Indecent or profane language is not permitted.
- Kindergarten children sit at the front of the bus.
- Older children should assume the responsibility to insure a safe trip for younger children.
- Older children should help younger children get off at their correct bus stop by communicating with the bus driver.
- Children should refrain from damaging or abusing the bus or throwing papers or other materials in the bus. Parents are liable for any damage or abuse caused by their child.
- Children are to keep their hands and feet to themselves.
- Children are to keep backpacks and other items in their seats with them. No items should be in aisles or on the floor.
- Children are not to open windows without permission from the bus driver. Children are not to extend any part of the body out the windows, nor are they to throw anything out of the windows.
- When the bus arrives at school, children are to exit in order from the front of the bus to the rear of the bus. Children who sit in the rear of the bus exit last.

**Students****Removal, Exclusion, Suspension and Expulsion/Due Process****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.
- 7. *The Superintendent will report back to the Board of Education on a quarterly basis.***

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 PA95-304, 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)

**Students****Removal, Exclusion, Suspension and Expulsion/Due Process****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.

**Four Levels of discipline for the bus driver**

- When a driver verbally warns a child, the driver should state the specific infraction. A temporary seating reassignment may be necessary.
- When a driver files a written report, the child meets with a school official. School officials may will communicate verbally and/or in writing to parents.
- When a driver files a second written report, the child meets with school official again. The parent is informed of possible suspension of bus transportation.
- When a driver files a third written report, the child, driver and parent meets with a school official, if warranted by the offense. The school official appropriately disciplines the student, which may include suspension from bus transportation.

**Video Surveillance**

All school buses are equipped with audio and video surveillance equipment in accordance with Board of Education policy (3541.313). Routes are monitored on a random basis or by request from a school official. Neither the drivers nor the students are aware of which buses are being recorded.

**Additional Board of Education Bus Polices**

- No special stops shall be added to a bus route for social affairs, recreation or religious instruction.
- Students shall be at their assigned pick-up points ten (10) minutes either side of the published time for their stop.
- No child shall be allowed to board the bus at any point other than a published and approved stop.
- Children awaiting pick up **must be standing in clear view of the driver** and ready for boarding.
- If it is necessary for a child to cross the street to get on or off the bus, the child shall cross in front of the bus while the bus lights and stop signal are activated. The bus shall not proceed until the child is safely off the traveled portion of the street.
- No child shall leave the bus except at his/her designated stop or at the school.

See Board of Education Policies and Regulations # 3541 & 5131.1(a).

**BUS DISMISSAL PROCEDURES****Riding Different Buses**

Students are **NOT** permitted to ride a different bus other than the one to which they are assigned. They may get off at a different bus stop but **only** if written permission by the parent has been given to the school office that morning. If it becomes necessary because of a day care situation, please call the Business Office at the Canton Board of Education at 693-7704, and speak with the Business Manager, Mr. Edward Hoyt. He will inform the school of the situation.

**Bus Policy**

It is the policy of Cherry Brook Primary School that an adult **MUST** meet each child when she/he is dropped off at home at the end of the day. This adult **MUST** be visible to the bus driver, standing in the driveway, (not sitting in a vehicle). It can be frightening for children when they can't be let off the bus. Be sure your child understands this procedure, and always try to make arrangements with another adult if you are not able to meet the bus.

**Parent Pick-up**

- ◆ Inform the office by note or fax before noon. Phone calls are acceptable in cases of an emergency.
- ◆ Please be on time. School dismisses at 3:20.
- ◆ Please do not ask for an early release unless absolutely necessary.
- ◆ Do not go to the classroom unless prior arrangements were made.

- ◆ The pickup designee should go directly to the gym to sign out the child. Please have personal identification available (i.e. driver's license).

#### **What happens if you miss bus drop-off?**

If a child is not met at his/her afternoon bus stop, they will be taken to Canton Intermediate School, or returned here to CBPS. You will receive a phone call letting you know to pick up your child at one of these locations. Adult supervision is provided at both of these locations. Morning kindergarten children will be returned to CBPS if not met at their bus stop.

#### **DRIVING YOUR CHILD TO SCHOOL**

##### **Procedures before the start of school**

- ◆ Children are not to be at school before 8:20 a.m. as supervision is not available until that time.
- ◆ Parents will be directed through the traffic circle to drop off their children. Students will then walk to the main entrance of the building.

