

Cherry Brook Primary School



Student/Parent/Guardian Handbook 2020 - 2021

Please Visit Our Website:
<http://www.cantonschools.org/cbps>

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CHERRY BROOK PRIMARY SCHOOL

Andrew Robbin, Principal
4 Barbourtown Road, Canton, CT 06019
Phone: (860) 693-7721
www.cantonschools.org/cbps
Principal's Letter



August, 2020

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 are all 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. It 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 2020-2021 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.

This handbook reflects how our school operates during typical situations. With our changing learning formats, there will be a more specific guide for our procedures for this school year.

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

Sincerely,

Andrew Robbin

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STAFF DIRECTORY 2020/2021

Main Office:

Andy Robbin / Principal
Tracy Thomas/Administrative Assistant
Michelle Ferguson/Secretary
Tracy Ring/Secretary
John MacBain/Head Custodian
Cafeteria
Nurse /Jess Bali & Janet Babbitt

Pupil Personnel Faculty

Elizabeth Brodbar /Resource Room
Alison Coddington/Social Worker
Rebecca Davis/ESL
Kelly DiMartino/Resource Room
Helen Farmer /OT (Tues, Thurs, Fri)
Kelly Gibson/Learning Lab
Elizabeth Mosher/Social Worker (Tues, Fri)
Constance Napierski/Speech
Erica Paiva/Psychologist
Betsy Perkins /PT (Wed mid/Thurs pm)
Tammy Van Allen/OT (Tues/Wed//Thurs am)
Lisa Woods /Resource Room

Specialists:

Abe Ammary/Math/Science Coordinator
Kathy Watson/Media Specialist
Samantha Card/Music
Kezia Hearn/Art
MaryPat Leger/LA Consultant
Robin Nardini/Technology
Steve O'Meara/PE/Health
Bill Phelps/ 3rd Grade PE/ Health
Ellen Raposo/Art

Preschool:

Jordan Lachtrupp

Kindergarten:

Chelsea Gustafson
Suzanne Lancaster
Laura Moore
Cora Mutch/Gr Level Leader
Michelle St. Laurent
Kelly Theriault

First Grade:

Carey Campbell
Rosemary Capozzi
Kate Dauphinais
Molly Henneberry
Marina Rinkus / Gr Level Leader
John Sherman
Chris Woods

Second Grade:

Ann Atwood/Gr Level Leader
Jessica Bergstrom
Meghan Boutote
Kelly Davis
Heather Santanella
Deb Tarnowicz

Third Grade:

Lisa Achee
Johanna Ferrone
Liz Leger
Amber Scapin/Gr. Level Leader
Jenn McDermott
Jess Murack

Permanent Sub:

Zachary Mans

Support Staff:

Jeanne Altott
Leslie Bahre
Denise Black
Michelle Chaberek
LouAnn Corbidge
Rachael Dill
Lisa Frawley
Bequir Grajcevcic
Patrick Green
Sandra Hamelin
Sophie Huff
Denise Killianey
Indra Krishnamurthy
Michele Kucia
Laura Kuhlberg
Kathleen Lundgren
Elissa MacInnis
Kathleen Miller
Patrice Olson
Joelle Pereira
Stephanie Ryder
Brandie Scott
Cindy Small
Sean Smith
Brittany Tramontonas
Laura Trafidlo
Liz Whytock

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Mission Statement

At Cherry Brook Primary School, we provide each child with positive, lifelong memories while celebrating the happiness of childhood. Focusing upon student growth and success, along with a commitment to nurture students, children become engaged learners and productive community members.

*In order to accomplish our mission, we believe that **students learn best when...***

- inspired to love learning.
- valued for their unique talents and individuality.
- presented with opportunities where perseverance is required to overcome challenges.
- critical thinking and problem solving skills are applied academically and socially.
- individual goals are designed based on interests and learning styles.
- held accountable for their learning and actions.
- nurtured in a safe environment that promotes curiosity, confidence and self-reflection.
- different perspectives are welcomed and appreciated.
- positive peer interactions are developed and fostered.
- families and schools unite to develop a collaborative, supportive network.
- a sense of community extends beyond school.
- provided with purposeful resources to enhance their experiences.
- play, fun, and creativity are valued as integral parts of the childhood experience.

