

**East Windsor Public Schools**

*Our graduates go places!*

*East Windsor High School  
Student/Parent Handbook  
2023-2024*

76 South Main Street  
East Windsor, CT 06088

(860) 623-3361(phone)  
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[www.eastwindsork12.org](http://www.eastwindsork12.org)

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Assistant Principal: Barbara Kaminski – [bkaminski@ewct.org](mailto:bkaminski@ewct.org)*

The East Windsor Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. The East Windsor Public Schools does not discriminate in any employment practice, educational program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, part of present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The East Windsor Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the East Windsor Public School's nondiscrimination policies should be directed to:

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East Windsor Public Schools  
70 South Main St.  
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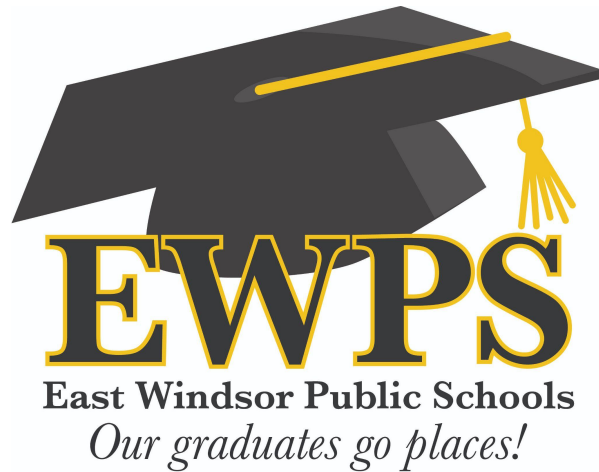
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**[www.eastwindsork12.org](http://www.eastwindsork12.org)**

**Office Telephones**

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Student Attendance Mailbox 860-623--3361 x7504  
East Windsor High Guidance 860-623--4426  
East Windsor High Guidance Fax 860-623-0389 East Windsor High Nurses' Office  
860-627-0169 East Windsor High Nurses' Office Fax 860-758-7509**



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\*Regular meetings of the Board of Education are held at Broad Brook Elementary School in Room A-5 on the second and fourth Wednesday of each month at 7:30 p.m.

## ACCREDITATION STATEMENT

East Windsor High School is accredited by the New England Association of Schools & Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of opportunities available to students who attend the institution. Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association. Commission of

Public Schools  
New England Association of Schools and Colleges  
209 Burlington Road  
Bedford, MA 01730  
(781-271-0022)

## HIGH SCHOOL STUDENT HANDBOOK TABLE OF CONTENTS

Accreditation Statement	5
Admission/Placement	14
Advanced Placement Courses	34
Age of Majority	14
Arrival/Departure	15
Asbestos	15
Attendance	15
Board of Education	20
Bullying	20
Cafeteria	33
Cheating and Plagiarism	34
Child Abuse	35
College Credit Opportunities	35
Computer Resources	36
Conduct	37
Discipline	38
Distribution of Materials	45
District Mission Statement	8
District Portrait of the Graduate	9
Dress Code	41
Early Dismissal/Late Arrival (Seniors Only)	16
Electronic Devices	45
Email for Students	46
Emergency Notification Information	47
Emergency School Closing Information	47
Equity Statement	2
Exemption from Instruction	48
Extra-Curricular Activities	18, 48
Field Trips	51
Financial Assistance	51
Food Allergies	52
Fundraising	52
Grading System	52
Graduation Requirements	54
Graduation: College and Career Readiness Information	56
Green Cleaning Program	57
Grievance Procedures	57
Guidance and Counseling	61
Harassment Statement	61
Health Services	62
Homebound	70
Homeless Students	70
Homework	70
Insurance	70
Limited English Proficient Students	71
Loss of Credit	17
Media Access/Photographs	71

Migrant Students 71  
Online Course Credit 72  
Parent/Guardian Conferences 72  
Parent/Guardian Involvement/Communications 72  
Pesticide Application 73  
Promotion/Retention/Placement 73  
Property Lockers and Equipment 73  
Psychotropic Drug Use 74  
Report Cards 74  
Schedule Changes 75  
Scholarships/ Awards 75  
School Ceremonies and Observances 75  
Search and Seizure 76  
Seclusion/Restraint 79  
Sexual Harassment 79  
Special Programs 79  
Student Automobile Use 80  
Student/Parent/Guardian Complaints 81  
Student Records 82  
Substance Abuse 43  
Teacher/Paraprofessional Qualifications 84  
Textbook Care and Obligations 84  
Title I Comparability of Services 85  
Title I Parent/Guardian Involvement 85  
Transfers and Withdrawals 85  
Transportation 85  
Tutoring 86  
Video Recorders on School Buses and School Campus 86  
Visitors 87  
Volunteers 87  
Websites 87  
Wellness 87  
Work Permits 88

## DISTRICT MISSION STATEMENT

East Windsor Public Schools will provide a high-quality, comprehensive, and meaningful education for all students within a safe and nurturing environment. Each student will be treated as an individual and taught to function as a member of a group and as a productive member of society. We will strive for each student to be proficient in all curricular areas. Our guiding principle is: “Inspiring growth. Achieving success.”

### **East Windsor Public Schools Strategic Plan Goals 2021-2026**

#### **Expand the Portrait of the Graduate to All Grade Levels**

To expand the Portrait of the Graduate to all grade levels by addressing the k-12 curriculum needs and continuing the implementation of evidence and/or research based instructional strategies. To enhance and expand the Portrait of the Graduate model to all grade levels and inform students and parents of the benefits.

#### **Providing opportunities for all students to find their own path to success and ensuring equitable access for all along that path**

To create positive connections with families and to continue to create a positive learning environment while ensuring equitable access to resources.

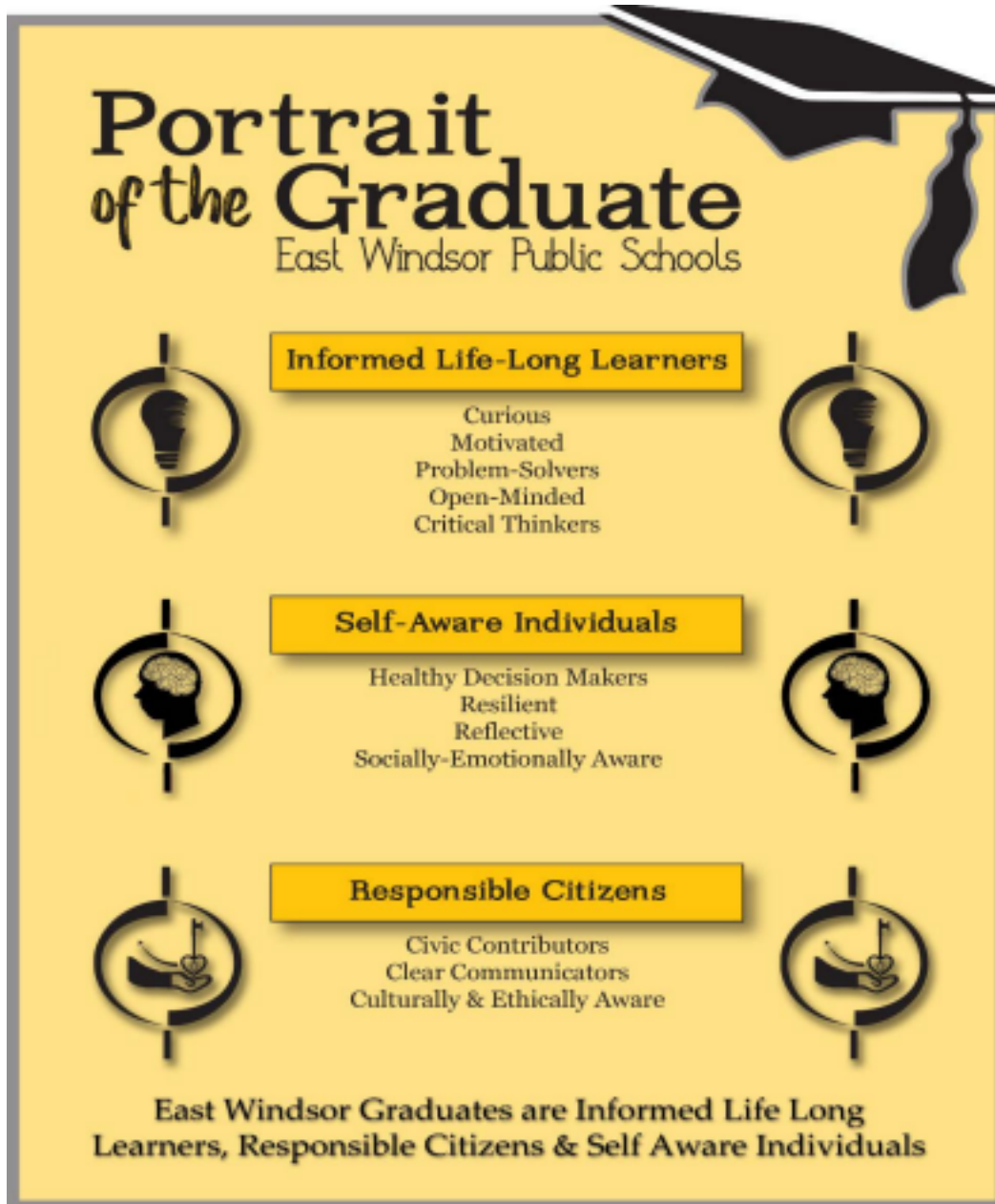
#### **Updating and maintaining facilities**

Addressing facility issues, ensuring teaching and learning space is adequate for today’s student needs by developing a preventative maintenance plan, conducting a facility needs assessment, and ensuring equitable access to resources.

**Involving the Community – Improving communication and community outreach** To create and adopt a communications plan. To develop a plan to connect Alumni/seniors and other community groups with school programs/events. To expand community outreach to support the Portrait of the Graduate.



District Portrait of the Graduate



# Portrait of the Graduate

East Windsor Public Schools

**Informed Life-Long Learners**

- Curious
- Motivated
- Problem-Solvers
- Open-Minded
- Critical Thinkers

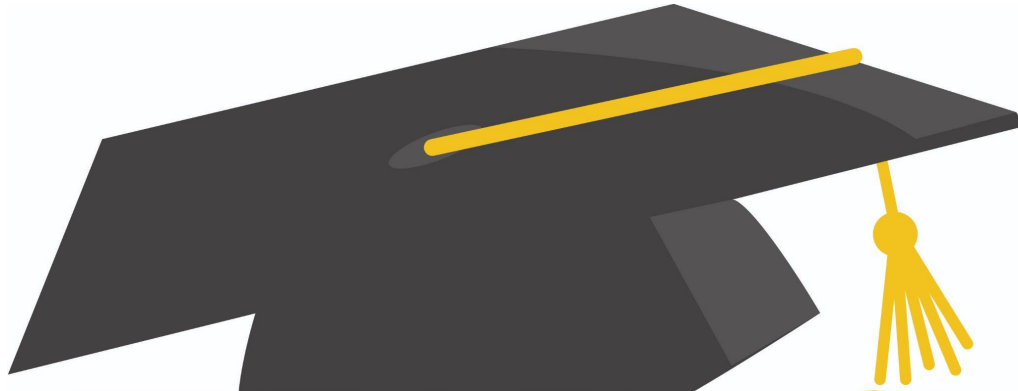
**Self-Aware Individuals**

- Healthy Decision Makers
- Resilient
- Reflective
- Socially-Emotionally Aware

**Responsible Citizens**

- Civic Contributors
- Clear Communicators
- Culturally & Ethically Aware

East Windsor Graduates are Informed Life Long Learners, Responsible Citizens & Self Aware Individuals



**EWPS**

**East Windsor Public Schools**

*Our graduates go places!*



August 2023

Dear EWHS Families,

Welcome to the 2023-2024 school year! On behalf of the entire staff, I welcome all our families to East Windsor High School.

This handbook contains important information for our students. If you have any questions about the information in the handbook, please feel free to contact the High School office at any time. If you have questions specific to your student's classes, you are encouraged to contact their teacher or guidance counselor.

East Windsor High School offers its students a comprehensive academic program and so much more. We prepare our students to be lifelong learners, self-aware individuals and responsible citizens. In our classrooms, we continuously focus on reading, writing and problem solving. We are here to listen and help all our students whenever needed. High school is a time for students to explore and build their resume/portfolio so they are prepared and ready for whatever college or career they choose to pursue after high school. Families should take the time to investigate the many extra-curricular activities we have here, and to encourage your student to be involved.

We look forward to working with you this next school year as a community that works together to graduate students who are informed life learners, responsible citizens and self-aware individuals.

With Panther Pride,



Allison Anderson

Principal



## **PREFACE**

The material covered within this Student/Parent Handbook is intended as a method of communicating to students and parents/guardians regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This handbook is written for our students and their parents/guardians. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent/guardian” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents/guardians need to be familiar with the East Windsor Public Schools’ Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.

The Student/Parent Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this handbook will be made available to students and parents/guardians through newsletters, web pages, and other communications

2023-2024 Class Schedules

Lunch times are in bold

Full Day Schedule	
A	7:30-8:20
B	8:23-9:13
C	9:16-10:06
D	10:09-10:59
E	11:02-11:52
*F	11:55-1:12
G	1:15-2:05
*Lunch Wave Period	
<b>Wave 1</b>	<b>11:55-12:20</b>
<b>Wave 2</b>	<b>12:47-1:12</b>
Wave 1 Class	12:22-1:12
Wave 2 Class	11:55-12:45

Advisory Day Schedule (Monday)	
A	7:30 - 8:15
B	8:18 - 9:03
Adv.	9:06 - 9:36
C	9:39 - 10:24
D	10:27 - 11:12
E	11:15 - 12:00
F*	12:03 - 1:17
G	1:20 - 2:05
*Lunch wave	
<b>Wave 1</b>	<b>12:03 - 12:29</b>
<b>Wave 2</b>	<b>12:51 - 1:17</b>
Wave 1 class	12:32 - 1:17
Wave 2 class	12:03 - 12:48

Two Hour Delay Schedule	
A	9:30 - 10:03
B	10:06 - 10:39
C	10:42 - 11:15
D	11:18-11:51
E	11:54 - 12:27
F*	12:30 - 1:31
G	1:34 - 2:05
*Lunch wave	
<b>Wave 1</b>	<b>12:30 - 12:55</b>
<b>Wave 2</b>	<b>1:06 - 1:31</b>
Wave 1 class	12:58 - 1:31
Wave 2 class	12:30 - 1:03

Half Day Schedule	
A	7:30 - 8:02
B	8:05 - 8:37
C	8:40 - 9:12
D	9:15 - 9:46
E	9:49 - 10:20
F*	10:23 - 11:21
G	11:24 - 11:55
*Lunch wave	
<b>Wave 1</b>	<b>10:23 - 10:48</b>
<b>Wave 2</b>	<b>10:56 - 11:21</b>
Wave 1 class	10:50 - 11:21
Wave 2 class	10:23 - 10:54

Exams*	
Times	Period
7:30-9:30	Exam 1
9:30-9:45	Break
9:45-11:45	Exam 2

## **ADMISSION/PLACEMENT**

A student seeking enrollment in the East Windsor Public Schools for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the principal. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending review of information received from the previous school. Non-residents may attend school on a tuition basis provided space is available. Non-resident students from other school districts within the state, (districts in the Hartford, New Haven, Bridgeport and New London regions) who apply pursuant to Board of Education regulations, may enroll in particular programs or schools within the district on a space available basis, without payment of tuition, as part of the inter-district public school attendance program called Open Choice. The Regional Educational Service Centers will determine which school districts are close enough to make transportation feasible.

The parent/guardian having control of a child 17 years of age may consent to such child's withdrawal from school. The parent/guardian having control of a child 17 years of age may exercise the option by personally appearing at the school's office to sign a withdrawal form. This form will include an attestation from the school's guidance counselor or a school administrator that the district has provided the parent/guardian with information on the educational options available in the school system and in the community. A student who has attained the age of 17 and who has voluntarily terminated enrollment in the district's schools and subsequently seeks admission may be denied readmission for up to 90 school days from the date of such termination unless such student seeks readmission to the district not later than 10 school days after such termination in which school accommodation will be provided not later than three school days after such student seeks readmission. A student, 19 years of age or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age 21.

Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

Parent/guardian of students attending the East Windsor Public Schools have the option to enroll their child(ren) in a magnet school with which the district is a non-participating district, if the magnet school has unused student capacity. The district will pay any tuition charge.

Ref. BOE Policy 5111.1; 5111.2; 5111.3; 5117.2; 5118

## **AGE OF MAJORITY**

The school system recognizes moral responsibility to the parent/guardian regardless of the age of the students in its charge. All contacts and records shall continue to be maintained with the home. Eighteen year-old students may request direct school communication by completing an application, available in the main office. Parent/guardian shall be notified of that action.

School regulations concerning all attendance matters (e.g., early dismissal, late arrival, field trips, etc.) shall be handled in the same manner for adult students as for minor students, unless the Eighteen-year-old

student requests direct communication as outlined in paragraph #1. Eighteen-year-olds not living with parent/guardian(s) will be dealt with directly in attendance matters.

The school recognizes the right of all adults, Eighteen or older, to examine all personal school records.

Any student at or above the age of majority who, independent of parent/guardian or guardian, takes up residence in the Town of East Windsor and enrolls in EWHS, shall be required by the administration of the school in which he enrolls to submit a Certificate of Residence certifying that he is indeed an East Windsor resident. Said certificate is to be attested to by the owner, renter, or lessee, of the property wherein he resides. Such certificate must be completed and placed in the hands of the administration within five calendar days from the date of the entrance of the student in question. These guidelines are used under the assumption that reasonable school regulations should apply to all students regardless of age and that persons Eighteen years of age or over must adhere to all school rules and expectations per Board policy.

### **ARRIVAL/DEPARTURE**

Students should plan to arrive at school between 7:15 and 7:20 a.m. allowing time to go to the locker, bathroom and take care of any necessary errands such as requests for passes. All students are expected to be in class and seated when the bell rings at 7:30 a.m. to begin the day. Failure to be in the classroom will result in the student being tardy to school. End of the day dismissal begins at 2:05.

The parent/guardian of a student who arrives after 7:30 a.m. will receive an automated message from the school that the child is absent as he/she was not in school when attendance was taken.

### **ASBESTOS**

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The East Windsor Public Schools has plans on file showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Requests to review these plans may be made in the Business Office (860) 623-3346 ext. 7407.

### **ATTENDANCE**

Connecticut state law requires parents/guardians to make sure that their children between the ages of 5 and 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.

A student is considered to be "in attendance" if present at his/her assigned school for a minimum of three hours, or an activity sponsored by the school, such as a field trip. A student serving an out-of-school suspension or an expulsion will always be considered absent.

### **Absence**

Every attempt should be made to schedule necessary appointments after school, on weekends and during vacation periods. Board of Education policy strongly encourages the scheduling of family vacations and trips during times that coincide with school vacations. Withdrawing your child prior to the last day of

school for an extended vacation, the missed days will be considered absences. Excessive absences may result in your child being considered chronically absent.

When a parent/guardian determines that an absence is necessary, the parent/guardian is required to contact the school prior to the start of the school day on the day of the absence by calling the school at 860-623- 3361 x 7504 or by sending an email to the school office staff.

### **Early Dismissal/Late Arrival (Seniors Only)**

During the first month of each semester, senior students who are in good standing (academics, attendance, and conduct) may apply for Early Dismissal / Late Arrival. Early Dismissal/Late Arrival privileges do not begin until the student's application has been reviewed and approved by school administration. Senior students granted late arrival must sign in upon arrival at school. Senior students granted early dismissal must sign-out in the main office and leave the grounds at the designated time.

### **Excused Absence**

A student's absence from school shall be considered "excused" if written documentation of the reason for such absence has been submitted within 10 school days of the student's return to school and meets the following criteria:

For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence. For parents to excuse absence one through nine, they must write a note, call the school or email the school office staff.

Additional acceptable documentation could include a signed note from a school official that spoke directly with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional as appropriate.

Separate documentation must be submitted for each incidence of absenteeism.

In cases of personal family matters or emergencies, school administrators and/or their designees will work with families to obtain appropriate documentation.

In order for any absence after the ninth absence to be excused, the following reasons are permitted by Connecticut state law:

1. Personal illness verified by a licensed medical professional "licensed medical professional" will mean: medical doctor (M.D), doctor of osteopathic medicine (D.O.), advanced practice registered nurse (A.P.R.N.), or Physician's Assistant (P.A.). In addition, a psychiatrist or licensed clinical social worker will be considered a "licensed professional" for purposes of documentation.
2. Emergency family situations beyond the control of the student's family or death in the family.
3. Observance of recognized religious holidays when the observance is required during the regular school day.
4. Mandated court appearances that cannot be made outside of regular school hours



(documentation required).

5. Extraordinary educational opportunities preapproved by school administration.

6. Lack of transportation that is normally provided by a district other than the one the student attends.

At any time, the school may choose to verify any and all notes for excused absences.

### **Children of Service Members**

An enrolled student, ages 5 to 18, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted 10 days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.

### **Loss of Credit**

Students are allotted a maximum of 20 absences for any full year class or 10 absences in any semester (half year) class. Upon reaching 20 absences (excused or unexcused) for a full year class or 10 absences (excused or unexcused) for a semester class, loss of credit will occur. East Windsor High School will be in communication with families regarding any attendance concerns prior to loss of credit.

The school will communicate any attendance concerns via warning, loss of credit letters.

### **Class cut/Tardy to Class**

#### **Class cut**

- 1st offense-teacher contact home and teacher submits office referral noting time, teacher and student conference
- 2nd offense-teacher contact home and teacher submits office referral noting time, admin/parent/student conference, office detention
- 3rd offense and plus- teacher contact home, teacher submits referral, office assigns ISS
- Loss of credit at 10 cuts/absences (semester courses) and 20 cuts/absences (year long courses)

#### **Tardy to Class**

- Teachers will be taking daily and period attendance
  - 1st tardy- teacher warning and contact home, teacher/student restorative conference

- 2nd tardy- teacher contacts home, assigns lunch detention via teacher submitted referral. Date and time to be assigned by the main office due to possible coverage.
- 3rd tardy- teacher contacts home. Teacher submits office referral. Teacher/admin/student conference scheduled by office and student assigned office detention. Possible 2 week pass restriction issued by main office.
- 4th tardy = teacher write referral noting 4th tardy. This tardy will count as an absence from class. This absence will count towards loss of credit.

### **Make up Work**

The responsibility for makeup work lies with the student. Teachers will make work available that was missed during an absence. Unless a student has an extended illness, all makeup privileges must be completed no sooner than 48 hours after his/her return to school, or within a time equivalent to the length of the absence. For example, if a student was absent for four days, he/she would have four days after his/her return to complete missed work.

If a student is absent for two or more consecutive days, the parent/guardian may call the school's main office to request work. The school requires at least 24 hours' notice to collect the work.

### **Unexcused Absence**

An unexcused absence occurs when a student is out of school for reasons other than those approved as excused absences. When a student is absent for an unexcused reason, the amount and kind of assistance provided shall be at the discretion of the student's teacher(s) after consultation with the building administrator. Such absences may also be reflected in credit given for make-up work, the student's final grade, risk of retention, or loss of course credit at the high school.

Absences which are the result of school or district disciplinary action are considered unexcused, according to Connecticut state law.

Although the school will maintain records and keep parents/guardians informed within the limit of its capability, parents/guardians and students are expected to keep accurate attendance records. The district will provide attendance information multiple times annually, including but not limited to: progress reports, report cards, and attendance letters. Parents/guardians are also encouraged to contact the teachers, guidance counselors and administrators to get help in verifying attendance and attendance records at any time during the year.

### **Attendance at Extracurricular Activities**

Students who are not in school during the day of an event (athletic games, dances, performing arts shows, club activities, etc.) are not allowed to attend extracurricular activities as a participant and/or as a guest. Students with more than 10 unexcused absences or three incidences of suspension for the year, will lose the privilege of participating in activities. Students who are not in good academic standing or who owe the school an obligation are subject to social probation. The expectation is by April 1<sup>st</sup> of each school year students have earned 10 service learning hours (grade 9 = 10 hours, grade 10 = 20 hours, grade 11 = 30 hours, grade 12 = 30 hours) Student obligations such as textbooks, laptops/chargers, must be completed in order to be able to attend school events such as Homecoming, Prom, Senior field trips, Senior Banquet, etc.

### **Leaving School Grounds**

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parent/guardian and school administration. In the event a student under the age of 18 leaves school grounds without permission, the parent/guardian will be notified and the police contacted. The student will also be subject to disciplinary action.

### **Physical Education**

High School students are required to complete 1.5 credits of physical education as a graduation requirement. Students who receive a medical note from a licensed medical professional excusing them from physical education class will be provided with an opportunity to make-up the classes or alternative materials/course to achieve the credit.

### **Release of Students from School**

In the event it is necessary for a student to be dismissed early, a parent/guardian should send a written request to the school office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian. If positive identification cannot be established, the request for dismissal will not be honored. If someone other than a parent/guardian picks up the student, the parent/guardian must provide written notification of the dismissal, to include the name of the person to whom the student will be released. In cases where an individual comes to the school requesting release of a student, every precaution will be taken to identify the individual and to make sure the individual has the authority to request the release.

**All parties, including parent/guardian, dismissing a child from school will be required to present picture identification.**

### **Tardiness**

Students who are not in class by 7:30 a.m. are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant and may be subject to additional consequences.

### **Truancy**

A student between the ages of 5 to 18 with four unexcused absences in one month or 10 unexcused absences in a school year will be considered truant. Tests and academic work missed on days that the student is truant may be recorded as a zero grade.

An automated phone message will be sent to parents/guardians requesting documentation to excuse absences/tardy arrivals when a student reaches two unexcused absences in a month, three excused/unexcused absences by November 1<sup>st</sup>, and/or three tardy arrivals in a marking term. Parents/guardians will be required to meet with administration, the outreach social worker and the nurse leader when their child reaches four unexcused absences in a month, six excused/unexcused absences by November 1<sup>st</sup>, nine excused/unexcused absences in a year, and/or six tardy arrivals in a marking term. Home visits may be conducted by school staff when two unsuccessful attempts at meeting with a parent/guardian at school have occurred or the student's absences reach 10 or more.

The East Windsor Public Schools will collaborate with parents/guardians to address attendance and truancy issues. The district's goal is to develop a plan that best supports the student when he/she is experiencing academic, medical and/or social-emotional concerns. Attending school regularly helps

18

students feel better about school and themselves! Parents/guardians have the responsibility to assist school officials in remedying and preventing truancy. If the school is unable to receive support from the parent/guardian and the student continues to be truant, the attendance team will refer the family to community agencies which includes but is not limited to contacting the Department of Children and Families. Information about truancy will also be posted in the annual strategic school profile reports.

Ref. BOE Policy 5113; 5113.2

### **BOARD OF EDUCATION**

Board members are unpaid, elected, public officials with the responsibility for governance of the school district.

In order to perform its duties in an open and public manner and in accordance with state law, the East Windsor Board of Education holds regular business meetings on the second and fourth Wednesday of each month at 7:30 p.m. at East Windsor High School in room N4. Please see the Board of Education meeting schedule on the district website, [www.eastwindsork12.org](http://www.eastwindsork12.org). Parents/guardians, students, and other community members are encouraged to attend.

Ref. BOE Policy 1000

### **BULLYING**

The East Windsor Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school

related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional Board of Education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior shall be subject to school discipline, up to and including

expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "**Bullying**" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.

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

For purposes of this policy, "**Cyberbullying**" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Consistent with the requirements under state law, the East Windsor Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

- (1) enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually of the process by which students may make such reports;
- (2) enable the parents or guardians of students to file written reports of suspected bullying;
- (3) require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
- (4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section;

- (5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- (6) include a prevention and intervention strategy for school employees to deal with bullying;
- (7) provide for the inclusion of language in student codes of conduct concerning bullying;
- (8) require each school to notify 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 not later than forty-eight hours after the completion of the investigation;
- (9) require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;
- (10) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- (11) 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;
- (12) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
- (13) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
- (14) require the principal of a school, or the principal's designee, to notify the Safe School Climate Coordinator or appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
- (15) prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- (16) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and

(17) require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivision (9) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan 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.

### **Safe School Climate Plan**

The Board is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board’s expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district’s commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

### **I. Prohibition Against Bullying and Retaliation**

- A. The Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional Board of Education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education.
- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.
- C. In addition to prohibiting student acts which constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- D. Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in

accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

## II. Definition of Bullying

- A. **“Bullying”** means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same district that:
1. causes physical or emotional harm to such student or damage to such student's property;
  2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
  3. creates a hostile environment at school for such student;
  4. infringes on the rights of such student at school; or
  5. substantially disrupts the education process or the orderly operation of a school.
- B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

## III. Other Definitions

- A. **“Cyberbullying”** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications;
- B. **“Electronic communication”** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system;
- C. **“Hostile environment”** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- D. **“Mobile electronic device”** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;



- E. “Outside of the school setting”** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional Board of Education;
- F. “Prevention and intervention strategy”** may include, but is not limited to, (1) implementation of an evidence-based model for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade appropriate education for bullying prevention and social emotional learning in kindergarten through high school, (5) individual interventions with the student found to have engaged in bullying or other similar behaviors, parents and school employees, and interventions with the targeted child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer mentoring, support, and (8) promotion of parent involvement in facilitating a safe school climate through individual or team participation in meetings, trainings and individual interventions;
- G. “School climate”** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults;
- H. “School employee”** means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional Board of Education or working in a public elementary, middle or high school; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional Board of Education; **“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.

#### **IV. Leadership and Administrative Responsibilities**

##### **A. Safe School Climate Coordinator**

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator (“Coordinator”). The Coordinator shall:

1. Be responsible for implementing the district’s Safe School Climate Plan (“Plan”);
2. Collaborate with Safe School Climate Specialists, the Board, and the Superintendent to

- prevent, identify and respond to bullying in district schools;
3. Provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
  4. Meet with Safe School Climate Specialists at least every other month during the school year to discuss issues relating to safe school climate in the school district and to make recommendations concerning amendments to the district's Plan.
  5. Successfully complete, for the school year commencing July 1, 2014, the mental health first aid training provided by the Commissioner of Mental Health and Addiction Services (Such training only required once.)
  6. In coordination with the Superintendent and/or Assistant Superintendent, oversee the development and implementation of a curriculum addressing social emotional learning competencies and continuous improvement of safe school climate.

### **B. Safe School Climate Specialist**

For the school year commencing July 1, 2012, and each school year thereafter, the principal or his/her designee of each school shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school in conjunction with the Safe School Climate Coordinator.

### **V. Development and Review of Safe School Climate Plan**

- A. For the school year commencing July 1, 2012 and each school year thereafter, the Principal of each school shall establish a committee or designate at least one existing committee ("Committee") in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to social emotional learning and bullying prevention in the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal, except when such inclusion may compromise the confidentiality of students.

- B. The district Safe School Climate Plan will support the following five Standards:

Standard 1: Develop a shared vision and plan for promoting, enhancing and sustaining a positive school climate.

Standard 2: Develop policies that promote social, emotional, ethical, civic, and intellectual learning as well as systems that address barriers to learning.

Standard 3: Implement practices that promote the learning and positive social, emotional, ethical and civic development of students and student engagement as well as addressing barriers to learning.

Standard 4: Create an environment where all members are welcome, supported, and feel safe in school: socially, emotionally, intellectually and physically.

Standard 5: Develop meaningful and engaging practices, activities and norms that

promote social and civic responsibilities and a commitment to social justice.

- C. The Safe School Climate Committee shall: 1) receive copies of completed reports following bullying investigations; 2) identify and address patterns of bullying among students in the school; 3) review and amend school policies relating to bullying; 4) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; 5) educate students, school employees and parents/guardians on issues relating to bullying; 6) collaborate with the Coordinator in the collection of data regarding bullying; and 7) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying.
- D. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student, including, but not limited to, receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.
- E. Not later than January 1, 2012, the Board of Education shall approve the Safe School Climate Plan developed pursuant to Board policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school districts web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

## **VI. Procedures for Reporting and Investigating Complaints of Bullying**

- A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist and all reports shall be forwarded to the Safe School Climate Coordinator for review and actions consistent with this Plan.
- B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or Coordinator shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous complaint.