##### **Late procedures for after the start of school at 8:35 a.m.**

- ◆ Children must be walked into the building by an adult. Children are not to cross the school driveway by themselves.
- ◆ The adult and the child are to report to the office to sign the child in to school. If the child is buying lunch that day the school secretary must be informed.

##### **Driving on school property**

- ◆ For the safety of all pedestrians, please obey established traffic patterns.
- ◆ Drivers must stop for school buses with flashing lights. This is mandatory in the school parking lots as well as on the road.
- ◆ **Do not use the bus lane in front of the school for any reason.** That lane is reserved strictly for buses, emergency vehicles, and deliveries.
- ◆ When parking along the outer drive, please be sure to leave enough space so buses are able to pass through.

#### **HOMEWORK**

Homework is an important tool in helping students make the most of their experience in school. 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 reinforcement, extension, or enrichment of studies previously presented in class.

Research consistently shows parents to be a key factor in their child's achievement in school. Therefore, it follows, that parents play an important role in the homework process. We ask that parents establish homework as a priority for their child and provide the positive support necessary to their child, to insure that homework is regularly completed. Helping your child to establish a daily homework time in a quiet environment would be ideal. Your child's teacher should be contacted regarding any problems with homework.

Specific guidelines for Kindergarten through Grade 3 are:

- Teachers should not require formal homework for students in Kindergarten. "Practice" assignments may be given when necessary. Enrichment exercises may be suggested as appropriate.
- During the first half of the first grade, the assignment of homework is not encouraged. During the second half of the year, first grade teachers may assign homework and creative activities for 10-15 minutes, two to three times per week in order to enhance the student's knowledge and/or reinforce skills in various areas.
- Teachers of Grades 2 and 3 should assign homework and creative activities 15-30 minutes three to four times per week.

#### **Students**

#### **Removal, Exclusion, Suspension and Expulsion/Due Process**

##### **J. Students with Disabilities (continued)**

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.

## Students

### Removal, Exclusion, Suspension and Expulsion/Due Process

#### 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.

- During the last marking period of Grade 3, increased homework to 40 minutes is assigned to ease the transition to Grade 4.

### EARLY INTERVENTION PRACTICES

If you believe your child is experiencing a problem, which may be interfering with learning, it is important to contact the school. **It is our policy for parents to discuss concerns with your child's classroom teacher first.** If more help is needed, contact the principal or school psychologist.

A full range of special services is available for children who have been identified as needing such services. Some specific services include:

- CPAT (Canton Parents As Teachers) – a program designed to support parents of pre-school aged children. CPAT is located at Canton High School.
- Pre-Kindergarten Program – an on-site pre-school program based on the High/Scope curriculum.
- Student Intervention Team – a collaboration of teachers, administrators, and parents to develop strategies to improve individual student success.
- Speech and Language Services – provides help for children with articulation problems and/or delayed language.
- Special Education – provides help for children not making appropriate school progress due to auditory, visual, or attention problems.

### ATTENDANCE

#### **School Attendance**

Regular and punctual attendance is a must for success at school. When a student is absent from school, academic performance suffers. Even occasional absences cause a disruption in learning. When students are frequently absent for instruction, educational opportunities are lost which cannot be regained, particularly in terms of the interaction and exchange of ideas between student and student, and between student and teacher. Although teachers have traditionally attempted to provide opportunities for make-up work, the quality of the overall educational experience suffers as there is no way to reproduce or recapture missed classroom learning interactions.

Connecticut state law requires that parents have their children attend school regularly during the hours and terms that school is in session. The responsibility for regular attendance rests with the students' parents or guardians. Regular attendance and punctuality are **essential** to the educational process.

#### **Reporting Absences**

To report an absence, call the Cherry Brook Health Room in the morning at **693-7649** and give the reason for the absence. Please do this each day your child is absent. If this is a planned absence, a note should be sent in to the classroom teacher who will relay the information to the health room. Upon a student's return to school, a written excuse for all such absences should be submitted to your child's teacher.

#### **Excused School Absence**

An excused school absence is defined as "being absent from school with both parental and administrative approval." Examples of excused absences include:

- personal illness or injury,
- death in the immediate family,
- religious obligation,
- court appearances,
- school sponsored activity,
- an emergency, or
- other exceptional circumstances approved by the principal or his/her designee.

## Truancy

An unexcused school absence is defined as “being absent from school without parental or administrative approval.” For purposes of the truancy law the validity of an absence will be determined by the administration. Examples of unexcused absences would include:

1. Absences that are not included under excused absences found above.
2. Vacations taken while school is in session are considered unexcused absences.