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School Hours – Arrival and Dismissal Procedures

The School Day

Cherry Brook Primary School students officially begin their day at 8:35 a.m. Students are not able to arrive at school prior to 8:15 a.m., as we have no supervision available before that time. Students arriving after 8:35 a.m. must be signed in at the office by a parent/guardian, and will be marked as tardy. **School ends at 3:20 p.m.** Students dismissed to their families prior to 3:20 p.m. will be marked as an early dismissal.

School Hours

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

School arrival times **8:15 a.m. - 8:35 a.m.** (Students arriving after 8:35 a.m. will be marked as tardy.)

School dismissal is **3:20 p.m.** (Students who are picked up prior to dismissal time will be marked as an early dismissal.)

Pre-Kindergarten Hours:

AM: Wednesday, Thursday, Friday - 9:00 a.m.-11:30 a.m.

PM: Monday, Tuesday, Wednesday, Thursday - 12:30 p.m. - 3:00 p.m.

Access during the school day: At this time, the majority of visitors are not permitted in the building. In the case of an emergency or a required presence (picking up a child, etc.), to gain entry, you are to be buzzed in from the outside of the building. Once you are granted entry from the outside, there is another row of doors so please proceed to the door in front of the office where you will again need to be buzzed in. Once in the office, you will need to follow the sign-in procedures. Most encounters will likely occur through our vestibule to limit contact. Masks are required

Students being dropped off by parents in the morning

More information will be in our Handbook addendum.

Parent Pick-Up at the end of the day

More information will be in our Handbook addendum.

Changes in Your Child's Dismissal Plans

Notify the office by sending a note with your child indicating the date and change in plan. Note that although phone calls are accepted, due to call volume and the need to accommodate your request as efficiently as possible and without disruption to classrooms, a note is the desired protocol.

Student Early Dismissals

- Please do not ask for an early release unless absolutely necessary. Early releases will be monitored by the office.
- When parents arrive and inform the office from outside the main doors, we will call your child down for an early dismissal. Students are only to be dismissed from the office.

Early Dismissal Schedule

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

Pre-Kindergarten: AM: 9:00 a.m. – 10:50 a.m. / Pre-Kindergarten PM: 11:00 a.m. - 1:00 p.m.

School Delay and Early Closing

In the event of a 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, WDRG-102.9 FM, WDRG-1360 AM, Parent Notification System

You can also visit our website at www.cantonschools.org

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

Office Sign-In

All visitors, guests and parents are required to present a driver's license and be registered through our Raptor system in the CBPS office and must wear a visitor's badge while in the building.

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, please use the established parking spaces.

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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 voicemail or leave a phone message with the office. The teacher will contact you as soon as possible, and no later than 2 school days. Teachers will also share their specific modes of communication during Curriculum Night.

Reporting School Progress

Student progress reports 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 (860) 693-7721.

If a student is not making satisfactory progress, the teacher will notify parents by phone, note or email. 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. Parents should not hesitate to communicate any concerns with the school.

Cherry Brook Primary School Progress Reports align with standards that describe what a student should know and be able to do at each grade level in all subjects. The report card will give families clear information about how their children are progressing towards mastery. The progress report helps make sure that all of our students have similar content and are assessed in the same manner and allows students the opportunity for individualization. Finally, the progress report will allow families to see exactly how their students are performing based on grade level standards.

Progress Report Schedule

November 13: Progress Reports Issued
March 5: Progress Reports Issued
Last School Day: Progress Reports Issued

Parent Teacher Conferences

November 17*, 18, 19
March 9*, 10, 11
*Evening conferences as well as daytime

Newsletters

Each week, a school-wide weekly newsletter is sent home electronically with a summary of news and upcoming events. All correspondences can also be viewed on our web page: www.cantonschools.org/cbps.

Classroom teachers also send emails or newsletters about their class news every week. Special areas teachers' updates are on their webpages.

Parent Notification System

Canton Public Schools has an automated phone system. This allows us to contact families with both every day and emergency messages. In addition, the Parent Notification System will call your primary phone for 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

Any staff member can be contacted electronically by using the staff member's first initial, last name. For example: arobbin@cantonschools.org. Teachers check their email daily and will respond promptly.