- C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee shall then file a written report not later than two (2) school days after making such oral report.
- D. The Safe School Specialist, in conjunction with the Safe School Climate Coordinator shall be responsible for reviewing any anonymous reports of bullying and shall investigate all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.
- E. In investigating reports of bullying, the Safe School Climate Specialist, in conjunction with the Safe School Climate Coordinator will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist or Coordinator will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

## **VII. Responding to Verified Acts of Bullying**

- A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist, in conjunction with the Safe School Climate Coordinator shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding not later than forty-eight hours after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.
- B. In any instance in which bullying is verified, the Safe School Climate Specialist, in conjunction with the Safe School Climate Coordinator shall also invite the parents or guardians of the student who commits any verified act of bullying and the parents or guardian of the student against whom such act was directed to separate meetings to communicate the measures being taken by the school to ensure the safety of the student/target and to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII. A., as it must include a description of the school's response to such acts, along with consequences, as appropriate.
- C. If bullying is verified, the Safe School Climate Specialist, in conjunction with Safe School

Climate Coordinator and mental health personnel in the school shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.

- D. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. This plan may include safety provisions, as described above, for students against whom acts of bullying have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the responsible administrator.

### **VIII. Notice to Law Enforcement**

- A. If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, the Safe School Climate Coordinator, on behalf of the principal, shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Safe School Climate Coordinator, on behalf of the principal, may consult with the school resource officer, and other individuals deemed appropriate.
- B. If a bullying complaint raises concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national origin, sex, sexual orientation, age or disability), the Safe School Climate Specialist, in conjunction with the Safe School Climate Coordinator shall also coordinate any investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.).

### **IX. Documentation and Maintenance of Log**

- A. Each school shall maintain written complaints of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without written prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.
- B. The Principal of each school shall maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request. Consistent with district obligations under state and federal law regarding student privacy, the log shall not contain any personally identifiable student information, or any information that alone or in combination would allow a reasonable person in the school community to identify the students involved. Accordingly, the log should be limited to basic

information such as the number of verified acts, name of school and/or grade level and relevant date. Given that any determination of bullying involves repeated acts, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of bullying unless the specific actions that are the subject of each report involve separate and distinct acts of bullying. The list shall be limited to the number of verified acts of bullying in each school and shall not set out the particulars of each verified act, including, but not limited to any personally identifiable student information, which is confidential information by law.

28

- C. The Principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

## **X. Other Prevention and Intervention Strategies**

- A. There is no one prescribed response to verified acts of bullying. Traditional disciplinary action against the perpetrator of such bullying, whether, and to what extent, to impose disciplinary action is a matter for the professional discretion of the building principal (or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint. As discussed below, schools may also consider appropriate alternative to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.
- B. The following sets forth possible interventions which may also be utilized to enforce the Board's prohibition against bullying:

### **i. Non-disciplinary Interventions**

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. Students may also be subject to other forms of restorative practices or remedial actions, appropriate to the age of the students and nature of the behavior.

### **ii. Disciplinary Interventions**

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences up to and including suspension and expulsion. Anonymous complaints, however, shall not be the basis for disciplinary action.

### **iii. Interventions for Bullied Students**

The building principal or his/her designee shall intervene in order to address incidents of bullying against a single individual. A student who is the target of bullying will have a Safety and Support Plan which may include the following:

- a. Counseling;
- b. Increased supervision and monitoring of student to observe and intervene in bullying situations;
- c. Encouragement of student to seek help when victimized or witnessing victimization;

#### **iv. General Prevention and Intervention Strategies**

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school. Such prevention and intervention strategies may include, but are not limited to:

- a. School rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
- b. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
- c. Inclusion of grade-appropriate social emotional learning and bullying prevention curricula in kindergarten through high school, which will include instruction regarding building safe and positive school communities including developing healthy relationships, sexual abuse education and preventing dating violence as deemed appropriate for older students;
- d. Individual interventions with the perpetrator, parents and school employees, and interventions with the targeted student, parents and school employees;
- e. School-wide training related to safe school climate, which may include Title IX/sexual harassment training, Section 504/ADA training, mental health first aid, sexual abuse prevention and intervention, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;
- f. Student peer mentoring, education and support;
- g. Promotion of parent involvement in bullying prevention through meetings, trainings and individual interventions;
- h. Implementation of an evidence-based model approach for safe school climate and for the prevention of bullying, including any such program identified by the Department of Education;
- i. Use of discipline strategies that promote social and civic learning; j. Planned

professional development addressing prevention and intervention strategies, which may include building health relationships, preventing sexual abuse and dating violence, school violence prevention, with a focus in evidence-based practices

k. Use of peer mentors to help support a healthy school

l. Avoidance of sex-role stereotyping;

m. Continuing awareness and involvement on the part of school employees and parents with regards to prevention and intervention strategies;

n. Modeling by teachers of positive, respectful, and supportive behavior that promotes a physically, intellectually, and emotionally safe and supportive teaching environment;

o. Building a community that celebrates individual and collective accomplishments and promotes a collaborative and supportive atmosphere.

B. In addition to prevention and intervention strategies, administrators, teachers and other professional employees educate students about socially appropriate behavior. Administrators, teachers and other professional employees will intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of “bullying.”

## **XI. Annual Notice and Training**

A. Students, and parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.

B. The Board shall provide for the inclusion of language in student codes of conduct concerning bullying.

C. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district’s safe school climate plan and require that all school employees annually complete training on the identification, prevention and response to bullying as required by law.

## **XII. School Climate Assessments**

On and after July 1, 2012, and biennially thereafter, the Board shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education. The Board shall collect the school climate assessments for each school in the district and submit such assessments to the Department.

Ref. BOE Policy 5131.911



## **CAFETERIA**

The East Windsor Public Schools participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free breakfast and lunch are available for all students. Additional snacks, during lunch, are available for purchase. We are a CEP Certified School District. Information on this program can be obtained from the Director of Food Services at (860) 623-2433 ext. 5131.

Food and beverages offered for sale to students, whether in the cafeteria, school store, or vending machines will meet federal and state standards and guidelines. Sodas and sports drinks will not be available for sale.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur.

Each student in the East Windsor Public Schools has a point-of-sale cafeteria account. Participation is voluntary. Parents/guardians may deposit money in advance on a student account using the point-of-sale system's online account.

The benefits of using an online account include:

- There is no money lost between home and the serving lines.
- Payments can be made by credit card or electronic check (ACH) 24 hours a day, 7 days a week at the parent/guardians' convenience.
- Parents/guardians can review what students are actually purchasing along with account balance information.

## **Negative Balances**

A negative balance status occurs when the student has made more charges than are covered by the credit on his/her account. This can be avoided by making a payment in the form of cash, electronic check or by credit/debit card on the online account.

Unpaid charges reduce revenue, which affects the Food Services Department's ability to pay expenses. Uncollected charges may result in higher meal prices for all students.

When a student has a negative balance the following procedures for feeding students will be

used: A. At the Elementary School level:

1. Gentle reminders will be given by cashiers that it is time to bring lunch money to the cafeteria.
2. Notices will be sent home notifying parents/guardians of the negative balance.
3. After five days of a negative balance, the student will receive a sandwich of his/her choice,

milk and fruit and will be charged for lunch.

4. Alternatives will be available to students with allergies.

B. At the Middle and High School levels:

1. Reminders will be given to students by the cashiers that their balance is low and no charge for extra food or snacks will be allowed.
2. After three days of a negative balance, the student will receive a sandwich of his/her choice, milk and fruit and will be charged for lunch.
3. Alternatives will be available for students with allergies.
4. After five days with a negative balance, a phone call will be placed to the parents/guardians as a reminder that there is a negative balance on the student's account.

If every attempt is made to collect money from the parent/guardian, a referral will be made to the School Social Worker who will contact the parent/guardian to determine if additional community or school resources may be needed. If a negative balance remains, the Food Service Director will refer the matter to the Business Office.

### **Breakfast and Lunch program**

Menus are made available on a monthly basis and parents/guardians and students are encouraged to review them to help plan which lunches will be bought. Menus are also posted on the district website.

#### Breakfast

East Windsor High School will provide breakfast starting at 7:05 a.m. on all school days with a regular start time. In the case of a delayed school opening, breakfast will not be served.

#### Lunch

Hot lunch, sandwiches, snacks, juice, and milk are available for purchase each day.

### **Online Account**

The Online account is available at: <https://payschoolscentral.com/#/user/login>

Ref. BOE Policy 3542.31; 5141.23; 6142.101

### **CHEATING/PLAGIARISM (Academic Dishonesty)**

Students are expected to pursue their school work with integrity and honesty. Cheating and/or plagiarism demonstrates a lack of integrity and character that is inconsistent with district goals and values. No form of cheating and/or plagiarism is acceptable. The misrepresentation by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated

incidents require disciplinary action. Consequences for cheating and/or plagiarism will take into account the grade level of the student and the severity of the misrepresentation.

Ref. BOE Policy 5121.3

### **CHILD ABUSE**

All school employees, including but not limited to: teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including school counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families. Specific procedures governing the reporting of abuse and neglect are in effect and staff receives yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect, a report will be made. The school will work with the parents/guardians and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as: malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

Ref. BOE Policy 5141.4

### **COLLEGE CREDIT OPPORTUNITIES**

Students wishing to obtain high school credit for courses taken outside of the high school should meet with their guidance counselor and discuss their plan prior to enrolling in any course. Courses that are completed without prior approval will not be included as part of the student's official transcript.

#### **Advanced Placement Program**

The College Board, in cooperation with thousands of colleges, has established the Advanced Placement Program. The AP Program offers courses in thirty-eight (38) different subject areas for work done while in high school. In May, students take the AP exam. One great benefit of taking AP exams is the opportunity to earn college credit and placement. Many colleges and universities grant credit and placement for qualifying AP scores. Students can save money and get a head start on their degree when they enter college with credit. Students are required to take the AP exam in order to have the AP designation on their transcript.

#### **The University of Connecticut Early College Experience**

UConn Early College Experience (ECE) provides academically motivated students the opportunity to take university courses while still in high school. These challenging courses allow students to preview college work, build confidence in their readiness for college, and earn college credits that provide both an academic and a financial head-start on a college degree. To support rigorous learning, University of Connecticut library resources are also available to students. ECE instructors, who are certified as adjunct professors by UConn faculty, create a classroom environment fostering independent learning, creativity and critical thinking all pivotal for success in college. East Windsor High School offers an ECE course

in English (UConn Academic Writing). In order to take this 4 credit course, students must pay a fee of \$200 or be eligible for a fee waiver. In selecting courses, seniors who intend to enroll in UConn Academic Writing should be aware of the standards of the program. Students accepted into this program and who receive a C+ or better will earn four university credits. University credits are highly transferable to other universities. For additional information, visit: [www.ece.uconn.edu](http://www.ece.uconn.edu).

### **Asnuntuck Community College High School Partnership Program**

The Asnuntuck Community College High School Partnership Program is an opportunity for qualified high school juniors and seniors to enroll in college courses at Asnuntuck free of tuition. Students with a minimum scholastic average of 80% (“B-”) may apply. A wide variety of courses are offered through the Partnership Program. Please consult the Asnuntuck Community College course catalog available in the school counseling office or visit [www.asnuntuck.edu](http://www.asnuntuck.edu). Students will take these courses at Asnuntuck Community College campus at 170 Elm Street, Enfield.

### **COLLEGE NOW – University of Hartford**

The University of Hartford offers an opportunity to enroll in one college course per semester on a tuition free basis to outstanding high school seniors. The program is quite selective and open only to students who meet the following criteria: top 15% of their class; grades of “A” and “B” consistently in their academic courses; minimum score of 500 on both the critical reading and math sections of the SAT/PSAT.

### **College Career Pathways**

College Career Pathways credit, from Asnuntuck Community College, is available to high school sophomores, juniors and seniors in 10 area schools. College Career Pathways, a federally funded program, allows students to earn up to 13 free college credits by taking classes at their high school that have been articulated through Asnuntuck Community College. Students apply for College Career Pathways at their high school and can be enrolled in four core areas, including communications, math, science and a career-related area. Students must earn at least a final grade of a B-. Students are able to apply the credits they have earned toward a degree or certificate program at Asnuntuck Community College or transfer them to another college or university. Most colleges accept incoming community college credit. The final decision is dependent on the accepting college’s transfer policy. Each year, counselors distribute applications to interested and eligible students. Students must complete and submit the ACC and CCP applications to the school counseling office by the deadline.

### **COMPUTER RESOURCES**

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher’s supervision and for approved purposes only. Students and parents/guardians are asked to review Board of Education policies regarding appropriate use of these resources. Violations of these policies may result in withdrawal of privileges and other disciplinary action.

Students and parents/guardians should be aware that e-mail communications using district computers are not private and may be monitored by staff. Students may not access social media sites using district equipment unless the posting is approved by a teacher. East Windsor Public Schools will not be liable for information posted by students on social media websites, such as Facebook, Instagram, YouTube, etc., when the student is not engaged in district activities and not using district equipment.

The district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and Internet access, and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the East Windsor Public Schools and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the superintendent or his/her designee.

Ref. BOE Policy 6141.321; 6141.323; 6141.3291

## **CONDUCT**

Students are responsible for conducting themselves properly in a manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation, including bus stops. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct, regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or at school-related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately.
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Obeying all school rules.
8. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
9. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

At East Windsor High School, all students are expected to follow the 3 R's:



**Be Respectful:** Students will show respect for themselves, for others and for the school environment.

**Be Responsible:** Students will be responsible for their actions and their learning.

**Be Ready :** Students will attend school daily, be on time and be prepared for learning.

### **RESPONSE TO VIOLATION OF BEHAVIORAL EXPECTATIONS**

East Windsor Public Schools is committed to providing a safe and caring school environment. Our school community's response to violations of behavioral expectations is an opportunity to teach the student acceptable behavior. This allows us to enforce limits that support the safety of our schools and to encourage a sense of community. East Windsor Public Schools believes the principles of effective discipline revolve around engaging students to develop the necessary skills for navigating the critical tasks from childhood through adolescence and into young adulthood. The student exercising choice and learning from the consequences of those choices is a critical skill. Included with our proactive approach to setting expectations and applying limits, we will use a Restorative Practice approach. In this way we will encourage students to accept responsibility for how their behavior affects others while, hopefully learning the personal skills to be a successful member of a community. An integral component to our process is teaching social-emotional learning competencies (self-awareness, social-awareness, self management, responsible decision-making, and relationship skills) with an emphasis on teaching accountability and citizenship. Teachers encourage the social competences by utilizing age-appropriate and progressive consequences such as reminders, restating expectations, restorative practices within the classroom, parent contact and other teacher-level consequences. These interventions are utilized when possible, based on the frequency and severity of the behavior. Students who violate behavioral expectations will make amends, take actions to repair their relationships with others, and will receive additional consequences based on the severity of the violation.

In all cases, disciplinary measures will be appropriate for the offense, taking into account the chronological age and developmental level of the student. Administrators have the ability to use their discretion in assigning interventions and/or consequences. If a student consistently violates social and behavioral expectations, they will be subject to further actions that may include but are not limited to detention, removal from class, suspension, and expulsion. In addition, if a violation of the law is suspected, law enforcement can be contacted. Students who violate publicized Board of Education policy are subject to discipline if misconduct is seriously disruptive of the educational process including such conduct that occurs off-school property and during non-school time.

These guidelines outline our district's beliefs that responses to behavior should include proactive strategies, supportive interventions and appropriate consequences. These guidelines also apply to in

school, extra-curricular activities, and can be applied for out of school misconduct, if such conduct seriously disrupts the school environment. As noted above, these are general guidelines. All listed responses may not be utilized in every situation, the specific response is based on the teacher or administrator's discretion. In addition, not every possible behavior is included, teachers or administrators may identify other behaviors that are appropriate to address.