The responsibility for assuring that a child attends school rests, by state statute, with the parent or other person having control of the child. Truancy is herein defined as “being absent from school without a valid excuse.” A truant is defined as any student with four unexcused absences from school in any month, or ten unexcused absences in a school year. A habitual truant is defined as any student with twenty (20) unexcused absences in a school year.

Failure by parents/guardians to assure that a child attends school may be educational neglect, which should be reported to the Department of Children and Families. School personnel are “mandated reporters.”

Unexcused (truancy) Absent Notification: The administration at CBPS will make every reasonable effort to keep parents/guardians informed as to unexcused student absences.

A student who is identified as a “truant” may be subject to the following consequences:

- Truant students **do not** have the right to make-up missed work.
- Promotion to the next grade may be contingent upon the student successfully completing a summer school program.
- The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level.  
(see Board of Education Policy #5113.2)

## Tardiness

Students are expected to arrive at school and be present in class no later than 8:35 a.m. A student who arrives later than 8:35 a.m. on a non-delay school day is considered to be tardy.

### Excessive Tardiness and Absences

The school will keep parents informed as to potential tardy and attendance problems and will make all reasonable efforts to help students improve their attendance when such improvement is warranted. To meet this goal the school will:

- First Notification: When a student is tardy or absent 10 times during the school year, parents/guardians will be notified in writing.
- Second Notification: When a student is tardy or absent 18 times during the school year, parents/guardians will again be notified in writing.
- Third Notification: When a student is tardy or absent 24 times during the school year, parents/guardians will be contacted by the school principal.

### Early Dismissal

Please observe established school hours. The beginning and end of the school day are essential times for classroom organization. Tardiness and requesting an early release are extremely disruptive to the learning environment for all the children in the classroom. We ask that you please make doctor, dentist, and other appointments for after school hours.

When a student becomes ill or injured and must be sent home, parents are notified and can pick the student up from the health room after signing them out in the office. If an emergency arises and your child needs to be released early, please observe the following procedures:

- ◆ Inform the office before noon, by sending a note with your child, or fax us indicating the time of pick-up and the name of the person who will be picking up your child.
- ◆ The pickup designee must come directly to the office to sign the child out at the specified release time.

- 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;

5114(j)

## Students

### Removal, Exclusion, Suspension and Expulsion/Due Process

#### Expulsion Procedures (continued)

- 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.

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;

**5114(i)**

**Students**

**Removal, Exclusion, Suspension and Expulsion/Due Process**

**Expulsion Procedures** (continued)

- 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:

- ◆ The office staff will call the classroom for your child to be sent to the office.

**PROMOTION/RETENTION**

In compliance with Board of Education Policy 5123a and based on Education Research Studies, the following will be used as a guide for the promotion/retention of students at CBPS.

In compliance with Board of Education Policy 5123a and based on Education Research Studies, the goal of the CBPS staff is to ensure that each student develops to his/her highest potential. Therefore, the staff is committed to establishing and maintaining the highest standards for each grade level. Students should normally progress through the grade levels by demonstrating growth in meeting standards of expected achievement.

The CBPS staff believes that instruction should be tailored, when possible, to meet the individual needs of students. When appropriate, instruction should address student strengths as well as deficiencies.

Different assessment strategies will be used when determining student promotion/retention. When assessing student achievement each teacher shall make use of all available information, including teacher-made tests, standardized tests, criterion-referenced tests and teacher observations. To help achieve this assessment goal the CBPS staff has established a system of evaluating and reporting individual student achievement to parents on an ongoing basis.

**Retention**

Prior to deciding on retention, the school may require the student to attend one or more alternatives for intervention and/or remedial instruction.

Intervention and/or remedial instruction are designed to assist the student in overcoming his/her difficulties and may include but not be limited to:

1. Title 1 tutorials,
2. Para-educator intervention,
3. Child Study,
4. after school programs,
5. summer school programs,
6. counseling sessions, and
7. other school intervention programs.

When considering student retention, the teacher will evaluate the child as a whole, as well as all aspects of the student's development including general cognitive, reading, writing, mathematics, physical, and social-emotional. Additionally, the teacher shall take into account the learning potential of the student, his/her chronological age and the effects any handicapping condition. Excessive absences, as defined by the CBPS Attendance Policy, shall be an important factor for consideration.

Light's Retention Scale, which is designed to be a counseling tool to aid school professionals in determining if the student would benefit from grade retention, may be used.