CBPS Website

Cherry Brook Primary School maintains a website to provide information to students and parents, which includes a detailed calendar of events. Individual teachers have classroom news, events and homework assignments posted on this site. Parents can use the website to communicate by email with teachers. The web address for CBPS is www.cantonschools.org/cbps.

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School Expectations

The school expectations are to:

- Be Safe
- Be Kind
- Be Responsible

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. This is part of our district initiative to utilize Positive Behavior Interventions and Supports (PBIS).

Expected Student Behavior

Generally, all students are expected to demonstrate appropriate behavior while in school and/or while being transported to and from school. To do this effectively, we continually teach children about the expectations and provide support to help children follow our school expectations. 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.

“High Fives”

Another component of PBIS is giving positive recognition to students that are modelling our school expectations. Students can be given a “High Five” from staff members for following any of the expectations. A High Five is an accolade sharing the school expectation being exemplified. Students then post the High Five in their classrooms. Once a class receives a set total of High Fives they have a celebration to honor this achievement. These have ranged from playing games to a pajama party to crazy hair day. We chose to highlight class achievements to help students see their importance within the class and reinforce the shared responsibility of being a positive community member.

Corrective Behavior Support

When students need redirection in following school expectations, the goal is to teach the rules of acceptable behavior. Whenever possible, this is instructive, consistent yet flexible as one considers the individual needs and uniqueness of each student. The ranges of responses towards discipline are geared toward natural consequences whenever possible and they should avoid punishments.

When corrective responses tend to go beyond the routine redirection, a staff member may use an “Incident Referral Forms” (IRF) to document when more specific, directive action was needed to get students to follow the behavioral expectations. If students are not following one of our school expectations (Kind, Safe, Responsible), supervising staff will provide clear feedback about expected behaviors to help the student make a proper choice. If the student is still unable to correct their behavior, the staff member may choose to document the child’s behavior, interventions that have taken place and what consequences were put into place. The goal is to help the school gather data on areas that may benefit from improvement with school wide modifications. The modifications could be re-teaching expectations for students, a change in approach to certain areas or school-wide problem solving to decrease repeated poor behavior.

Parent Involvement

Teachers are encouraged to communicate with the parents and parents with teachers when students continuously need behavioral reminders. We encourage a collaborative 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.

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.

[See Board of Education policy 5131.911 for the complete policy on “Bullying”.](#)

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Recess

For more complete details, please see the Student Handbook Addendum. This includes how recess will be handled in a physically distant environment while maintaining the structure of the classroom cohorts.

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 (860-693-7649) is required.

Weather Conditions

When making a decision on whether or not to allow for outdoor recess, the school staff considers the following:

- During rain, or unsafe conditions created by a previous precipitation, recess will be held indoors.
- When the “Feels Like” temperature in Canton Center is 20° F or colder recess will likely be held indoors.
- The proper dress of individual children.
- Medical conditions of individual children.
- Other conditions that may affect the safety of the children.

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Playground Usage & Safety Guidelines

On September 29, 2014 the PTO generously donated a new playground to Cherry Brook Primary School. In order to make sure that all students are playing safely and happily at recess, we expect all children to follow the rules listed below during outdoor recess.

Children are to play safely at recess.

- Children are to keep their bodies safe and to themselves at all times.
- Children should be kind to each other.
- Children should walk or run only 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, etc.
- Students will be reminded of expected behavior. Any student who is unsafe, disrespectful or does not follow the rules will have appropriate consequences ranging from reminders to missing a portion of recess or an office referral
- Children must be supervised at all times. Therefore:
 - If a ball is kicked or thrown 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.
 - Students should be in clear sight and not play near the woods.

Children are to play safely on Playscape Equipment.

- Children should walk on the wood chips and leave the wood chips on the ground (no digging or throwing)
- Do not jump on or off any equipment. If a student can't reach it, they can't use it.
- Exit all equipment with caution.
- No playing on the outside of any slides, towers or ramps. Do not hang, twirl, or sit on any of the yellow support poles beneath the slides
- Children cannot play underneath the first level platforms.
- Only climb up ladders not down. Children should maintain two or three points of body contact at all times.
- Swing facing the playground. Do not play in between, near or behind the swing area. Bucket swing is for only students given permission from school staff.
- Only slide down the slides in a seated feet first position. Do not look into the bottom opening of the tunnel slides. Children must go down the slide one at a time.
- The rock wall is a horizontal wall designed for side to side movement. Children are not allowed to go over the top of the rock wall.
- Use both hands on all equipment with climbers or rails. Do not hang upside down on any equipment.
- Students must face the May Pole Umbrella when using this piece of equipment. No pushing other students or jumping on or off while the May Pole is in motion.
- Only two people at a time on the multi-pondo. To exit, one person should lean in or step one foot in so that the opposite side drops to the ground the partner can exit safely. Then the other person can step off backwards. They should not be stepping into the middle to exit.