**RESPONSE TO BEHAVIOR**

<b>LEVEL ONE</b>	<b>LEVEL TWO</b>	<b>LEVEL THREE</b>	<b>LEVEL FOUR</b>
		<b>Based on development level of students</b>	
Dress code violations  Disruptive behavior (including horseplay)  Electronic device misuse (phone/computer)  Pass violation/unauthorized area  Insubordination  Tardiness/cutting (1 <sup>st</sup> offense)  Profanity-non directed  Cheating/plagiarism (1 <sup>st</sup> offense)  Cutting detention (1 <sup>st</sup> offense)  Falsifying documents/signatures  Inappropriate displays of affection	Chronic Level One violations –  Documented Profanity – directed  Abusive language – ridicule  False information  Theft minor  Vandalism minor  Smoking violation  Motor vehicle violation on school property  Other as determined by administration	Chronic Level Two violations –  Documented Ethnic or racial slurs Sexual comments  Gross sexual conduct  Physical altercation  Threatening  Bullying/harassment  Other behaviors that result in safety concerns  Alcohol (possession, distribution or selling)  Other as determined by administration	Response dictated by state statute  Drugs (possession, distribution or selling)  Weapons  Intentional action that results in evacuation or institution of safety procedures  Assault which results in injury  Fireworks  Non-consensual sexual conduct  Other behavior as determined by administration
<b>PEOPLE INVOLVED</b>	<b>PEOPLE INVOLVED</b>	<b>PEOPLE INVOLVED</b>	<b>PEOPLE INVOLVED</b>

<b>WITH INTERVENTION</b>	<b>WITH INTERVENTION</b>	<b>WITH INTERVENTION</b>	<b>WITH INTERVENTION</b>
Teacher Parent Supervising Adult	All previous staff plus:  Behavior Intervention Specialist  Social Worker  School Counselor  Administrator  School Resource Officer	All previous staff plus:  Administrator  Police	Administrator  Police
<b>POSSIBLE RESPONSE TO BEHAVIOR</b>	<b>POSSIBLE RESPONSE TO BEHAVIOR</b>	<b>POSSIBLE RESPONSE TO BEHAVIOR</b>	<b>POSSIBLE RESPONSE TO BEHAVIOR</b>
Redirection  Restatement of expectations  Verbal warning  Calming break  Buddy teacher  Student/teacher conference  Restorative action  Loss of classroom privilege  Lunch Detention  Teacher detention  Parent contact	All previous interventions considered plus:  Consultation with Social Worker  Parent/teacher  Meeting Letter  Sent home  Formal student/teacher conference  Restorative group  School based community service  Alternative	All previous interventions considered plus:  Parent/administrator meeting  Meeting with SRO  Internal suspension  Out of school  Suspension  Community Service  Restorative work/restitution  Restorative group (Individual Focus)	Referral to law enforcement  Referral for consideration of expulsion



	environment	Student/administrat or contract	
	Short-term restorative counseling	Possible referral for consideration of expulsion	
	Written reflection		
	Incentive plan	Possible referral to law enforcement	
	Check in/check out		
	Restricted activity		

### Dress Code

The Board of Education encourages students to dress in a manner that reflects pride in and respect for themselves, their school and their community. To promote a positive, safe and non-disruptive learning environment, proper attire should be worn. Therefore, the following attire is prohibited in the East Windsor Public Schools during the designated school hours:

1. Coats, jackets or other attire normally worn as outerwear during the academic day. Outerwear includes coats and other bulky clothing the administration deems inappropriate. Outerwear shall not be worn, carried or kept in the classroom during regular school hours.
2. Head coverings of any kind including, but not limited to, scarves, bandanas, masks, kerchiefs, athletic headbands, visors, hats, caps, or hoods during the school day and at any other school function with the exception of athletic events. Approved coverings worn as part of a student's religious practice or needed due to medical reasons with appropriate documentation, shall not be prohibited under this policy. Exceptions may be made by building administrators in cases of unique circumstances.
3. Footwear which mars/damages floors or is a safety hazard during the school day. Flip flops are considered a safety hazard at the elementary level and are not permitted.
4. Sunglasses (unless required by a doctor's order) during the school day and at other school functions.
5. Spiked bracelets, multi-finger rings, belts, or any other article of attire with spikes attached, during the school day and at other school functions.
6. Attire or accessories which portray disruptive writing or pictures during the school day and at other school functions.
7. Attire or accessories which depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages during the school day and at other school functions.
8. Any clothing that, due to its design or fit, is in any way disruptive to the educational process during the school day and at other school functions. This disruptive clothing includes see through or revealing clothing, exposed underwear or underwear used as outerwear.

9. Shirts or garments which reveal the abdomen (i.e. tops exposing the midriff; tube tops), chest, or have an open back or shirts that reveal undergarments or are undergarments. Spaghetti straps are not permitted

10. Shorts, skirts or pants which reveal the upper thigh (within finger length) and/or ripped pants that reveal the upper thigh. Pants, skirts and shorts must be worn above the hip bone at all times.

11. Sleepwear such as pajamas and slippers are prohibited. Pajama pants which meet all other criteria in the dress code or slippers with hard soles are able to be worn.

12. For students in grades K-8, backpacks and/or book bags should be viewed as a means of carrying books to and from school. Backpacks and/or book bags must be left in lockers during the school day.

13. Use of backpacks and/or book bags is permitted throughout the day for students in grades 9-12 but should not pose an obstruction to safe passage in the classroom or in the corridors.

Students found in violation of this policy will be required to change their clothes before returning to class. Continued violations will be subject to disciplinary action.

### **Appeal Process**

Students or parents may appeal administrative decisions regarding dress code by first discussing the decision with the administrator who made the decision. Any further appeal must be made in writing to the principal and the appeal must demonstrate:

1. A rule being unfairly applied; or
2. A violation or misinterpretation of a policy or rule.

The principal will hear the appeal informally in a timely manner which he/she deems appropriate to the situation. The principal's decision will be final unless the decision is appealed. Any appeal beyond the principal will be conducted at the Superintendent's level. The Superintendent's decision shall be final.

### **School Social Events**

All school rules are in effect during such activity. Please refer to the use of alcohol detection devices in this handbook. During school dances, students may not leave the building until the end of the dance unless written permission is received from parents/guardians indicating that the parents/guardians will pick up the student prior to the conclusion of the event. Students without such written permission will not be allowed to leave and reenter the dance activity. At the end of the event, the school building and school grounds or facility where the dance is held will be secured and adult supervision will end. Smoking is not allowed at any school functions.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive to the educational process and is a violation of a publicized Board of Education policy, even if such conduct occurs off school property and during non-school time.

Students who are not in school during the day of an event (athletic games, dances, performing arts shows, club activities, etc.) are not allowed to attend extracurricular activities as a participant and/or as a

guest. Students who are not in school during the day of an event (athletic games, dances, performing arts shows, club activities, etc.) are not allowed to attend extracurricular activities as a participant and/or as a guest. Students with more than 10 unexcused absences or three incidences of suspension for the year, will lose the privilege of participating in activities. Students who are not in good academic standing or who owe the school an obligation are subject to social probation. The expectation is by April 1<sup>st</sup> of each school year students have earned 10 service learning hours (grade 9 = 10 hours, grade 10 = 20 hours, grade 11 = 30 hours, grade 12 = 30 hours) Student obligations such as textbooks, laptops/chargers, must be completed in order to be able to attend school events such as Homecoming, Prom, Senior field trips, Senior Banquet, etc.

### **Smoking**

Smoking, use of smokeless tobacco products, electronic nicotine delivery system ("e-cigarettes"), vaping pipes, possession of tobacco substances, or smokeless products in school buildings, in transportation vehicles under the direction of the Board of Education, on school property, at any school function, extra curricular event, field trip or school related activity supervised by East Windsor personnel is prohibited by state and federal law.

### **Substance Abuse**

The East Windsor Public Schools prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this policy will be subject to disciplinary action.

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer students assistance, including early identification, referral for treatment to private or community agencies and aftercare support.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages is considered grounds for expulsion and referral to law enforcement.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents/guardians.

In such cases, the decision to involve the parents/guardians will be arrived jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the

parents/guardians and health officials will be notified so that appropriate action can be taken.

Ref. BOE Policy 1331; 5113; 5131; 5131.1; 5131.6; 5132

### **Expulsion**

A student may be removed from all classes when the student willfully causes a serious disruption to the teaching and learning process within the classroom and/or school.

The Board of Education may expel a student grades 3-12 from school privileges if, after a full hearing, the Board of Education finds that the student's conduct endangers person(s), property or the educational process and/or is in violation of a publicized Board of Education policy. Students who have been expelled may be eligible for an alternative educational program as defined by state statute.

Expulsion from school will result in the loss of all extracurricular and social privileges, as well as the ability to be on district property during the period of expulsion.

Students in grades preschool through grade 12 in possession and/or use of weapons, including martial arts weapons, or other dangerous or deadly instruments in any school building, on or off school grounds, in any school vehicle, or at any school sponsored activity is cause for expulsion for a calendar year. A student in grades preschool through grade 12 who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board of Education may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

If the student's expulsion is shortened or the expulsion period waived, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student meets Board required conditions.

A district student who has committed an expellable offense who seeks to return to a district school after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for one year or more, in lieu of expulsion from the district, shall be permitted to return to the appropriate school setting within the district. Further, the district will not expel the student from any additional time for the offense(s).

### **Suspension**

A student may be removed from class when the student willfully causes serious disruption of the teaching and learning process within the classroom and or school.

The administration may suspend a student in or out of school for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten consecutive days, provided such exclusion shall not extend beyond the end of the school year in which the suspension was imposed. An

out-of-school suspension may be given to a student enrolled in grades preschool through grade two if it is determined by the administration that an out-of-school suspension is appropriate due to evidence that the student's conduct on school grounds is of a violent nature or sexual nature that endangers persons.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instances the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges as well as the ability to be on district property during the period of suspension.

For any student suspended for the first time and who has never been expelled, the administration may shorten the length of or waive the suspension period if the student successfully meets any other administration required conditions, which shall not incur an expense to the student or his/her parents.

Ref. BOE Policy 5131; 5131.6; 5144.3

### **DISTRIBUTION OF MATERIALS**

Printed materials may be distributed to parents/guardians by students as a means of communication. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the Superintendent to determine whether the request complies with Board of Education policy.

Materials that have a religious content may be made available to students during non-instructional time. The district has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the district.

Publications prepared by or for the school may be posted or distributed, with prior approval by the principal or his/her designee. Such items include school posters, brochures, school newspapers and yearbook.

Ref. BOE Policy 1140

### **ELECTRONIC DEVICES AND GAMES**

The use of electronic devices, such as but not limited to: electronic games; iPods; and cell phones are prohibited during the instructional day.

At East Windsor High School, cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the following areas: Classrooms, Science Labs, Restrooms, all Physical Education Areas and all School Office Areas; unless expressly permitted by a staff member for educational purposes. Earbuds are not to be worn during passing time in the hallways.

Students who violate this procedure will be asked to give the phone and/or earbuds to the main office for the remainder of the day. Those students who do not comply will be subject to disciplinary action.

Students found to be using any electronic communication devices in violation of Board of Education policy and school rules shall be subject to disciplinary action. Further, a student may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that cause substantial disruption to school operations or interfere with the rights of other students or staff members.

The district is not responsible for the use of a student's personal device for accessing or sharing any digital content via the student's data plan or locally from the device itself, including anything that may be detrimental to another student, staff member, or the organization. The district is not responsible for the loss of or damage to the student's personal device.

Ref. BOE Policy 5131.81

## **EMAIL FOR STUDENTS**

### **Provision of Email Accounts**

District issued email accounts will be provided to all students in grades 5-12. Parents/guardians who do not want their children to have an email account shall inform the school administrators in writing by **September 14, 2023**.

The Director of Technology, or designee, may authorize the creation and use of student email accounts subject to the following restrictions:

- Accounts will be managed by the Information Technology Department
- Any email may be monitored for appropriate content
- Accounts will be terminated when the individual is no longer an East Windsor Public School student

### **Email Account Regulations**

The following regulations will govern the use of student email:

- All student email accounts are property of the East Windsor Public Schools.
- Emails sent or received by students are not confidential.
- The primary purpose of the student email system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities.
- Students using the email system must comply with East Windsor Public School Acceptable Use Policy and Code of Conduct and misuse will result in consequences outlined in the Code of Conduct.
- Students are expected to abide by the generally accepted rules of network etiquette which include, but are not limited to: be polite; use appropriate, non-abrasive language; do not use the network in such a way as to disrupt its use by others; and do not make defamatory remarks, sexual or racial slurs, or use obscene or profane language.
- Students are responsible for messages sent from their accounts.

- Student email accounts are for that student's use only and cannot be used by any other individual.
- Students cannot deliberately alter or attempt to conceal their true return email address, interfere or attempt to interfere with the receipt of email by another student, view another student's email, or use the email services for any type of harassment or bullying of another individual.
- Students are not to share their passwords.
- Students must report any unusual activities such as "spam" communications, or any inappropriate email to his/her teacher or an administrator.
- Messages posted on the district's email system cannot cause disruption to the school environment.
- The email system cannot be used to operate a personal business or for personal gain.
- Students will not identify any personal information (i.e., home telephone numbers, or home addresses) in any email correspondence.
- Email from the East Windsor Public School system can be checked from home or from school computers, as long as it does not disrupt the operation of the classroom or school.
- Systems administrators will create filters to scan for and eliminate viruses.
- The email account may be revoked if used inappropriately.
- Any updates or changes to this student email regulation by East Windsor Public Schools will be in effect immediately upon notification to students and parents/guardians.

Ref. BOE Policy 6141.321

### **EMERGENCY NOTIFICATION INFORMATION**

It is extremely important, and the responsibility of parents/guardians, to maintain accurate and updated information for each child enrolled in school. Such information is essential to facilitate rapid contact with parents/guardians, doctors, or others in cases of emergency. Those listed on the emergency notification should be those able to pick up the student from school if requested by school personnel in case of illness or emergency.

Ref. BOE Policy 5141

### **EMERGENCY SCHOOL CLOSING INFORMATION**

If it should be necessary to close school or open late for any reason (the most common being extreme weather), a no-school or late opening announcement will be made between 5:00 a.m. and 8:00 a.m. using the automated messaging system. Students and parents/guardians may also listen for such announcements on television stations WFSB and WVIT and radio stations WTIC- FM 96.5 and WTIC-AM 1080 and are requested not to call the school or television stations. If there is no announcement of the closing of schools or late opening in East Windsor, it means school will be in session for a normal school day.

Should it be necessary to close school early once classes have started, an announcement will be made using the automated messaging system and over the same television stations. Information and authorization from parents/guardians must be on record if parents/guardians want their children to change buses on days of early dismissal. In any event, parents/guardians are responsible for children

upon school dismissal and transportation to designated areas. Information about the automated messaging system is available on our website: [www.eastwindsork12.org](http://www.eastwindsork12.org).

**If in doubt about a school closing, please check the website at [www.eastwindsork12.org](http://www.eastwindsork12.org).**

*The East Windsor Board of Education assumes no responsibility for the supervision of students prior to 9:05 a.m. in the case of a delayed opening.* Students should not arrive at school before 9:05 a.m. as supervision is **not** available before that time.

Ref. BOE Policy 6114.6

### **EXEMPTION FROM INSTRUCTION**

A student will be exempted from instruction regarding Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, sexual abuse and sexual assault, or family life and sex education upon receipt of a written request for such exemption from his/her parent/guardian.

Ref. BOE Policy 5145.511; 6144.1

### **EXTRACURRICULAR ACTIVITIES**

#### **Athletics**

Athletics are considered an integral part of the school's educational program. Whether participation is on the intramural or interscholastic, students have an opportunity to acquire qualities of fitness, self discipline, and cooperation.

Student interscholastic activities shall be governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Eligibility for participation is governed by state law as well as the regulation of the CIAC as a minimum.

For all eligibility requirements please refer to the East Windsor High School Athletic Handbook. The handbook can be found online at <http://www.eastwindsork12.org/high/departments/athletics/>.

Student athletes must be present in school for at least three (3) hours of (3 class periods) their scheduled day in order to participate in an activity that day or must be present on the last school day of the week preceding a scheduled event. An exception may be made if the student athlete has an approved medical appointment or prior approval from the athletic facilitator and or administration.

#### **Clubs/Activities**

Students planning to participate in an after-school activity must be in attendance for a minimum of three hours on the day of the activity and on the last school day of the week preceding a scheduled event on Saturday. Circumstances beyond the control of the student that result in an absence or tardiness on the day of the activity must be reviewed by an administrator if the student is seeking permission to participate in the event.