In all cases of retention, the parent/guardian will be fully involved and informed throughout the decision making process. Parents will be notified as early as possible when retention is being considered. Except in very unusual circumstances, notification will be no later than April 15. Any subsequent meetings will take place prior to June 1.

Although the principal shall be responsible for making the final decision as to retention, parent opinions and concerns will be given every consideration.

### **SCHOOL COMPUTER USE**

Internet access is provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent/guardian permission is required. Access is a privilege, not a right. Students are expected to follow the acceptable use agreement.

### **Internet**

Students are prohibited from using the internet or other electronic technology to interfere with the educational process. Prohibited actions include, but are not limited to:

1. any interference with the school district's computer systems
2. any interference with communication by teachers or administrators with parents, including blocking or intercepting e-mail or other electronic communications
3. making statements (e.g., website postings, instant messages, e-mail messages) that
  - a. threaten students, staff or administration
  - b. are falsely attributed to others
  - c. are intended to ridicule, harass, humiliate or intimidate another student, staff member or administrator
  - d. are defamatory of students, staff or administrators

Misuse of the internet and other technology as described above is prohibited at school or at a school-sponsored activity. This conduct is also prohibited off campus when it has the effect of creating a serious disruption of the educational process.

In considering such disruption of the educational process, school officials will consider the following factors:

1. whether the conduct seriously impeded the day-to-day operation of the school
2. whether the incident occurred within close proximity of the school
3. whether other students from the school were involved or whether there was any gang involvement
4. whether the conduct involved violence, threats of violence or the unlawful use of a weapon
5. whether any injuries occurred
6. whether the conduct involved use of alcohol or illegal drugs
7. whether the conduct had a direct and negative impact on a student's academic performance or safety in school

(Note: These regulations are based on the following CT General Statutes: Section 10-233d (a) (1) and Section 10-222d.)

### **HEALTH REMINDERS**

#### **PHYSICAL EXAMINATION**

State law requires complete primary immunizations and a health assessment by a legally qualified practitioner of medicine, an advanced practice registered nurse or registered nurse, a physician assistant or the school medical advisor prior to school entrance in Connecticut.

#### **ADMINISTRATION OF MEDICINE IN SCHOOL**

Only certified teaching personnel or the school nurse may administer medicine to children with a physician's written order and the parent or guardian's authorization. The medicine must be brought to school, in its original prescription container, by the parent and given to the school nurse.

#### **COMMUNICABLE DISEASE POLICY**

Children who have the following illnesses will be sent home: earache or sore throat with a temperature, a severe running nose, a severe or continuous cough, a rash on the face or body, vomiting, or a fever of 100 degrees F. or more.

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 therefor. 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. Academic and behavioral support shall be offered to the student.
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.

**5114(h)**

### **Students**

#### **Removal, Exclusion, Suspension and Expulsion/Due Process**

#### **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

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.

**5114(g)**

#### **Students Removal, Exclusion, Suspension and Expulsion/Due Process**

#### **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.

#### **CHILDREN ARE ALSO SENT HOME FOR THE FOLLOWING CONDITIONS:**

**Conjunctivitis (pink eye)** Symptoms to watch for are: the white of the eye is pink and the lining of the eyelid is inflamed in one or both eyes; sensitivity to light; moderate tearing; minimal or no itching, blurred vision that clears with blinking; thick discharge or eyelids crusted over upon awakening in the morning. Children are excluded from school until they have been seen by a physician and are on medication. They may return to school after they have been on the medication for 24 hours and no discharge is noted from the eye.

**Impetigo** Symptoms to watch for are: bumps that turn into an oozing, sticky, honey-colored crusted lesion, itching at the site of bumps or lesions. Lesions are most commonly found on the face and extremities. Impetigo may be the result of a secondary infection brought on by insect bites. Children are contagious until the lesions are dry. Children are excluded from school until they have been seen by a physician and are on medication.

**Strep throat** Symptoms: severe sore throat with sudden onset, fever 101-103 degrees F., tender lymph nodes in the neck area, nausea, and/or abdominal pain. A throat culture by a physician is the most reliable method for determining if infection is strep. Children should be on medication for 24 hours before returning to school.

#### **ANIMALS IN THE CLASSROOM**

Animals may be brought into schools for instructional purposes subject to the administrative regulations associated with this policy. "Instructional purpose" means that the presence of animals directly supports the learning outcomes of the lesson and/or the curriculum. Animals must be appropriately and humanely cared for and properly handled.