- There is a maximum limit of 10 people on the highest tower platform. Children must use the slides to exit the platform area.
- If the playscape is wet, slippery or icy no students are allowed on the equipment or in the playground area for safety purposes.

Appropriate Playscape Attire

- Wear appropriate shoes; shoes with a back or straps (no flip flops) and rubber surface. Laces must be tied. Shoes should have a rubber surface.
- No flip flops, cleats or heels especially on the rubber surface.
- Make sure all clothing is safe. Tuck in or remove pull strings, necklaces etc.

Winter and Snow

- Hats and mittens are needed during the winter months.
- Snow 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.
- Sledding will be permitted under the guidance of the recess staff.

End of Recess Procedures

- At the end of recess children are to be quiet when in line. At the end of recess, the students who were using equipment such as balls, jump ropes etc. must clean up the equipment and return it to their classroom bin.
- All students must line-up quietly on the blacktop at the end of recess and form lines for returning to the building.

Playground Posted Guidelines

- Hours of operation: Daily 8am-8pm
- Playground is closed during inclement weather
- Children must be supervised at all times
- No pets allowed
- Bicycle, roller skate and skateboard use within the play area is prohibited
- Shoes are required at all times (no bare feet)
- Cleats and shoes with spikes are not allowed on the playground as they will damage the rubber surface
- The playground's ramp will support 500 lbs. of weight per each foot of running length. Wheelchairs in excess of 500 lbs. should not be taken on the set's ramped areas

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Cafeteria and Lunch Expectations

For more complete details, please see the Student Handbook Addendum. This includes how lunch will be handled in a physically distant environment.

Cafeteria and Lunch Expectations

Students have a 30 minute lunch period each day. During lunch, students are expected to:

- Eat at their desks
- Converse with students around them
- Remain at their seat unless being dismissed by an adult to either clean-up, or use the bathroom
- 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 appropriate staff member. Serious or repeated infractions of lunch rules will be handled by the principal or his/her designee.

School Lunches

The Food Service Department offers daily lunch for kindergarten and grades 1, 2, and 3. As participants in the National School Lunch Program, each lunch served must include five components: a protein source, bread, a vegetable, a fruit and eight ounces of milk. Choices of entrees are available each day, including both hot and cold selections. There are also vegetable choices, a variety of fruits and fruit juices to choose from, a “dessert” item two to three times a week and a variety of cold milks. Students must maintain a positive monetary balance.

Our school district utilizes an online service that will allow you to monitor your children’s lunchtime purchases, make deposits **in advance** directly into their meal accounts, transfer funds between students and have an email reminder sent to you when an account balance gets low.

Student debit account deposits can be made by check, debit payments, or by credit card. Each child’s account will be updated nightly so that account balance information and payments will be current as of the following day. In order to take advantage of this convenient service, you will need to create a parent account. This requires you to:

1. Go to www.myschoolaccount.com.
2. Click “Create Account” on the top menu bar.
3. Fill in the required information on the “Parent Account Sign-Up page.”
4. Choose Canton Ct Public Schools from the “School District” drop down menu.
5. Create a User ID and Password
6. Click the “Accept” box, and then click “Signup.” An email will be sent to your email address that will contain a “verification code.”

After you receive the “verification code” you may begin to add your children’s information. To do this, you will need to:

1. Go to www.myschoolaccount.com and login using your previously created user ID and password.
2. Enter the “verification code” to verify your account and email address.
3. Begin adding your children’s information according to the guidelines provided. You will need each of your children’s student ID** numbers as well to add each student.
4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.

Note: A parent account can be linked to many children, but a child can only be linked to one parent.

We urge you to take full advantage of this system by making deposits into your children's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit.

Note: There will be a per transaction convenience fee associated with each deposit. Less frequent payments may save you money.