Students who are not in school during the day of an event (athletic games, dances, performing arts shows, club activities, etc.) are not allowed to attend extracurricular activities as a participant and/or as a



guest. Students with more than 10 unexcused absences or three incidences of suspension for the year, will lose the privilege of participating in activities. Students who are not in good academic standing or who owe the school an obligation are subject to social probation. The expectation is by April 1<sup>st</sup> of each school year students have earned 10 service learning hours (grade 9 = 10 hours, grade 10 = 20 hours, grade 11 = 30 hours, grade 12 = 30 hours) Student obligations such as textbooks, laptops/chargers, must be completed in order to be able to attend school events such as Homecoming, Prom, Senior field trips, Senior Banquet, etc.

For a list of activities available, please refer to the website or contact the school's main office.

Students interested in other after-school activities may establish a club with the consent of the administration.

### **Dances and Social Events**

School dances may be scheduled periodically during the school year. Students are expected to dress appropriately for all dances. Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance. Students must be in good standing in order to attend the activity.

Students who are not in school during the day of an event (athletic games, dances, performing arts shows, club activities, etc.) are not allowed to attend extracurricular activities as a participant and/or as a guest. Students with more than 10 unexcused absences or three incidences of suspension for the year, will lose the privilege of participating in activities. Students who are not in good academic standing or who owe the school an obligation are subject to social probation. The expectation is by April 1<sup>st</sup> of each school year students have earned 10 service learning hours (grade 9 = 10 hours, grade 10 = 20 hours, grade 11 = 30 hours, grade 12 = 30 hours) Student obligations such as textbooks, laptops/chargers, must be completed in order to be able to attend school events such as Homecoming, Prom, Senior field trips, Senior Banquet, etc.

### **Student Guests at School Sponsored Afterschool Activities**

All students wishing to have a guest at a school sponsored after school activity, such as a dance, must complete the guest permission form, hand it into the main office and the guest must be approved by administration prior to purchasing a ticket if required. All guests are subject to the same rules as students at the events, including the use of alcohol detection devices. Guests must be under the age of 21 unless permission is given by the principal.

### **Use of Alcohol Detection Devices**

The East Windsor Board of Education is committed to promoting safe and substance-free school sponsored events both on and off school grounds. This regulation covers any school sponsored activity, held on or off school grounds, and covers East Windsor students and the guests of students who attend such activities.

No alcoholic beverages of any kind are permitted at any event sponsored by any East Windsor school. The consumption of alcoholic or intoxicating beverages prior to or during any school sponsored event or

activity on or off school grounds is prohibited.

In order to promote a safe environment for our students and guests at school sponsored events, the East Windsor Board of Education authorizes the school administration to employ the use of both “passive” and/or “active” alcohol detection devices.

#### A. Notification

It is the responsibility of the school administration to provide reasonable notification of the use of alcohol detection devices to all attendees of school sponsored events. In addition to notification in the student handbook, such notification can include, but is not limited to, morning announcements, notification on event advertisements and/or tickets, and/or notification on guest permission forms.

#### B. Use of alcohol device with prior notification

- Only school administration or employees of the East Windsor Board of Education designated by the school’s administration will be permitted to administer passive or active alcohol detection tests to attendees of school sponsored events.
- Upon entering the activity, students and guests of students will be administered a test using the passive alcohol sensor.
- If a student and/or guest refuses to be tested with the active or passive alcohol-detecting device, access will be denied to the event and parent/guardian will be contacted.
- If alcohol is detected by the passive detection device, the student will be taken to a private area, and after ten minutes, an additional reading will be taken with the active alcohol sensor.
- If the student tests positive for a second time, the student’s parent/guardian will be contacted, the student will be removed from the event, and appropriate disciplinary consequences will follow, which can include, but is not limited to, a ten-day suspension from school, possible recommendation to the Board of Education for expulsion, drug/alcohol counseling and referral to police.
- No refund will be given to any student denied access to an event due to refusal to test or if alcohol is detected by the alcohol detection device.

#### C. Use of alcohol detection device without prior notification, including during the school day

- If an administrator has reasonable suspicion that a student is under the influence of alcohol, either during the school day or during a school sponsored event in which use of the alcohol detectors have not been used the following steps will be taken:
  - An administrator and/or administrative designee along with the school nurse will take the student to a private area and will question and observe the student.
  - If the administrator and/or administrative designee or school nurse still has a reasonable suspicion that the student is under the influence of alcohol the administrator or administrative designee will administer a test using the passive or active alcohol detection device.
  - If alcohol is detected by the detection device, the student will remain in a private area, and after ten minutes, an additional active reading will be taken.
  - If alcohol is detected on the second test, or if at any time the student refuses to allow the

test to be administered, the student will be removed from the event or regular school program. If the nurse deems it necessary, a medical referral will be made.

- Appropriate disciplinary action will be taken.
- No refund will be given to any student denied access to an event due to refusal to test or if alcohol is detected by the alcohol detection device.

Ref. BOE Policy 5131; 5131.6; 6145.1

## **FIELD TRIPS**

Field trips are defined as student group movement away from school grounds for the achievement of educational objectives; usually within, but not limited to, school hours; with written parent/guardian approval; and under the general responsibility of the building administrator.

Participation in field trips is open to all students of an appropriate school, subject, grade level, or activity. While students may be expected to contribute to the cost of a field trip, no student shall be denied a field trip experience because of inability to make a financial contribution. Participation in field trips shall not be denied on disciplinary grounds except for those students whose actions may jeopardize the objective of the trip or students who are serving a suspension. If a student does not participate in a field trip involving a class or a grade, the student is required to attend school on the day(s) of the field trip.

### **Overnight Trips**

Extended trips shall be approved by the Board of Education upon recommendation of the Superintendent of Schools.

Any student participating in an overnight trip shall have their luggage, backpacks, and any other item intended to be taken on the trip searched by school administrators or designees. School administrators will determine a time and location for items to be deposited and searched prior to the trip. No items shall be in the student's possession again after the search until transportation has been loaded. Any student who does not comply with the conditions of the search will not be allowed on the trip.

Ref. BOE Policy 6153

## **FINANCIAL ASSISTANCE**

Students will not be denied an opportunity to participate in any class or school sponsored activity because of inability to pay for materials, fees, transportation costs, admission prices, or any other related expenses. Any student or parent/guardian who needs financial assistance for school activities should contact a building administrator to request confidential help.

## **FOOD ALLERGIES**

The school is committed to providing a safe environment for students with food allergies and to support parent/guardian regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

All classrooms are classified as allergen-safe at East Windsor High School. No food is allowed outside

of the cafeteria except for purposes outlined in the curriculum or for other educational needs. There is an allergen-safe table available in the cafeteria to eat at for students with life threatening allergies. An Emergency Care Plan will be developed for all students with life threatening allergies. It is required that parents/guardians provide the necessary emergency medication (EpiPen) to the school nurse for any child with a diagnosed life-threatening allergy.

Standing order emergency stock Epinephrine medication can be administered to any student who suffers a life-threatening allergy to an unknown allergy when a parent/guardian completes the student health history form. Administration of Epinephrine requires that any student must be transported to the hospital for follow-up treatment.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

The district's specific plan for managing students with life-threatening food allergies will be posted on the district website (and/or on the school's website.)

A student with glycogen storage disease is permitted to have a parent/guardian or a person they so designate to provide food or dietary supplements on school grounds during the school day.

## **FUNDRAISING**

Student clubs or classes, outside organizations, and/or parent/guardian groups occasionally may be permitted to conduct fundraising drives for approved school purposes. All requests for fundraising must be reviewed by the principal or his/her designee prior to the start of any fundraising activities and must meet the standards of the School Wellness policy and regulations.

Ref. BOE Policy 1324

## **GRADING SYSTEM**

East Windsor High School uses the following scale to determine student grades:

A+ 97-100 B+ 87-89 C+ 77-79 D+ 67-69 F 50-59

A 93-96 B 83-86 C 73-76 D 63-66 F 0-49

A- 90-92 B- 80-82 C- 70-72 D- 60-62

I – Incomplete - Has not completed term's academic work due to circumstances beyond the student's control. Incompletes will only be given with administrative approval.

P – Pass - Has performed satisfactory work in a course that receives grades of pass/fail. M – Medical - Has been excused from Physical Education by a doctor.

W – Withdrawn - Has dropped course before completion.

F – Failure of course – unable to make up in summer school. Refused or failed to perform and achieve at a level consistent with his/her ability level.

F - Students who earned between a 50-59 may have the option to attend summer school for credit recovery.

Definition of credit

A unit of credit shall be earned for successful completion of a course that meets for a minimum of 120 classroom hours.

Fractional units of credit may be earned as follows:

1/2 credit - 60 classroom hours

1/4 credit - 30 classroom hours

Credit load

The minimum amounts of credits are as follows:

Grade 9 - 6.5 credits

Grade 10 - 6.5 credits

Grade 11- 6.0 credits

Grade 12 - 5.5 credits

**HONOR ROLL**

To achieve honor roll status, a student must earn A's and B's, with only one C in their academic classes.

To achieve high honor roll status, a student must earn A's, with only one B in their academic classes.

**GRADUATION REQUIREMENTS**

Students in the Classes of 2023 and beyond will need to successfully complete a minimum of twenty five (25) units of credit, as delineated below:

<b>Required</b>	<b>Recommended</b>
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<p>9 Humanities</p> <ul style="list-style-type: none"> <li>● 4 English</li> <li>● 3 Social Studies <ul style="list-style-type: none"> <li>○ 1 US, .5 Civics</li> </ul> </li> <li>● 2 Humanities Elective</li> </ul> <p>9 STEM</p> <ul style="list-style-type: none"> <li>● 3 Math</li> <li>● 3 Science</li> <li>● 3 STEM Elective</li> </ul> <p>1 World Language</p> <p>1 PE</p> <p>1 Health</p> <p>1 Mastery Based Assessment</p> <p>3 Electives</p>	<p>9 Humanities</p> <ul style="list-style-type: none"> <li>● 4 English</li> <li>● 3 Social Studies <ul style="list-style-type: none"> <li>○ 1 US, .5 Civics</li> </ul> </li> <li>● 2 Humanities Elective</li> </ul> <p>9 STEM</p> <ul style="list-style-type: none"> <li>● 3 Math <ul style="list-style-type: none"> <li>○ Algebra 1, Geometry, Algebra 2</li> </ul> </li> <li>● 3 Science <ul style="list-style-type: none"> <li>○ ESS, Biology, Chemistry</li> </ul> </li> <li>● 3 STEM Elective</li> </ul> <p>1 PE</p> <p>1 Health</p> <p>1 World Language</p> <p>1 Mastery Based Assessment</p> <p>3 Electives</p>
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State testing requirements for graduation will be reviewed annually, pending Connecticut State Board of Education regulations.

In addition to completing the credit requirements above, all students must also meet the following requirements.

Parents/guardians will be kept abreast of their student’s progress in meeting graduation requirements. \*Must include US History and Government

**Service Learning**

Students are required to complete a minimum of 30 hours of Service Learning. Through Service Learning, students learn the importance of giving back to the community in ways that foster community development as well as community improvement.

Students will gain an understanding that, as individuals, we have a responsibility to help improve our community by becoming involved in community development in an authentic manner. Service Learning must benefit the East Windsor community or surrounding communities. These hours may be attained through service to a variety of non-profit groups, community organizations and/or school activities. Service Learning Forms are available to all students in the Guidance Office or online at [www.eastwindsork12.org](http://www.eastwindsork12.org). A list of pre-approved Service Learning Opportunities is available. However, students must get approval for service that is not on this list. Students will be able to utilize hours already accrued during National Honor Society community service, as well as a number of already established community service opportunities. Community service hours may also be accrued any time during the school year and over the summer.

## Unpaid Experiential Learning Program (UEL P)

The UELP is a program in which students 16 years of age and older can participate in unpaid working experiences to gain real world experiences in the workforce. The program was designed by the Connecticut State Department of Education with cooperation from the Department of Labor. Eligible students need to apply for the program and complete workplace safety training with East Windsor High School's UELP coordinator. Upon completion of these initial procedures, students can complete up to 120 hours in any work based locations in a one-year period beginning October through September. The UELP Coordinator works to set up partnerships with local businesses in order to place students. Students participating in the UELP are expected to make commitments and maintain communication with the coordinator as well as the work sites. Students may be able to use these experiences towards their community service hour requirement, if they complete at least 60 hours of the program.

## Senior Portfolio

Senior Portfolio is a graduation requirement. The portfolio is a compilation of student work that demonstrates the student's growth over the four years in high school. Students will reflect upon their growth and establish goals during the advisory period. Each student will be assigned a faculty advisor with whom he/she will plan, organize, construct, and present the senior portfolio.

## Class Rank

1. Grades (A, B, C, D, F) for all subjects given whole or fractional unit credit (with the exception of physical education and courses graded Pass/Fail) are used in computing class rank.
2. All students enrolled in the class are included in the determination of rank in class.
3. Exact rank is computed at the end of the junior year. Valedictorian and Salutatorian designations are determined after 15 quarters.
4. When the ranking procedure produces a tie, students who are tied are given the same rank number. The next student below a tied group is given the number he would have received had there been no ties.
5. A student who enters as a senior will share the class rank with the East Windsor senior holding the same rank.
6. Courses taken outside of East Windsor High School will not be calculated in GPA or Class Rank unless prior administrative approval is given.
7. In order to produce a class rank system that will accurately reflect student achievement, all course offerings are organized into levels and weighted according to level of difficulty. The following represents a brief description of the levels.

## Point Value Table

The following class rank system is used:

LETTER GRADE	AP/ECE	Honors (1)	Academic (2)
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A+	7.83	7.33	6.33
A	7.50	7.00	6.00
A-	7.17	6.67	5.67
B+	6.83	6.33	5.33
B	6.50	6.00	5.00
B-	6.17	5.67	4.67
C+	5.83	5.33	4.33
C	5.50	5.00	4.00
C-	5.17	4.67	3.67
D+	4.83	4.33	3.33
D	4.50	4.00	3.00
D-	4.17	3.67	2.67
F	0.00	0.00	0.00

**ADVANCED PLACEMENT/EARLY COLLEGE EXPERIENCE:** Courses at this level are extremely rigorous and selective as they are college level courses taught in high school. Students are required to complete a considerable amount of work outside of class, including summer reading work.

**HONORS:** Courses at this level require a high level of independent thinking, analysis, and initiative in the learning process.

**ACADEMIC:** Courses at this level are designed to prepare students for college and/or post-secondary plans. Students are exposed to activities requiring independent thinking, analysis and personal initiative.

Ref. BOE Policy 5123; 6146; 6146.1

### **COLLEGE & CAREER READINESS**

Please refer to East Windsor High School's Program of Studies to view our college and career pathway information.

### **GREEN CLEANING PROGRAM**

The East Windsor Public Schools is committed to the implementation of the Green Cleaning Program



(CT Public Act 09-81) by providing the staff and, upon request, the parents and guardians of each child enrolled in each school with a written statement of school district's green cleaning program as well as making it available on its web site annually. 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. IF you have questions concerning this program, please contact the Facilities Director at 860-623-3361 ext. 7226/7255.

Ref. BOE Policy 7230.2

## **GRIEVANCE PROCEDURES**

Any person who wishes to inquire or to register a complaint concerning alleged discrimination in the East Windsor Public Schools shall have an opportunity to bring such concerns to the attention of the building principal or Equity Coordinator. The following grievance procedure shall be utilized by any student, parent/guardian, employee or volunteer in making a complaint or inquiry.

### **A. Purpose**

1. Should any student, employee or third party or volunteer of the East Windsor Public Schools feel that his/her rights were violated under any of the legal references listed in this policy or Board Policy 0521, the following procedures should be followed. It is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to problems which may arise.

### **B. Definitions**

1. **"Grievance"** shall mean a dispute between a student, employee, or third party and the Board or administration over the interpretation or application of a specific provision of the above listed articles based upon an event or condition which affects the employee, prospective employee, student or parent/guardian.
2. **"Party of Interest"** shall mean the aggrieved person or persons and the Board of Education or their designated representative as provided herein.
3. **"Days"** shall mean days when school is in session.
4. **"Building Principal"** shall mean the building principal or his/her designee
5. **"Third Party"** shall mean parent/guardian or volunteers

### **C. Time Limits**

1. If the aggrieved person does not initiate a grievance in writing within twenty (20) days after the alleged occurrence on which the grievance is based, then the grievance shall be considered to have been waived.
2. The number of days indicated at each step shall be considered as a maximum. The time limit specified may, however, be extended by written agreement of the parties of interest.
3. Failure by the aggrieved person at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.
4. Failure by the administrator involved to render a decision within the specified time limits shall be deemed to be a denial of the grievance submitted.