An exception to this policy shall be service animals, such as seeing-eye dogs.

#### **Administrative Regulations**

1. The Principal shall approve all animals that are brought into the schools for instructional purposes.
2. Animals shall not be allowed to roam freely in the classroom or school.
3. The teacher is responsible for insuring the animal waste is properly sealed for disposal.
4. The following animals are not allowed in any school:
  - poisonous insects, spiders, reptiles and lizards;
  - stray animals;
  - wild animals (bats, skunks, snakes, turtles, lizards, etc.); and
  - kittens and puppies less than four months old.
5. Prior to introducing any animals into the classroom, teachers shall be certain that:
  - students and staff are not allergic to their presence;
  - the animals are free from diseases or parasites;
  - the animals present no physical danger to students; and
  - students are instructed in the proper care and handling of the animal.
6. Staff shall not bring their own household pets into school except for instructional purposes.
7. Provision for the care on weekends and holidays is the responsibility of the classroom teacher.
8. Animals shall not remain in the classroom during vacation periods.
9. Proof of rabies vaccination must be provided for dogs, cats, and ferrets in accordance with Connecticut statutes.
10. Staff members or students who have been bitten by an animal shall report such incident to the principal and the nurse immediately. The principal or designee should notify the public health authorities if the injury merits medical follow-up.

Please see Board of Education regulation # 4119.23 for animal policy.

**STUDENTS:**

5145.124

Use of Alcohol Detection Devices

**A. Introduction**

The Canton Board of Education (BOE) is committed to promoting safe and substance-free school sponsored activities and events both on and off school grounds. The Canton BOE adopts this policy for all students enrolled in our schools and their guests who attend school-sponsored events. This policy will cover all school sponsored activities and events where prior notice has been given whether conducted on or off school grounds.

1. No alcoholic or intoxicating beverages of any kind are permitted in any building or at any event or activity authorized by the BOE at any time.
2. The consumption of alcoholic or intoxicating beverages immediately prior to or during any school sponsored event or activity on or off school grounds is strictly prohibited by the BOE.

Therefore, in order to promote a safe environment for our students and their guests at school sponsored and/or Board authorized activities and events, the school administration is authorized to employ the use of both "passive" and/or "active" alcohol detection devices.

The Superintendent shall develop a process and timeline to reasonably ensure reliability of the screening instrument used according to manufacturer's guidelines, appropriate training of administrators and designated personnel, student privacy during the taking of the sample and security of the sample once obtained. Results of any breathalyzer testing will be maintained in a confidential manner, to the extent practicable.

**B. Prior Notification**

It is the responsibility of the school administration to provide prior notice of the use of alcohol detection devices to the attendees of BOE authorized events. Prior notice will include, but is not limited to, notification in the student/parent-guardian handbook, notification at school-wide assemblies, notification on event specific advertisements and/or tickets, and notification on guest permission forms.

**C. Refusal to Screen**

Students and/or their guest[s] who refuse to submit to alcohol detection screening at events where prior notice has been given will not be permitted to attend the BOE authorized activity. No refunds will be provided to these students or their guests. Parents/Guardians of these students will be contacted and informed of their refusal to screen.

**D. Students Testing Positive**

Students who test positive for consumption of alcoholic and/or intoxicating beverages will be subject to disciplinary action consistent with district policies and regulations. Their parents will be called to pick the student up from the school-sponsored event.

**E. Breathalyzers During the School Day**

Trained school personnel may ask that a student submit to a breathalyzer test during the school day if, after careful evaluation, there is reasonable suspicion that a student may be under the influence of alcohol while in attendance at school. The breathalyzer test will be administered as noted above, with an opportunity for a second test after 10 minutes. If the student tests positive for a second time, their parents will be called and the student will face disciplinary consequences consistent with district policies and procedures. (policy #5114).

Adopted: May 31, 2006

5114(e)

**Students**

**Removal, Exclusion, Suspension and Expulsion/Due Process**

**D. Suspension and Expulsion (continued)**

- 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.

5114(f)

**Students**

**Removal, Exclusion, Suspension and Expulsion/Due Process**

**E. Suspension for Conduct Off School Grounds (continued)**

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

- 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;

5114(d)

**Students**

**Removal, Exclusion, Suspension and Expulsion/Due Process**

**D. Suspension and Expulsion (continued)**

- 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, purchase, 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. 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;
- o. 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;

**USEFUL INFORMATION**

**FIELD TRIPS**

As part of the enrichment program, children may go on field trips. Field trips are taken to enhance the children’s learning experience. Such trips are carefully planned and supervised by teachers who are frequently assisted by parents. Information and a permission slip will be sent home for each trip.