Students without money for lunch on a particular day will be allowed to charge their lunch. Administrative staff will be provided the daily charge report and will be responsible for contacting the parent/guardian to let them know that the child has come to school without a lunch or money to buy a lunch. The parent/guardian will be asked to use the available payment options to pay back the money owed. They should be encouraged to keep a balance on account for their student(s). All balances transfer from school to school as the student moves through the Canton Public School system. Any money on account will be refunded to the family if the student graduates or leaves the Canton Public School system.

Any money that is not spent by the end of the school year will be available the following school year. If you have any questions about this or any other food service program, please contact the Food Services Department at 860-673-2538.

If you choose to pay by check, it 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, Margaret Dreher by calling 860-673-2538.

SNACK

Snack time will be determined by the classroom teacher. Time will be given so that students can stay nourished but be protective of instructional time.

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Bus Transportation

For more complete details, please see the Student Handbook Addendum. This includes how to load and unload when on the bus.

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 may 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 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. 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.
- 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.

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 will communicate verbally and/or in writing to parents.
- When a driver files a second written report, the child meets with a school official again. The parent is informed of possible suspension of bus transportation.
- When a driver files a third written report, the child and parent meets with a school official, if warranted by the offense. The school official appropriately disciplines the student, which may include temporary 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 Policies

- 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 pickup **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](#).

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 on their regular bus route, but **only** if written permission by the parent has been given to the school office that morning.

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). 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.

What happens if you miss bus drop-off?

If a child is not met at his/her afternoon bus stop, they will be returned to CBPS. You will receive a phone call letting you know to pick up your child. Adult supervision is provided.

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HOMEWORK

Homework is an important tool, in helping students make the most of their experience in school. Homework prepares and reinforces learning and activities that take place in the classroom.

We ask that parents provide the positive support necessary for their child, to ensure 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.

In June, 2017, the Board of Education revised the homework policy to state that in grades K – 3, “Homework is not to exceed (20) minutes of Reading/Math literacy skills per night.” This would include nightly reading. Homework may only be assigned on Monday, Tuesday, Wednesday and Thursday.

As a staff, we will further delineate the changes at the start of the school year and this will be shared at Curriculum night. In anticipation, the likely guidelines for Kindergarten through Grade 3 based on practices are:

- Teachers should not require formal homework for students in Kindergarten. Reading will be an emphasis for homework assignments. Other “practice” assignments may be given when necessary. Enrichment exercises may be suggested as appropriate.
- In first grade, reading will also be the emphasis for homework. Teachers may also assign homework and creative activities for 10-15 minutes, two to three times per week.
- Teachers of Grades 2 and 3 will also emphasize reading for homework. Teachers may also assign other assignments three to four times per week.
- During any point of distance learning, there will be no homework as any assignments will be a required part of students' school day.

For more information, please see the Homework Policy. [6154](#)

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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. **Parents should 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:

- SRBI - SRBI stands for Scientific Research Based Interventions - this is Connecticut's response to a federal law requiring that schools adopt a framework called Response to Intervention (RTI). Federal and state laws require public schools to monitor student performance regularly and intervene early when a student is found to be struggling, instead of waiting for the student to fail. At CBPS, the ongoing analysis of student performance begins with the classroom teacher where strategies for on-going student success are created and shared. For more information on SRBI, please visit:
<https://sites.google.com/a/cantonschools.org/mrs-legere-s-website/>
- Pre-Kindergarten Program – an on-site preschool 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.

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Attendance

With the current health situation, there may be additional information forthcoming to be included in the Student Handbook Addendum.

Reporting Absences

To report an absence, call the Cherry Brook Health Room in the morning at **860-693-7649** and give the reason for the absence. Please do this each day your child is not present. Note that if your child is absent from school due to illness, attendance to classroom parties or school functions is not appropriate. 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 may be asked for and should be submitted to your child's teacher. With our current health situation, the nurse or nurse's aide may ask questions specific to COVID related symptoms.

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
- 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.

Early Dismissal

Please observe established school hours. Tardiness and requesting an early release are 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 possible. Children leaving early for any reason will be tracked as such in the attendance.