### **D. Informal Procedure**

If a person feels that he/she may have a grievance, he/she will first discuss the matter with the building Principal in an effort to resolve the problem informally.

The building principal will notify, in writing, the Equity Coordinator of the grievance he/she receives.

#### **E. Rights of Persons to Representation**

1. Either party or any member of the administration against any participant shall take no reprisal of any kind.
2. A person of his/her own choosing may represent any party in interest at any level of the formal grievance procedure.
3. All documents, communications and records dealing with processing of a grievance shall be filed in the personnel file of the participants, but should be segregated from other sections of the file.

#### **F. Formal Procedure**

##### **Complaint Procedure –Student/Employee/Volunteer/Third Party**

##### **Step 1 – Reporting**

The following grievance procedure shall be utilized by any student, employee, volunteer or third party in making a complaint or inquiry.

##### **Overview**

A student, employee, volunteer or third party who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to report the incident immediately to the building Principal. The complainant will first discuss the matter with the appropriate administrator in an effort to resolve the problem informally.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building Principal. The building principal will investigate the potential violation and try to resolve the problem informally.

The complainant is encouraged to use the report form available in the Main Office, Guidance Office or Equity Coordinator, but oral complaints shall be accepted. Oral complaints must be documented by the building principal or Equity Coordinator.

The building principal will notify, in writing, the Equity Coordinator of the grievance.

If the building Principal is the subject of the complaint, the student, employee, or third party shall report the incident directly to the Equity Coordinator. This will now become a level two grievance.

##### **Level One: Building Principal**

If the aggrieved person is not satisfied with the disposition of the informal procedures, the person shall submit such a claim as a written grievance to the building principal. The written statement of the grievance shall contain a statement of facts, the remedy requested and reference to the provision of

equity guidelines which the person claims has been violated. The aggrieved person must initiate the written grievance within twenty (20) days after the alleged occurrence on which the grievance is based.

Upon receiving a written grievance, the building principal shall immediately notify, in writing, the Equity Coordinator, who shall then authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused and others with knowledge relative to the incident. Other information and materials relevant to the investigation may also be evaluated.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation is pending or has been concluded.

The building principal shall prepare a written report within ten days unless additional time to complete the investigation is required, as determined by the Equity Coordinator. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy and a written recommended disposition of the complaint.

Copies of the report shall be provided to the complainant and to the accused.

### **Level Two: Equity Coordinator**

If the aggrieved person is not satisfied with the disposition of such grievance at Level One, the person shall submit a request to the Equity Coordinator for further investigation of the complaint. This request must be filed within five days of the level one decision rendered to the aggrieved person.

Both the written grievance and the investigation report will be forwarded to the Equity Coordinator from the building principal. The Equity Coordinator will review the investigation report and may or may not conduct a further investigation. The Equity Coordinator shall, within ten days after receipt of the written grievance, render a decision and the reason(s) therefore in writing to the complainant and the accused.

### **Level Three: Superintendent of Schools**

If the aggrieved person is not satisfied with the disposition of such grievance at Level Two, the person shall, within three days after the formal presentation, file such written grievance with the Superintendent of Schools.

The Superintendent or his/her designee shall within ten days after receipt of the referral, meet with the complainant for the purpose of resolving the grievance. He/she may meet with the accused and other persons, as necessary, for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept by the Superintendent and made available to any party of interest upon written request.

The Superintendent shall, within five days after the hearing, render a decision and the reason(s) in writing to the complainant, accused and the Equity Coordinator.

#### **Level Four: Board of Education**

If the aggrieved person is not satisfied with the disposition of such grievance at Level Three, the person shall, within three days after the decision, or within five days after the final hearing, file the grievance with the Board of Education.

The Board shall receive the written grievance and all written documents for the purpose of resolving the grievance. The Board of Education shall, within ten days after receipt of the appeal, meet with the complainant in either open or executive session for the purpose of resolving the grievance. The Board also has the option of meeting with the accused in open or executive session. A full and accurate record of such hearing shall be kept by the Superintendent and made available to any party of interest upon written request.

The Board shall, within five days after such meeting, render its decision and the reason(s) therefore, in writing, to the complainant and the accused.

#### **Level Five – Appeal**

If the aggrieved person is not satisfied with the disposition of the grievance at Level Four, the person may appeal to the Office of Civil Rights, US. Department of Health, Education and Welfare, John W. McCormack Post Office and Courthouse, Room # 222, Post Office Sq., Boston, MA 02109

The Equity Coordinator for the East Windsor Public Schools is the Human Resource Manager (860) 623- 3346 ext. 7408.

#### **Complaints of Discrimination Under the USDA Food and Nutrition Service Child Nutrition Program**

Complaint Process:

1. The person alleging discrimination based on race, color, national origin, age, sex or disability has 180 calendar days from the date of the alleged discriminatory action. The complainant and the East Windsor Public Schools should resolve the issue at the lowest possible level and as expeditiously as possible (see Grievance procedures noted above)
2. If the complainant makes allegations verbally or in person, the person to whom the allegations are made must write up the elements of the complaint for the complainant.
3. After following the East Windsor Public Schools grievance procedures, the complainant is not satisfied with the disposition of the grievance at Level Four, the person may file a complaint with the USDA.
4. The forms can be found attached to this policy or online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or contact any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to: U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave, S.W., Washington, D.C. 20250-9419, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Ref. BOE Policy 5145.5

## **GUIDANCE AND COUNSELING**

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the school psychologists, social workers, and school counselors include helping students function more successfully within the school environment. The district's comprehensive counseling program strives to assist students in acquiring critical skills in the academic, career, and personal/social aspects of development.

School counselors will use a variety of methods to assist students in overcoming barriers to learning, to make strong connections with the educational opportunities in the school and to ensure that every child learns in a safe, healthy, and supportive setting.

Educational and career planning guidance is available along with information to develop a plan for the student's future. This will include a long range plan of studies for grades 5-12 and selecting student's courses year-by-year in keeping with student's career interests and special skills or talents. Parent/guardian notification and involvement will be solicited.

Referral for assistance by other agencies within or outside the school may also be suggested. The school will not conduct a psychological examination, test, or provide services without first obtaining the parents/guardians written consent.

## **HARASSMENT STATEMENT**

Every child has the right to feel safe, valued, and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, or any disability they may have. The East Windsor Public Schools expect all students to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when instructed to stop.

Parents/guardians are urged to reinforce with their student(s) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher, counselor, or administrator. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware.

A student who believes he/she has been harassed is encouraged to report the incident to the building administrator or Safe School Climate Officer (860) 623-3361 ext. 7209. Allegations are taken seriously, will be investigated and addressed and appropriate disciplinary action taken, when necessary.

Ref. BOE Policy 4131; 5131.911

## **HEALTH SERVICES**

The school health office is designed to provide care to students who become ill or injured while in school. The School Nurse is not to diagnose or care for injuries or ailments that occur at home. These should be attended to by the child's physician. Please do not send your student to school if she/he has a

fever or has been ill during the night. If your child has a rash, he/she should not attend school until you have checked with your physician.

The nurse is available:

EWHS -7:15 am - 2:20 p.m.

EWMS – 8:00 am - 3:00 p.m.

Broad Brook Elementary – 8:55 am -3:55 p.m.

The School Nurse is not available after school hours.

Students showing symptoms of illness at school are sent home after a parent/guardian has been contacted. Parents/guardians are responsible for transporting their children home. If a parent/guardian cannot be reached, the emergency contact listed in the database is called to pick up the child. Parents/guardians must have a back-up plan for getting to school if their child becomes ill. Students who have a fever, vomiting or diarrhea cannot be sent home on a school bus.

If your child is going to be absent from school for more than one day, please be sure to call the school and speak with the nurse. If she/he is absent three consecutive days, the nurse will call to check on the absence.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information.

### **Administration of Medication**

The school nurse shall be the supervisor of the medication administration program per Connecticut State Regulations section 10-212a1-10. Prescription and over the counter medication may not be administered to a student while at school unless such medication is given by the school nurse acting under the specific request of a parent/guardian and under-written directive of the student's personal physician or school physician. In the instance of intramural or interscholastic events when the nurse is inaccessible, the school nurse/school medical advisor will delegate medication administration of inhalers and injectable epinephrine to a coach or athletic trainer who has been trained at least annually in safe medication administration. Over the counter medications may include a wide array of medical substances from common aspirin to herbal remedies, homeopathic treatment and nutritional supplements. In accordance with all state guidelines, the school nurse will administer medication under the following guidelines:

- Physician, dentist, or nurse practitioner written order is on file
- Parent/guardian consent is on file
- Pharmacy label or original manufacturer's container with drug name, dose, dosage and dosage interval is written on bottle
- For prescription medication, please request the pharmacy supply a separate bottle for school use •
- Indications and contraindications for drug use are known
- Potential adverse effects of the drug are known
- Medication is appropriate in the school setting.

- Previously arranged plan in place for school field trips

In cases in which a student is able to self-administer medication, the parents/guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, dentist's or advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

Students who are self-administering their medication must carry their medication on their person at all times during the school day, and in the case of interscholastic sports, students must have their medication with them at all times during their sports program.

A student with asthma or an allergic condition may carry an inhaler or an epipen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or Epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required as well as plan approval from the school nurse.

Diabetic students must have all the necessary medications, snacks, and supplies on hand in the School Health Office in order to attend school. Insulin must be received in an unopened bottle or pen and be properly labeled. Students who do not have the appropriate medications or supplies to attend school safely must have a parent/guardian bring in the necessary medication and supplies or the student will be sent home.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parent/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted.

A school nurse will select a qualified school employee to, under certain conditions; give a glycogen injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death, only if a school nurse is unavailable. Written parent/guardian permission and written order from a physician are required.

**Parent/guardian or responsible adult must bring any medication to school to leave with the school nurse.** If a parent/guardian would like his/her child to receive medication during school hours without oversight from a licensed prescriber in accordance with aforementioned guidelines, he or she has the option of coming to school and administering the treatment to his/her child at a predetermined time in the School Health Office.

**Students cannot carry any prescription medication, without prior approval from the school nurse and the student's physician.** Any student found carrying an over-the-counter medication or prescription medication will be sent to administration for disciplinary action.

Any medication remaining at the end of the school year **must** be picked up by a parent/guardian by the last day of school or within one week from the time the medication was discontinued. Any medication that remains at school after the last day of school will be destroyed.

A copy of the standing orders is sent home each fall with the emergency forms and health history form. Standing order medication will be administered within the guidelines of the standing orders as deemed necessary by the nurse **and only if a signed health history is on file in the Health Office. It is the responsibility of the parent/guardian to inform the school nurse in writing if there are restrictions regarding the standing orders.** Students will not be allowed to attend field trips or participate in after school activities without a signed health history form on file in the Health Office.

Cough drops will not be permitted in school due to the choking hazard. School based nurses will not provide cough drops to students. Students will not be permitted to bring cough drops into school from home. Students who require cough drops will require an order from their physician along with necessary medication forms on file in the nurse's office. Increasing fluid intake is the single most recommended treatment for coughs. If your child's cough is persistent, please contact your physician for medical advice and treatment.

Sunscreen is now included in the list of standing orders this year. Sunscreen can only be applied by a student when the lotion is provided by the parent to the nurse's office and it is deemed safe by the nurse and parent for the student to self-administer the lotion. If a student is not capable of safely applying sunscreen, a medication order and written parent permission is still required for this over the counter medication to be administered at school by the school nurse. Parents are encouraged to apply sunscreen at home to their child's skin prior to field trips in which their child will be exposed to the sun and also on warm days when their child will be outside during recess and physical education class. Hats and light weight shirts and pants are also encouraged to prevent sunburn on hot sunny field trips and during any other outside activities while at school.

Parents are responsible for replacing all expired medication with appropriate new medication. School nurses are not allowed to administer expired medication. It is the responsibility of all parents and students to ensure that all students who self-carry are carrying up-to-date medication.

### **Communicable/Infectious Diseases**

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

#### **Disease**

#### **Status of Pupil**

Chickenpox (Varicella)	Excluded from school for one week after appearance of the first crop of vesicles or until all lesions are scabbed and no new lesions are erupting.
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Covid -	Exclude from school through day 5 after the start of Covid symptoms or a positive test with day 0 being the first day of symptoms or a positive test. Can return to school on day 6 if symptoms are improved and the student has been fever free for 24 hours without the use of fever reducing medication such as tylenol or Motrin. It is recommended that a mask be worn upon the student's return from from day 6 through day10.
Fever -	Must be free of fever (less than 100 degrees) for 24 hours without the use of Acetaminophen (Tylenol) or ibuprofen (Motrin) before returning to school.
Impetigo -	Exclude from school for 24 hours after institution of specific therapy.
Infectious -	Exclude from school only on physician's note Mononucleosis
Influenza -	Exclude from school - must be fever free for 24 hours without the use of Acetaminophen (Tylenol) or ibuprofen (Motrin) before returning to school
Measles	Exclude from school for five days from time rash appeared
Mumps	Exclude from school as long as glands remain swollen
Monkey Pox	Rash must be fully healed and a fresh layer of skin must be formed. The illness typically lasts 2-4 weeks
Pediculosis (Lice)	Exclude from school for 24 hours after treatment is carried out. In addition, all nits or egg cases must be removed within 7 days.
Pink eye	Exclude from school, must be on antibiotics for 24 hours before returning to school
Ring worm	Cover the area of infection with dressing after institution of specific therapy.
Rubella (German Measles)	Exclude from school for five days from onset of rash
Scabies	Exclude from school for 24 hours after treatment is carried out and until MD note received that the child is no longer contagious.
Streptococcal/ And/or Scarlet Fever Infections	Child must be on antibiotics for a minimum of 24 hours and free of fever before returning to school
Whooping Cough (Pertussis)	Exclude from school until physician note states that child is no longer contagious.
Diarrhea/vomiting	Must be free of diarrhea and vomiting for 24 hours before returning to school unless the diarrhea or vomiting is part of a student's chronic illness

such as GERD, IBS, Crohn's, ulcerative colitis etc. In these cases, the nurse and the parent/guardian will work together to determine when the student should return to school.

This list is not all-inclusive. Please contact the school nurse if you have any questions.

Parents/guardians are asked to call the school nurse to report any communicable disease. If the child's physician has diagnosed the condition, please request a certificate/note from the doctor when he/she can return to school.

### **Concussions**

Any student participating in intramural or interscholastic athletics who is observed to exhibit signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body will be removed from the game or practice immediately. Students with a suspected concussion must be seen by a health care professional. Coaches and athletic trainers are the supervising adults during intramural and interscholastic athletics and are therefore responsible for ensuring that students are removed from play and are provided with the appropriate medical attention. They should inform the athlete's parents or guardians immediately or as soon as possible (required to occur within 24 hours in Connecticut) about the suspected concussion and that the athlete should be seen by a health care professional. **Written clearance by a licensed healthcare professional** trained in the evaluation and management of concussions **must be provided** to the school in order for the student athlete to participate in team activities involving physical exertion.

### **Disabilities**

School districts will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

### **Emergency Medical Treatment**

Parents/guardians are asked each year to complete a health history form for use by the school in the event of a medical emergency. A health history form must be on file for each student annually. Students cannot participate in interscholastic/intramural sports, field trips and extracurricular activities if the health form is not on file in the school health office.

### **Health Records**

School nurses maintain health records using the Connecticut "Health Assessment and Record Form." These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents/guardians may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the student health record are sent to the transferring school when a student moves to another school in the state. If moving out-of-state, a copy of the student health record will be forwarded. Health records are maintained for at least six years after the student graduates. The district will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the

privacy of protected health information. Please contact your pediatrician's office for copies of immunizations and physical exams for summer camps.

When a student transfers to another school or school system, upon receipt of a confirmation of enrollment in another district or a signed Release of Information form from the student's parent/guardian; the health record may be sent with other school records. If the school records have been forwarded already, the health record shall be sent directly to the school nurse of the receiving school. Prior to transfer, the nurse's office requests a 48-hour notice in order to process the school health records.

The nurse's office requests a 48-hour notice from parents to obtain copies of their child's physical exams, immunizations and/or any other part of the student health record. Parents can obtain copies of their child's physical exams and immunizations from their health care provider.