**PARENT TEACHER ORGANIZATION – PTO**

The PTO is open to any parent, school official, or other Canton resident who is interested in the welfare of the children at Cherry Brook Primary School. The PTO serves as a communication liaison between parents and the school. In addition, the PTO oversees fund-raising efforts, disburses funds for enrichment, and helps with transportation costs for field studies.

**BUILDING USE**

The Cherry Brook Primary School is available for after-school activities, such as Parks and Recreation, Brownies, Cub Scouts, and other community groups. After-school activities are not under the authority of the school. If you need information regarding any activity being held during after school hours, please call the person or organization in charge of that activity.

If you plan to use the building for after-school activities, please contact the school office to fill out a Facilities Use Form.

**CARE OF SCHOOL PROPERTY**

At CBPS, we work to develop good character and citizenship in each child. Reasonable care of the school building, furnishings, books, and instructional materials is emphasized at all times. Parents are asked to reinforce these values. With your support, operations and maintenance expenses can be held to a minimum.

**INSURANCE**

A school time or a 24-hour coverage policy is available for your child through the school district. A pamphlet explaining the plan is sent home at the beginning of the school year. If you do not receive one, please call the office to request one be sent to you.

**LOST AND FOUND**

A Lost and Found box is located outside the nurse’s office. When possible, please have your child’s name on items brought to school, especially lunch boxes and outerwear such as jackets, scarves, mittens, boots, etc. At various times through the school year, unclaimed items will be donated to a local charity.

**NON-DISCRIMINATION POLICY**

It is the policy of the Canton Schools not to discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental disability, or physical disability in any of its educational programs, activities, or employment policies.

**SAFETY AND SECURITY PROCEDURES**

**SCHOOL VISITATION**

Parents and interested citizens are invited to visit our school when appropriate. It is very important for the office to be aware of all visitors in the school.

- ◆ It is mandatory for all persons to come into the office to sign in and wear a visitor’s pass.
- ◆ Parents, guardians, grandparents, and others interested in volunteering are always welcome.

### **CHANGE OF ADDRESS/HOME, WORK, OR CELL PHONE NUMBERS**

Please notify the school office immediately if you should move within the town of Canton or change your home, work, or cell phone number. It is important that parents keep their children's records up to date, especially if staff members need to reach you in case of illness or an emergency. You may want to include other emergency contacts.

### **A CHANGE IN A STUDENT'S TRANSPORTATION**

**A note is mandatory** when there is a change in your child's transportation schedule. A written note validates a change in schedule, and ensures proper procedure. A phone call will be acceptable only in the event of an unforeseen emergency. Faxing a signed note to the office is acceptable before 12:00 noon. (Fax #: 693-7647)

### **SAFETY DRILLS**

Safety drills are required by law. School officials have worked with town officials to develop safety plans for a variety of emergencies. In our effort to be proactive, we will conduct a variety of drills throughout the year. Safety drills include fire drills and lockdown procedures called "Code Red" and "Code Yellow". With Fire drills, it is important that students respond promptly and clear the building using the posted route as quickly and quietly as possible. The teacher will accompany the students. In a "Code Red", students are directed into a designated area in their classroom and instructed to remain silent. In a "Code Yellow", students are to remain inside but can proceed as normal for the school day. These drills are routinely practiced in order to best maintain the safety of our students and staff.

In the unlikely event of an emergency evacuation from Cherry Brook Primary School, students will be transported by bus to the Canton High School. Students will remain at CHS until normal dismissal time. End of the school day bus transportation will remain in effect. This arrangement differs from the procedure for closing of school due to inclement weather.

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.

**5114(c)**

### **Students**

#### **Removal, Exclusion, Suspension and Expulsion/Due Process**

#### **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);

**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 on developing both effective support programs and suitable punitive measures, which promote self-discipline and encourage making appropriate choices.

**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.

CANTON SCHOOL  
NOTIFICATION OF RIGHTS UNDER FERPA  
FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Education 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:

The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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 students 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.

The right to consent disclosures of personally identifiable information contained in the student’s education records, except to

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

**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.

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.*

**Business/Non-Instructional Operations**

**Hazardous Material in Schools**

**Green Cleaning Program (continued)**

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

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

“**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.

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)

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

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.

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

**APPENDIX B**

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

**APPENDIX C**

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.
- (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.