When a student becomes ill or injured and must be sent home, parents are notified and may pick the student up from the health room after first registering with the main office. Your child will then be released to you in the vestibule. 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, indicating the time of pick-up and the name of the person who will be picking up your child.
- ◆ The pickup designee must register with the office to sign the child out at the specified release time.
- ◆ The office staff will call the classroom for your child to be sent to the office.

Promotion/Retention [5123](#)

In compliance with Board of Education Policy (5123) 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.

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 of 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.

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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. 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.)

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Health Reminders

With the current health situation, there may be additional information forthcoming to be included in the Student Handbook Addendum.

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 Fahrenheit or more.

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 Fahrenheit, 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.

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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 ensuring 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.

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Useful Information

With the current health situation, there may be additional information forthcoming to be included in the Student Handbook Addendum.

Field Trips

Unfortunately, we will not be scheduling field trips at this time.

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

Unfortunately, the building will not be used for any activities other than school at this time.

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.

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SAFETY AND SECURITY PROCEDURES

School Visitation

At this time, school visitations will not be allowed with the exception of emergencies or approved legal reasons.

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, email address 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. Change of address requires proof of residency.

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 noon. (Fax #: 860-693-7647)

Safety Drills [6114.1](#)

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.

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Canton Schools 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:

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.

Parents have 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

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Board of Education Policies

All Policies can be found here. [Board Policies](#)

Please note the required policies for the 2020-2021 school year have been hyperlinked for your convenience:

- # [3516.13](#) Pest Management/Pesticide Application
- # [3524.2](#) Green Cleaning Products
- # [5113.2](#) Attendance, Excused Absences and Truancy
- # [5131](#) Removal, Exclusion, Suspension and Expulsion/Due Process
- # [51253.11](#) Health/Medical Records
- # [5131.111](#) Video Surveillance
- # [5131.6](#) Alcohol Use, Drugs, and Tobacco (including Performance Enhancing Substances)
- # [5131.7](#) Weapons and Dangerous Instruments
- # [5131.911](#) Bullying
- # [5141.28](#) First Aid/Emergency Medical Care – Sudden Cardiac Arrest Prevention
- # [5141.4](#) Reporting of Child Abuse and Neglect
- # [5141.7](#) Student Sports – Concussions
- # [5145.122](#) Search and Seizure – Use of Dogs to Sweep School Property
- # [5145.4](#) Non-Discrimination
- # [5145.5](#) Sex Discrimination and Sexual Harassment
- # [5145.51](#) Sexual Harassment – Peer Sexual Harassment
- # [6142.101](#) Student Nutrition and Physical Activity
- # [6154](#) Homework Policy
- # [6146](#) Graduation Requirements

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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. (See Board of Education Policy #5145.4 below.)

5145.4

Students

Non-Discrimination

The Canton Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy, or gender identity or expression, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability, pregnancy, gender identity or expression.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

Legal Reference: Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.

Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.

Connecticut General Statutes § 10-15c and § 46a-81a, et seq. - Discrimination on basis of sexual orientation

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.

Policy adopted: March 13, 2012

Policy revised: March 24, 2015

CANTON PUBLIC SCHOOLS

Canton, Connecticut

5145.4

Students

Non-Discrimination

It is the policy of the Canton Board of Education that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression.

If the complaint involves an allegation of discrimination based on disability or sex, the complainant should be referred to the Board's policies and procedures related to Section 504 of the Rehabilitation Act/Americans with Disabilities Act (ADA) (for claims of discrimination and/or harassment based on disability) and Sex Discrimination/Sexual Harassment (for claims of discrimination and/or harassment based on sex).

All other complaints by a student or other individuals alleging discrimination on the basis of the protected characteristics listed herein should file a written complaint with:

Kevin D. Case

Office of the Superintendent of Schools

4 Market Street, Suite 100, Canton, CT 06019

Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of harassment or discrimination on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

The school district will periodically provide staff development for district administrators and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of harassment and discrimination.

Complaint Procedure

As soon as an individual feels that he or she has been subjected to discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression, he/she should make a written complaint to Lori DeVito, Title I Coordinator or to the building principal, or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination, and
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination.

Any student who makes an oral complaint of harassment or discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If a student (or individual acting on behalf of the student) is unable to make a written complaint, the administrator receiving the oral complaint will

either reduce the complaint to writing or assist the student (individual acting on behalf of the student) in completing the written complaint form.