### **Health Office Protocol**

- All students must have a pass (High School and Middle School) from the teacher in order to come to the health office, unless it is an extreme emergency. Students can visit the nurse without a pass before school.
- First aid is treatment given to protect the life and comfort of the student until authorized treatment is secured and is limited to first treatment ONLY. Subsequent treatment is the responsibility of the student's parents/guardians.
- **The parents/guardians and the child's physician must treat home injuries and illness at home.**
- If your child has a fever greater than 100 degrees, they should remain home until they are fever free for 24 hours.

If your child has diarrhea, and/or vomiting, the child should remain at home and be free of both for 24 hours before returning to school unless these symptoms are related to a diagnosed chronic illness.

Any child who has been diagnosed with strep throat or bacterial conjunctivitis by their physician must be on antibiotics for 24 hours before returning to school.

- Any child with active head lice/nits or scabies will be dismissed from school. Students must be treated for the head lice and be nit free prior to returning to school. Student with scabies must be treated and have a physician's note clearing them to return to school
- Health office visits are computerized. The nurse will contact both parents/guardians and administration if a student is abusing the nurse's office and missing time from the classroom.

It is assumed that every child who attends school on a given day is able to participate in all activities

that are offered. When a student returns to school after surgery, injury or an extended illness, a doctor's note is required indicating any restriction in physical education/sports activities, stairs/elevator use, crutch use or need for medications/treatments. Medical notes signed by a physical therapist or physical therapy assistant must be co-signed by a physician, nurse practitioner, or physician assistant.

### **Physical Education Excusals**

Broad Brook and Middle School – Parent/guardian may write a note for their child to be excused from physical education class once during the school year if the child has sustained an injury at home. However, any excusals beyond that will require a note from the student's physician. If a student is excused by their physician from physical education for any reason a note is also required from the physician clearing the student to return to class.

High School – A physician note is required to excuse students from any physical education classes as well as to return or clear a student for physical education class.

### **Illness/Injury**

If a student becomes ill during the school day, his/her teacher must give the student a pass (High School and Middle School) to the health office. The school nurse will make the decision based on the student's symptoms if that student requires a nursing dismissal. If determined that the student is unable to remain in school, a parent/guardian will be contacted to make arrangements for dismissal. **THE NURSE MUST AUTHORIZE ALL DISMISSALS DUE TO INJURY OR ILLNESS.** Students are not allowed to call from the office or classroom phones or their cell phone to make arrangements for dismissal due to illness or injury. Any student that arranges for a dismissal by a parent/guardian based on a phone call from the student, not the nurse, is deemed a **parent/guardian dismissal only**.

In the event of a serious illness or an accident requiring immediate attention, the nurse or a designated person will make every attempt to contact the child's parent/guardian. If the parent/guardian cannot be reached, the school will attempt to reach the emergency contact listed in the database. Thus it is very important that you list an individual as the emergency contact that can make decisions about your child's health. It is also very important to notify the school in writing of any changes to the emergency contacts, i.e. address, phone number, or change in person.

### **Immunizations**

State law requires that all students receive immunizations against the following diseases: Chickenpox, Diphtheria, Hepatitis A and B, Influenza, Measles, Meningococcal, Mumps, Pertussis, Pneumococcal, Polio, Rubella, and Tetanus. Students will not be allowed to attend school if not properly immunized. All immunization information received by the school should be in acceptable form (i.e. original or copy should be easily read and verified by authorized medical personnel. All series of shots must be complete). The school nurse should be notified whenever a child receives new immunizations. If you decline immunizations for medical reasons, the Connecticut State Immunization Exemption Form must be completed. Religious exemptions are no longer accepted by the state of Connecticut. In order to have been eligible for an exemption on religious grounds, a student would have to have been enrolled in school in Grades K-12 on or before April 28, 2021 and must have submitted a valid religious exemption

on or before April 28, 2021. This is true irrespective of the particular grade within the K-12 range in which the student is enrolled. There is nothing in the law that requires resubmission of a religious exemption at the time of transition from one grade to another.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

### **Physical Examinations**

The State of Connecticut mandates physical exams for all students entering kindergarten, grade 6 and grade 10. Physical exams for grades 6 and 10 must be completed in the required year prior to entrance into grades 7 and eleven. The exam should be recorded on the blue State Health Assessment form. This exam must include a physical, hemoglobin/hematocrit and TB risk assessment, postural screening, vision, hearing screening and chronic disease assessment. Students will be excluded from school at the start of school year 2023 if their physical exam is not updated.

All out of state students are mandated by the State of Connecticut to have a physical exam performed before entering Connecticut schools or within 30 calendar days after beginning school. A TB risk assessment will be part of this exam.

Students entering from outside the U.S. are required to have a physical exam by a provider licensed to practice in the U.S. TB testing will be part of this exam.

### **Screenings**

Screenings are conducted by the Health Office staff according to the Connecticut Department of Education. If a student fails a screening, a parent/guardian notification letter is sent home requesting a follow up visit to the student's Primary Care Provider or a referral to a Specialist. Completed referral letters from physicians should be returned to the School Nurse when the referral is completed. It is very important that students who fail their screenings always have a follow up visit to their physician to ensure further treatment is not necessary. Keeping the Nursing Staff aware of any referral results is important part of the student's health assessment.

**Vision Screening:** Performed annually on students grade PreK - 6 and grade 9.

**Hearing Screening:** Performed annually on students PreK - 3 and grades 5 and 8.

**Postural:** Performed annually on students in grades 5-9.

Ref. BOE Policy 5141; 5141.21; 5141.22; 5141.23; 5141.24; 5141.3; 5141.7

## **HOMEBOUND**

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

Ref. BOE Policy 5134; 5141.24

## **HOMELESS STUDENTS**

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the Director of Curriculum, (860) 623-3346 ext. 7406.

Ref. BOE Policy 5118.1

## **HOMEWORK**

Homework is defined as any assignment completed outside of school. The purpose of homework at East Windsor Public Schools includes but is not limited to building background knowledge, encouraging good study habits, reinforcing new concepts, reinforcing standards that need additional practice, applying real world skills, and fostering a home-school connection. Homework provides students with opportunities to work towards proficiency in content and grade level standards. Homework also includes nightly reading at all grade levels.

Ref. BOE Policy 6154

## **INSURANCE**

The East Windsor School District makes possible a group insurance policy for school students. For a small fee, a student is insured during school hours, to and from school, and during school-sponsored events. A 24-hour protection is also available. All students participating in interscholastic sports are covered by group insurance to the extent of expenses above and beyond what their own personal insurance policies cover.

Ref. BOE Policy 5143.1

**Nothing in this paragraph should be construed as a guarantee that the provider of this group insurance coverage will provide coverage to a student who has been denied coverage based upon a preexisting condition, to the extent that such denial of coverage is permitted by law.**

## **LIMITED ENGLISH PROFICIENT (LEP) STUDENTS**

Parent/guardians of Limited English Proficient (LEP) students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include a description of the program and the parent/guardian's rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop

academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services.

Ref. BOE Policy 6141.311

### **MEDIA/PHOTOGRAPHS**

School administrators shall be authorized to grant permission and set parameters for media access to students in school. The media may interview and photograph students involved in instructional programs and school activities including athletic events provided their presence will not be duly disruptive and shall comply with Board of Education policies and district goals. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. Media representatives wishing to photograph and identify particular students must obtain parent/guardian approval as well. Such permission shall not be required before photographs, videotapes, and/or articles referring to students involved in athletic events. **Parents/guardians who do not want their children interviewed, photographed or videotaped by the media shall inform the school administrator accordingly.** District employees may release information to the media only in accordance with applicable provisions of the education records law and Board of Education policies governing directory information and personally identifiable information.

**A parent/guardian who does not want his or her children photographed or videotaped shall inform the school administrators in writing by September 14, 2023.**

### **MIGRANT STUDENTS**

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parent/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program

Ref. BOE Policy 6141.312

### **ONLINE COURSE CREDIT**

As determined by Board policy, students applying for permission to take a virtual course will do the following:

1. Complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity needed to function effectively in an online learning environment.
2. Obtain the written approval of the principal or his/her designee before a student enrolls in a virtual course.

3. Adhere to the district code of conduct to include rules of behavior and consequences for violations.

The school must receive an official record of the final grade before awarding credit toward graduation. Only approved courses shall be posted on student transcripts.

Ref. BOE Policy 6172.6

### **PARENT/GUARDIAN CONFERENCES**

Parents/guardians are encouraged to become partners in their children's educational successes. Conferences with teachers may be held at any time during the school year. Parents/guardians and students, as well as teachers, counselors or administrators may initiate a conference.

A parent/guardian or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent/guardian schedules. During designated conference weeks there are additional evening hours for parents to schedule parent meetings with their students respective teachers.

Ref. BOE Policy 5124; 6172.4

### **PARENT/GUARDIAN INVOLVEMENT/COMMUNICATIONS**

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of the educational opportunities available. Parents/guardians should become familiar with all of the children's school activities and with the district's academic programs, including special programs. Attendance at parent/guardian-teacher conferences, participation in parent/guardian organizations, attendance at Board of Education meetings and being a school volunteer are strongly encouraged.

At times it may be appropriate to communicate with your children's teachers through email. The East Windsor Public Schools' teachers and administrative staff will communicate with parents/guardians, using the primary email address provided to the district at the start of each academic year unless otherwise notified.

If you do not want the East Windsor Public Schools to utilize email to communicate information regarding your child you must notify the district in writing by **September 14, 2023**.

### **School Governance Council**

The council is comprised of administrators, elected parents/guardians, elected teachers, students, and community members. It serves in an advisory capacity to the school's administration. Elections will take place by October for any vacant seats.

Ref. BOE Policy 1110.0; 4118.2; 5124; 6172.4



## **PESTICIDE APPLICATION**

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child (ren)'s school assignment area may contact the Business Office at (860) 623-3346 ext. 7407.

Ref. BOE Policy 3524.1

## **PROMOTION, RETENTION AND PLACEMENT**

Students are promoted to a higher grade as follows:

Promotion to Grade 10 - 6.5 credits

Promotion to Grade 11 - 11.5 credits

Promotion to Grade 12 - 17.5 credits

Graduation requirements - 24 total credits and additional requirements completed

Students will not be promoted to the next grade level unless the minimum number of credits has been earned.

Ref. BOE Policy 5123

## **PROPERTY, LOCKERS, AND EQUIPMENT**

It is the policy of the Board of Education to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board of Education when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage. The East Windsor Public Schools may withhold participation in school sponsored events, such as but not limited to: field trips, graduation ceremony, senior banquet, etc., until payment is made to repair or replace materials or equipment.

Each student is assigned a desk, a locker, and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year and should be kept in good order and not abused.

Combination padlocks will be issued to students upon request. The padlock is to be returned at the end of the school year or upon leaving school. **A replacement fee for a lost padlock is \$7.00.** Lockers are provided for all students upon request. It is the responsibility of each student to maintain the appropriate condition of the locker. Students' lockers must be locked at all times in order to prevent damage or loss. The locker must be cleaned of all writing and other display materials at the end of the school year. Any repairs due to abuse of the locker will be the responsibility of the student assigned to the locker.

Searches of desks or lockers may be conducted at any time there is reasonable suspicion to believe that they contain articles or materials prohibited by district policy. Parents/guardians will be notified if any prohibited items are found in the student's desk or locker.

Students should not attempt to repair school equipment but should notify the main office immediately if it is not functioning properly. Any damage done will be the responsibility of the person to whom it was assigned for the current year. Students may not bring in locks from home and attach to assigned lockers.

Students are warned not to bring large sums of money or valuables to school; liability for these items remains with the student. Students are responsible for the security of the property they bring to school. The East Windsor Public Schools are not responsible to replace property that is lost or stolen while on school grounds or at a school sponsored activity.

Ref. BOE Policy 3250; 5131

### **PSYCHOTROPIC DRUG USE**

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the district is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

Ref. BOE Policy 4118.234; 5141.231

### **REPORT CARDS**

Report cards are distributed electronically on a quarterly basis. If you do not have access to the internet, please contact the main office at East Windsor High School to request a copy.

Grades are cumulative throughout the school year. A final grade is the numerical average of the grades earned during the four marking periods, midterm exam, and final exam.

Progress reports will be available electronically unless a hard copy is requested by the parent/guardian.

Ref. BOE Policy 5124

## **SCHEDULE CHANGES**

The courses selected during the scheduling process determine the courses for the following year. Requests for course changes will be granted in very few cases and require the approval of parents, current teachers, school counselor, and administration. When a student does withdraw from a course, the following procedures will be implemented:

1. A student can add and/or drop a 1st semester or full year course no later than 10 days after the first day of the school year without penalty.
2. A student can add and/or drop a 2nd semester course no later than the fifth day of the third quarter without penalty.
3. If a student withdraws from a course after the add/drop period, the student will receive a "WF" for withdrawn failure as a final grade on their transcript. If extenuating circumstances exist, an appeal to the Principal may be made to allow the transcript to reflect a "W" for withdrawn.
4. A student who withdraws from a course prior to its completion cannot make up the course in a summer school program.
5. All changes must be in writing.

No changes will be made for teacher preferences.

## **SCHOLARSHIPS AND AWARDS**

Students should start early to establish records worthy of scholarship consideration. In general requirements for scholarship consideration are some combination of the following: serious attention to studies, good character, financial need and involvement in the activities of the school.

Many scholarships and awards are available to qualified students. Students should consult a school counselor for information about what scholarships are available and the application process.

## **SCHOOL CEREMONIES AND OBSERVANCES**

There shall be opening exercises in all East Windsor Public Schools each day school is in session. These exercises shall include a salute to the flag, an opportunity for silent meditation, and other activities scheduled by the administration of each school. Student participation in opening exercises shall be voluntary and the religious beliefs of students shall be respected. Students shall not be required to stand or leave their classroom as a condition of non-participation.

## **Separation of Church and State**

In accordance with the mandate of the Constitution of the United States prohibiting the establishment of religion it is the policy of this Board that the public schools will, at all times and in all ways, be neutral in matters of religion. This requirement of neutrality need not preclude nor hinder the public schools in fulfilling their responsibility to educate students to be tolerant and respectful of religious diversity. The district also recognizes that one of its educational responsibilities is to advance the students' knowledge

and appreciation of the role that religion has played in the social, cultural, and historical development of civilization. Therefore, the district will approach religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views. In that spirit of respect, students and staff members should be excused from participating in activities that are contrary to religious beliefs unless there are clear issues of compelling public interest that would prevent it.

### **Absence for Religious Observation**

Student absences for religious observances shall be excused. Furthermore, such absences should not prohibit receipt of attendance related awards nor impact student grades or participation in school events.

### **Recognition of Religious Holidays**

The objective study of religious holidays provides a natural opportunity to promote an appreciation for and respect of diversity. Learning opportunities should extend beyond Judeo-Christian beliefs, reflecting the diversity of global cultures.

1. Recognition of religious holidays will not dominate the educational program and must support curricular objectives.
2. All religions must be afforded equal dignity, but none advanced nor disparaged.
3. Decorations which are part of custom, that have no direct religious meaning may be displayed. Tree decoration should not promote religion nor require student participation.
4. Programs should focus on seasonal rather than religious themes inclusive of concerts, enrichment programs and Parent -Teacher Organization sales.
5. Performances which recognize holidays must be of an artistic nature, not religious. Religious music must not dominate any school program. Program selections should not, by their nature, exclude students from participation.
6. The cafeteria staff will consider religious dietary restrictions when planning menus (non-meat meals, limiting pork to one menu choice).
7. Parent/guardian may exclude their children from programs involving the recognition of religious holidays or if the celebration is in conflict with family beliefs. A written request for exclusion should be sent to the building administrator.

Ref. BOE Policy 5113; 6115

### **SEARCH AND SEIZURE**

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

All searches for evidence of a violation by the district shall be subject to the following requirements:

1. The district official shall have individualized, "reasonable suspicion" to believe evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular place;

2. The search shall be “reasonable in scope.” That is, the measures used are reasonably related to the objectives of the search and not excessively intrusive in light of the age, gender, maturity of the student and nature of the infraction;
3. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

### **Desks and School Lockers**

Desks and school lockers are the property of the schools. The right to inspect desks and lockers assigned to students may be exercised by the district.