All complaints are to be forwarded immediately to the Superintendent or his/her designee. Upon receipt of a complaint alleging harassment or discrimination under this complaint procedure, the Superintendent shall designate a district or school administrator to promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.

Upon receipt of a written complaint of discrimination, the investigator should:

1. Offer to meet with the complainant within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
2. Provide the complainant with a copy of the Board's anti-discrimination policy and accompanying regulations;
3. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law
6. Communicate the outcome of the investigation in writing to the complainant, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within thirty (30) school days from the date the complaint was received by the Superintendent's office. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

7. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, complainant will receive notice and interim measures may be implemented as necessary (see sub-paragraph 6);
8. Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the harassment or discrimination. Corrective action should include steps to avoid continuing discrimination;
9. If the complainant is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the complainant, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and complainant, a meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent shall provide written notice to the complainant of the proposed actions within fifteen (15) school days following the receipt of the written request for review.

At any time, a complainant alleging race, color or national origin discrimination or harassment has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111 (TELEPHONE NUMBER (617) 289-0111).

Regulation adopted: March 13, 2012

Regulation revised: March 24, 2015

CANTON PUBLIC SCHOOLS

Canton, Connecticut

5145.4 Form

DISCRIMINATION COMPLAINT FORM

(For Complaints Based on Race, Color, Religion, Age, Sex, Marital Status, Sexual Orientation, National Origin, Ancestry, Disability, Pregnancy, or Gender Identity or Expression)

Name of the complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment. _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment

Person Completing Form _____

5145.5

Students

Sex Discrimination and Sexual Harassment

It is the policy of the Canton Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy.

Definitions

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

Sexual harassment: In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive such that it interferes with or limits a student's ability to participate in or benefit from the school's program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Sexual Violence: Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Procedure

It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to report such claims. Students are encouraged to promptly report complaints of sex discrimination or sexual harassment to the appropriate personnel, as set forth in the Administrative Regulations implementing this Policy. The district will investigate such complaints promptly, take interim measures, and take corrective action where appropriate. The district will maintain confidentiality to the extent appropriate. The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sexual harassment or sex discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator.

The school district will periodically provide staff development for district administrators, and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of sexual discrimination and sex harassment.

Sex discrimination and/or sexual harassment may also constitute bullying behavior under the Board's Bullying Behavior in the Schools Policy.

Legal References: United States Constitution, Article XIV

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.

Title IX of the Education Amendments of 1972, 34 C.F.R § 106.1, et seq.

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

Office for Civil Rights, U.S. Department of Education, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, 66 Fed. Reg. 5512 (Jan. 19, 2001).

Office of Civil Rights, U.S. Department of Education Dear Colleague Letter: Sexual Violence (April 4, 2011).

Constitution of the State of Connecticut, Article I, Section 20.

Policy adopted: March 24, 2015

CANTON PUBLIC SCHOOLS

Canton, Connecticut

5145.5

Students

Sex Discrimination and Sexual Harassment

It is the policy of the Canton Board of Education that any form of sex discrimination or sexual harassment is forbidden, whether by students, Board employees or third parties subject to the control of the board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the Board's sex discrimination and sexual harassment policy shall be subject to disciplinary action.

Definitions

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

Sexual harassment: In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive that it interferes with or

limits a student's ability to participate in or benefit from the school's program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Sexual Violence: Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Complaint Procedure

1. It is the express policy of the Canton Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Complaints should be filed as soon as possible, preferably within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints.
2. As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she or his/her parent/legal guardian should make a written complaint to the Building Principal and copy to the Title IX Coordinator. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.
3. The complaint should state the:
 - A. Name of the complainant,
 - B. Date of the complaint,
 - C. Date(s) of the alleged harassment/discrimination,
 - D. Name(s) of the harasser(s) or discriminator(s),
 - E. Location where such harassment/discrimination occurred,

- F. Names of any witness(es) to the harassment/discrimination,
 - G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
 - H. Remedy requested.
4. Any student who makes an oral complaint of harassment or sex discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. In appropriate circumstances, such as due to the age of the student making the complaint, a parent or school administrator may be permitted to fill out the form on the student's behalf.
5. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.
6. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools or his/her designee. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator.
7. The Title IX Coordinator or designee shall promptly investigate all complaints of sexual discrimination or sexual harassment against a student, regardless of whether the conduct occurred on or off-school grounds. The investigation shall be conducted discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.
8. Any student who makes a complaint shall be notified of the District's intent to investigate the complaint. In the event the student requests confidentiality or that an investigation not be conducted, the District will take reasonable steps to investigate and respond to the complaint to the extent possible, given the request for confidentiality or that the District not investigate the complaint. If the student insists that his/her personally identifiable information not be shared with the alleged perpetrator, the student will be informed that the District's ability to investigate and/or take corrective action may be limited.
9. Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to promptly investigate the complaint. The Title IX Coordinator or designee shall:
- a) Offer to meet with the complainant within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
 - b) Provide the complainant with a copy of the Board's sexual harassment policy and accompanying regulations;
 - c) Consider whether any interim measures may be appropriate to protect the alleged victim, pending the outcome of the investigation;

d) Investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;

e) Consider whether alleged sex discrimination or sexual harassment has created a hostile school environment, including consideration of the effects of off-campus conduct on the school;

f) Communicate the outcome of the investigation in writing to the complainant, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within sixty (60) school days from the date the complaint was received by the Superintendent's office. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

g) When sex discrimination or sexual harassment has been found, take steps that are reasonably calculated to end the discrimination, take corrective and/or disciplinary action aimed at preventing the recurrence of the harassment or discrimination, as deemed appropriate by the Superintendent or his/her designee, and take steps to remedy the effects of the sex discrimination or sexual harassment;

10. If the student complainant or alleged perpetrator is dissatisfied with the findings of the investigation, he or she may file a written appeal within thirty (30) calendar days to the Title IX Coordinator, or, if he/she conducted the investigation, to the Superintendent of Schools, who shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment or sex discrimination. The Title IX Coordinator or Superintendent of Schools may determine if further action and/or investigation is warranted. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant, in writing, within fifteen (15) school days following the receipt of the written request for review.

If a sex discrimination complaint raises a concern about bullying behavior, the Title IX Coordinator shall notify the District Safe School Climate Specialist or designee who shall coordinate any bullying investigation with the Title IX Coordinator, so as to ensure that any such bullying investigation complies with the requirements of applicable Board policies.

Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of filing a complaint.

At any time, a complainant alleging sex discrimination or sexual harassment may file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111 (TELEPHONE NUMBER (617) 289-0111).

Copies of this regulation will be distributed to all students.

The Superintendent or his/her designee will review this policy and associated regulation with all students during the first month of the school year.

Title IX Coordinator

The Title IX Coordinator for the Canton Board of Education is Lori DeVito, whose office is located at Canton High School, 76 Simonds Avenue, Canton, CT 06019 and whose telephone number is (860) 693-7707.

Regulation adopted: March 24, 2015

CANTON PUBLIC SCHOOLS

Canton, Connecticut

5145.5 Form

COMPLAINT FORM REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT
(STUDENTS)

Name of the complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment. _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment

_____ Remedy
requested _____

Person Completing Form _____

Students

Sexual Harassment

Peer Sexual Harassment

Peer sexual harassment is strictly forbidden in all schools within the Canton District, on school premises and during any school programs and activities. Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or making sexual comments directed at a person because of his or her sex, which interferes with the ability of a student to receive an education.

Students are expected to treat their fellow students with dignity and respect at all times on school property and in school programs and activities and to refrain from unwelcome physical or verbal conduct of a sexual nature.

Disciplinary action may result from violations of this policy. Violations of this policy shall be reported to teachers or administrators. Students are encouraged to report sexual harassment immediately. School personnel will take prompt and fair action to investigate any report promptly and to take the appropriate measures to stop the sexual harassment.

(cf. [5145.5](#) - Sexual Harassment)

Legal Reference: Civil Rights Act of 1964, Title VII, 42 U.S.C. §2000-e2(a).

Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, effective 10/15/88.

Title IX of the Education Amendments of 1972, 34 CFR Section 106.

Meritor Savings Bank FSB v. Vinson, 477 U.S. 57 (1986).

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998).

Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26, 1998).

Gebser v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998).

Davis v. Monroe County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999).

Policy adopted: March 24, 2015

CANTON PUBLIC SCHOOLS

Canton, Connecticut

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