An authorized school administrator or designee may search a student's locker or desk under three (3) conditions:

1. There is reason to believe that the student's desk or locker contains the probable presence of contraband material.
2. The probable presence of contraband material poses a serious threat to the maintenance of discipline, order, safety and health in the school.
3. The student(s) have been informed in advance that Board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

### **Student Search**

A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search must be reasonably related to the objectives of the search and the nature of the infraction.

Strip searches shall not be conducted by school authorities. At no time will school officials conduct a search which requires a student to remove clothing past the last layer prior to undergarments. Any bags held under sweatshirts or other outer clothing will be removed by the student. All searches by the principal or his/her designee shall be carried out in the presence of another adult witness.

Students may be searched by law enforcement officials on school property or when the student is under the jurisdiction of the district upon the request of the law enforcement official. Such requests ordinarily, shall be based on warrant; or probable cause to believe a crime has been committed on school property or at a school function; or by invitation by school officials. The school administrator or designee will attempt to notify the student's parents/guardians in advance and will be present for all such searches.

District officials may seize any item which is evidence of a violation of law, Board policy,

administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule. School authorities shall cooperate with the appropriate law enforcement agencies in regards to items that constitute a violation of law. Law enforcement will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substances or items on school property.

### **Use of Dogs to Search School Property**

Use of drug-detection dogs and metal detectors, or similar detective devices may be used only on the express authorization of the Superintendent of Schools. The Superintendent will notify the Board of Education of any special circumstances at the next Board meeting or as early as possible.

The use of trained canines is subject to the following:

1. Searches through the use of drug detection dogs may occur at the high school and only with BOE approval at any other level.
2. The administration shall authorize the search and the principal or his/her administrative designee shall be present while the search is taking place.
3. Parents and students shall be notified of this policy through its inclusion in the parent/student handbook and on the district's/school's website.
4. All school property such as lockers, classrooms, parking areas and storage areas may be searched.
  - a. Dogs shall not be used in rooms occupied by persons except for demonstration purposes with the handler present.
  - b. When used for demonstration purposes, the dog may not sniff the person or any individual.
5. Individual(s) shall not be subjected to a search by dogs. To avoid the potential of allergic reactions, dogs shall be kept away from the students.
6. Once notification has been given to parents and students, through the inclusion of the policies in the parent/student handbook and on the district's/school's website, the school district will have met its obligation to advertise the searches. Additional notices need not be given and actual times or dates of planned searches need not be released in advance.
7. Only the dog's official handler will determine what constitutes an alert by the dog. If a dog alerts on a locked vehicle, the student who brought it onto district property shall be asked to unlock it for inspection.
8. If a student's property is searched because of a dog alert, the student's parents shall be notified by the school administration.

District officials may seize any item which is evidence of a violation of law, Board policy,

administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule. School authorities shall cooperate with the appropriate law enforcement agencies in regards to items that constitute a violation of law. Law enforcement will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substances or items on school property.

Ref. BOE Policy 5131; 5131.6

### **SECLUSION/RESTRAINT**

Staff employed by the East Windsor Board of Education has the right and responsibility to physically restrain a student if such action is necessary to prevent imminent harm to the student, staff or other student(s).

Ref. BOE Policy 5144.1

### **SEXUAL HARASSMENT**

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The district will notify the parent/guardian of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parent/guardian of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent/guardian in a conference with the principal or designee or with the Title IX Coordinator, the Human Resource Manager (860) 623-3346 ext. 7408.

Ref. BOE Policy 5145.5

### **SPECIAL PROGRAMS**

The district provides special programs which affect a student's success at school. A student or parent/guardian with questions about these programs should contact the Director of Curriculum at (860) 623-3346 ext. 7406.

The district utilizes the Scientific Research Based Intervention (SRBI) process which combines systematic assessment, decision-making and a multi-tiered delivery model to improve educational and behavioral outcomes for all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum.

In addition, the district utilizes the Service Team approach for problem solving. The Service Team is a

multi-disciplinary, collaborative team that includes general education teachers, specialists, and school support staff as well as, whenever necessary, community-based agency providers. In weekly meetings, Service Team members, led by a facilitator share expertise and responsibility for the students being discussed. The goal is to provide each student with as much support in general education as possible.

For students who may be considered Gifted and Talented, parent/guardians should contact the Special Education department at (860) 623-3347 ext. 7403.

For students in need of Special Education programs, a Planning and Placement Team (PPT) is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs.

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents/guardians must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan (IEP), based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parent/guardian involvement. Parent/guardians will be informed regarding the use of scientific, research-based interventions. Questions about Special Education programs can be addressed with the Special Education department (860) 623-3347 ext. 7403.

## **STUDENT AUTOMOBILE USE**

Students' use of motor vehicles at East Windsor High School is a privilege granted by the school to authorized students only. Students should request an application for a parking placard during the first week of school.

Students are subject to the rules, regulations and administrative guidelines in the parking regulations and must comply with all state laws and licensure requirements.

### **Student Parking**

A limited number of parking spaces are available for student parking. Parking placards will be issued to eligible students who have earned 10.5 credits or more on a priority basis, with seniors and students with afternoon employment receiving the higher priority. Interested students may apply for a placard in the main office. Each registered vehicle will be issued a placard. Each placard will have a number and will be valid only for the car to which assigned. Placards will be for the academic year only. Any car found in the school parking lot without a placard, and/or in violation of parking rules, will be towed away at the owner's expense.

Students must exercise careful judgment while operating a vehicle in the parking area. Speed limit on school grounds is 10 mph. You will need your license and registration. Forms are available in the office and must be signed by a parent/guardian.

The student parking area is limited to the parking lot **behind** the high school building. The two rows closest to the building and the curbside parking closest to the tennis courts, as well as the side lot, are



reserved for faculty and staff. Students who do not park in the student designated lot may lose their privilege to park at school. Students are to leave their vehicle locked in the parking lot as soon as they arrive at school and are not to return to it until they are ready to leave school grounds. At dismissal, all drivers must wait until the school buses exit before proceeding from the student parking lot.

## **Student Parking Privilege**

### **Rules and Regulations**

1. The following is the order of priority for motor vehicles to leave school grounds at the close of school: (a) School buses when in motion  
(b) All other drivers
  2. School buses have the right of way at all times.
  3. A speed limit of 10 MPH on school-grounds must be observed.
  4. Reckless driving of any type will result in withdrawal of privilege. These include
    - (a) speeding,
    - (b) “dragging,”
    - (c) excessive noises,
    - (d) any endangering behavior.
  5. Students may not use their vehicles to leave school property without permission during the school day.
  6. The parking placard must be visible at all times.
  7. Upon arrival on school grounds, students must park their cars and enter the building immediately. Permission must be granted to leave school grounds before scheduled dismissal time.
  8. All school rules apply to students in cars when on school property.
- Students will park only in the area designated for student parking.  
Parking privileges may be withdrawn up to one school year for infractions of rules and regulations as listed in sections A, B, and C of this regulation.

Ref. BOE Policy 5131.3

## **STUDENT/PARENT/GUARDIAN COMPLAINTS**

The Board of Education places trust and confidence in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful criticisms and complaints.

The Board of Education recognizes that constructive criticism does play a significant role in improving the quality of education. Parents/guardians/students should feel free to bring problems and complaints to the attention of the school staff through the proper channels of communications; i.e., teacher, administrator, superintendent. The Board also recognizes that statements from citizens concerning the schools are valuable as a means of feedback to the Board regarding the success or failure of the school program, and thus such statements are encouraged.

Complaints and grievances shall be handled and resolved as close to their origin as possible. The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher

2. School Administrator
3. Superintendent
4. Board of Education

Complaints coming directly to the Board of Education as a whole, or to an individual Board member should be referred to the superintendent for referral to the proper staff member for appropriate action. The procedure for appeal of action on complaints shall be to the next highest authority.

The Board of Education serves as a final review of appeals of administrative actions regarding complaints and criticisms. All complaints so appealed to the Board of Education shall be in writing, signed by the aggrieved person(s), and shall be directed to the Board through the superintendent. No member of the community shall be denied the right to petition the Board of Education for redress of a grievance. Complaints shall be referred back through the proper administrative channels for solutions before investigation or action by the Board of Education. Exceptions that the Board will act upon are complaints that concern Board policies or Board operations only.

Ref. BOE Policy 1312

## **STUDENT RECORDS**

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents/guardians, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent/guardian whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parent/guardian of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee such as an administrator, teacher, support staff, Board of Education member, attorney, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parent/guardian consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent/guardian's or student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parent/guardian or student.

A student over 18 and parents/guardians of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parent/guardian and the student are not allowed to contest a student's grade in a course through this process. Parents/guardians or the student has the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

Copies of student records are available at a cost of \$.15 per page, payable in advance. Parents/guardians may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; if the parents/guardians fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parents/guardians' rights. If the student qualifies for free or reduced-price meals and the parents/guardians are unable to view the records during regular school hours, upon written request of the parents/guardians, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent/guardian objects to the release of any or all directory information about the child. **This objection must be made in writing to the principal by September 14, 2023.**

Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses and telephone listings, unless a parents/guardians or secondary student aged 18 or over requests in writing that such information not be released.

The district will release to the Parent Teacher Organization the names, addresses, telephone number and grade levels of students (**unless the district is informed in writing by September 14, 20202021**) provided such information is to be used by the PTO for its own school activities or school business.

The district, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parent/guardians of the student authorize the record transfer in writing, the sending district is required to send a notice when the records are sent to the new district.

Parents/guardians and eligible students 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. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPPA Privacy Officer is the Nurse Leader (860) 623-3361 ext. 7401.

Ref. BOE Policy 5145.15; 5125

### **TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

Parents/guardians have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents/guardians will also be advised, if requested, as to whether the child is provided service by paraprofessionals and their qualifications.

Ref. BOE Policy 4211; 6172.4 App. C

### **TEXTBOOK AND EQUIPMENT CARE AND OBLIGATIONS**

Students are responsible for the care of books and supplies entrusted to their use. They will assess damage to textbooks, equipment or materials. Damage to district owned technology devices will be the responsibility of the parent/guardian if the repair is outside the parameters of the manufacturer's warranty. The district reserves the right to withhold participation in voluntary activities or to impose other consequences until the obligation is addressed.

### **TITLE I COMPARABILITY OF SERVICES**

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

Ref. BOE Policy 6161.3

### **TITLE I PARENT/GUARDIAN INVOLVEMENT**

Parents/guardians of a child in a Title 1 funded program will receive a copy of the district's parent/guardian involvement policy, including provisions of an annual meeting and involvement of parent/guardian in the planning, review and implementation of Title 1 programs.

Ref. BOE Policy 6172.4

### **TRANSFERS AND WITHDRAWALS**

Parents/guardians of students withdrawing from school must notify the school office as soon as possible in advance of the student's last day. At that time, they will be given forms to complete. Included will be a formal written statement of withdrawal and release of records form.

On their last day of attendance, students will be given a form that must be signed by each of their teachers. This form will indicate their grade at the time of withdrawal as well as the return of all textbooks and materials.

Ref. BOE Policy 5112.3

### **TRANSPORTATION**

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services for students in grades 3-12 or such other disciplinary action that is appropriate for misconduct.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving the building administrator, the student, and the parent/guardian(s) may be required.
2. The building administrator may suspend the student's bus-riding privileges. If such a suspension occurs, the parent/guardian will be notified prior to the time the suspension takes effect.
3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to call for law enforcement assistance. The building administrator and parent/guardians shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

All vehicles coming into or leaving the school grounds are subject to the regulations of the school.

Students are not allowed to go to their cars during school hours. In case of emergency, they will be given a pass to do so by the administration. Any violation of proper automobile use may result in the suspension of parking privilege or any such discipline which is appropriate for the circumstances.

### **Changes in Student Transportation**

Children are not allowed to change bus assignments to or from school without a written request submitted to the building administrator prior to the day of the proposed change and with confirmation from the bus company that the change can be accommodated. Changes will not be made the day of the request unless it is an emergency situation. In the event a family moves within town or a change is required for other reasons, a request for change in bus stops must be made in writing three days prior to the change. Any family moving within town must provide proof of their new residence prior to a change in bus being approved. A change is defined as a student

being transported to or from any location other than his/her designated bus stop. For a bus change form, please refer to our district website, [www.eastwindsork12.org](http://www.eastwindsork12.org).

### **Late bus**

Two days a week a late bus will be provided for students who wish to stay after school for school activities, academic assistance, or detention.

All students wishing to take the late bus must sign-up in the main office by 9:00 am. Students who do not sign up for the late bus will not be allowed on it.

The late bus does not run on early dismissal days. After 4:30, parents should contact Smyth Bus at (860) 623-0331 with questions about the late bus run.

Ref. BOE Policy 5131.1

### **TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES**

All complaints concerning school transportation safety are to be made to the Superintendent's Office (860) 623-3346 ext. 7404. A written record of all complaints will be maintained and an investigation of the allegations will take place.

### **TUTORING**

Teachers may not teach privately (tutor) students to whom they are currently assigned. This does not apply to teacher(s) employed by the Board of Education who are assigned to tutor homebound children.

### **VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL CAMPUS**

The district may install video recording equipment on some school buses to monitor school transportation and discipline. Video recording may be done randomly during the school year, students will not be notified when a recording device has been installed and in use on their bus. Recordings will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Video recordings shall be treated as protected student records under the Family Educational Rights and Privacy Act.

Video/audio equipment will be used to monitor student behavior in common areas on campus. Students will not be told when the equipment is being used. The principal or his/her designee will review the recordings routinely and document students' misconduct. Discipline will be in accordance with the district's discipline policy.

Ref. BOE Policy 5131.111

### **VISITORS**

Parents/guardians and other visitors are welcome to visit East Windsor schools. All visitors must first report to the school's main office. All visitors must leave picture identification in the main office at the time of the requested visit. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Visitors who wish to remain with students throughout a full school day must obtain approval from the principal or his/her designee prior to the date of the visit.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

Ref. BOE Policy 1250

## **VOLUNTEERS**

East Windsor Public Schools believes that parents/guardians are an important part of the school community. Parents/guardians and other townspeople are urged to offer their assistance through the volunteer program. The quality of education for children can be enhanced if you devote a small amount of time to a variety of services. A volunteer form can be picked up in the school office or found on the district website under “Parents” and volunteers must complete a background check through Human Resources. *The administration shall determine when and in what capacity volunteers will be permitted in the schools.*

Ref. BOE Policy 6172.4

## **WEBSITES**

School web pages must contain material that reflects educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The principal or his/her designee will approve all material posted on the school’s web page. Students maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions.

## **WELLNESS**

Student wellness, including good nutrition and physical activity, is promoted through the district’s educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. Food and beverages are not allowed in the classrooms at the high school unless they are part of the curriculum or other educational purposes and receive prior approval by a school administrator and the school nurse. Water bottles are allowed at all school buildings. Food is not to be used as a reward or incentive. A sequential program of physical education is provided, in addition to time in the day for students in grades pre-kindergarten through 5 for supervised recess.

Ref. BOE Policy 6142.101

## **WORK PERMITS**

Part-time school jobs shall be open to students ages fifteen and over in keeping with their abilities and the needs of the school for student help.

## **After-School Employment**

Students shall be cautioned against assuming work commitments that will interfere with their studies and achievements in school. Personal detentions and office detentions must be served on the assigned day regardless of after-school employment. Failure to serve detentions will escalate consequences.

**Working Papers for Minors**

Minors (15-18) receive employment certificates from the Superintendent of Schools or his designated agent in the town or city in which they live. The High School administrator is the designated agent in the district. Working papers are processed in the high school office. The high school issues working papers only to resident students in the town. If a Connecticut resident secures employment in another state, that state issues the papers. If a resident of another state works in Connecticut, that person may obtain the Connecticut certificate with the "promise to work" paper and proof of residency.

**Evidence of Age**

Applicants must appear in person, have evidence of age, and a written promise of employment. Satisfactory evidence of age can be shown by a Birth Certificate, Driver's License, Baptismal Certificate, or a Service I.D.

**Written Promise of Employment**

The written promise of employment is issued by the employer and must state exactly and specifically what the job is and must be signed by an officer of the employer. This form should be examined very carefully and if any changes or alterations appear, they should be verified with the employer. A state "promise of employment" form is generally used, but a written promise of employment on letterhead paper or regular stationery from an employer is acceptable.

Ref. BOE Policy 5113.1



