

**CARMEN ARACE MIDDLE SCHOOL  
PARENT/STUDENT HANDBOOK**

**2022-2023**



**PARENT/STUDENT HANDBOOK  
2022-2023**

Trevor L. Ellis, Ed.D., Principal

390 Park Avenue  
Bloomfield, Connecticut  
06002

Main Office: (860) 286-2622  
Guidance Office: (860) 286-2648  
Nurse Office (860) 286-2638  
Absence Line: (860) 286-2648  
Fax Number: (860) 242-0347  
Office Hours: 8:00 a.m. – 4:00 p.m.  
School Hours: 8:05 a.m. – 2:50 p.m.

**This handbook belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Homeroom \_\_\_\_\_

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## **WELCOME TO CARMEN ARACE MIDDLE SCHOOL**

This handbook section of your agenda has been prepared to provide you with some basic information about the school. We hope that many of your questions are answered and that you ask your teachers, guidance counselor, or principal if you have additional ones. **The policies and the protocols noted in the September CAMS newsletter are designed for all families for 2022-2023 school year.**

The important thing to remember is that effort, respect, and a positive attitude will make your years at Carmen Arace Middle School both productive and memorable. All of the adults here are committed to your education and to helping you become the very best that you can be.

Please take the time to read this section with your parents very carefully. In order for us to better meet your academic and social needs, it is also a good idea to **review this information at least once per week** to ensure that you understand what is expected of you each day.

Remember, Carmen Arace Middle School is your school. Be a vital part of it, and be proud of it.

Have a wonderful year!

Trevor L. Ellis, Ed.D.  
Principal

# BLOOMFIELD PUBLIC SCHOOLS | ACADEMIC CALENDAR 2022-2023

**DAYS: 0**  
**4** Offices closed  
 Independence Day  
**11-29** Summer Academy

JULY 2022						
S	M	T	W	Th	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**DAYS: 20**  
**2** Observance of New Year's Day: schools & offices closed  
**11** PD: early dismissal PreK-12  
**16** M.L. King Day: schools & offices closed  
**25** PD: early dismissal PreK-12

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**DAYS: 1**  
**29** Convocation  
**30** Teacher PD  
**31** **First day of school**

\*\*PD = Professional Development

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**DAYS: 18**  
**1** **Schools closed:** Teacher PD  
**15** PD: early dismissal PreK-12  
**20** Presidents' Day: schools & offices closed

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**DAYS: 21**  
**5** Labor Day: schools & offices closed  
**14** PD: early dismissal PreK-12

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**DAYS: 22**  
**1,2,3** Parent Conferences: early dismissal PreK-12  
**29** **Schools closed:** Teacher PD

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**DAYS: 19**  
**10** Indigenous Peoples' Day: schools & offices closed  
**19** PD: early dismissal PreK-12  
**26** **Schools closed:** Teacher PD

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**DAYS: 14**  
**7** Good Friday: schools & offices closed  
**10-14** Spring Recess: **schools closed**  
**26** PD: early dismissal PreK-12

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**DAYS: 17**  
**8** Election Day: **schools closed** Teacher PD  
**11** Veterans Day: **schools closed**  
**23-25** Thanksgiving Recess: schools & offices closed

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**DAYS: 22**  
**10, 24** PD: early dismissal PreK-12  
**29** Memorial Day: schools & offices closed

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**DAYS: 15**  
**7,8,9** Parent Conferences: early dismissal PreK-12  
**22-30** Holiday Recess: **schools closed**  
**23, 26** Observance of Christmas Eve and Christmas Day: offices closed

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**DAYS: 11**  
**15** Projected last day of school: early dismissal  
**19** Juneteenth: offices closed

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	





## Bloomfield Public Schools 2022-2023 School Times

School	Classes Begin	1 Hour Delay	90 Minute Delay	2 Hour Delay	Early Dismissal	Regular Dismissal
BHS	7:35 A.M.	8:35 A.M.	9:05 A.M.	9:35 A.M.	12:15 P.M.	2:15 P.M. 12:42 <i>Wednesdays Only</i>
GEMS	7:40 A.M.	8:40 A.M.	9:10 A.M.	9:40 A.M.	12:47 P.M.	2:20 P.M. 12:47 <i>Wednesdays Only</i>
Arace	8:05 A.M.	9:05 A.M.	9:35 A.M.	10:05 A.M.	12:45 P.M.	2:45 P.M.
Wintonbury	8:40 A.M.	9:40 A.M.	10:10 A.M.	10:40 A.M.	1:00 P.M.	2:20 P.M.
Steps to Success	9:00 A.M.	10:00 A.M.	10:30 A.M.	11:00 A.M.	1:00 P.M.	3:00 P.M. 1:00 <i>Wednesdays Only</i>
Metacomet	8:45 A.M.	9:45 A.M.	10:15 A.M.	10:45 A.M.	1:25 P.M.	3:25 P.M.
Laurel	8:50 A.M.	9:50 A.M.	10:20 A.M.	10:50 A.M.	1:30 P.M.	3:30 P.M.
The Nest	9:00 A.M.	10:00 A.M.	10:30 A.M.	11:00 A.M.	1:30 P.M.	3:00 P.M.

Updated August 16, 2022

**CARMEN ARACE MIDDLE SCHOOL  
CALENDAR  
2022-2023 (DRAFT)**

<b>September 14</b>	Professional Development for Teachers/Early Dismissal
<b>September 22</b>	Open House (6:00 P.M.-8:00 P.M.)
<b>October 19</b>	Professional Development for Teachers/Early Dismissal
<b>October 20</b>	PTO (6:00 P.M.) (Library)
<b>October 25</b>	Grynn & Barrett Photographers Student/Staff Portraits (Auditorium)
<b>November 8</b>	Professional Development for Teachers/Schools Closed
<b>November 17</b>	PTO – (6:00 P.M.) (Library)
<b>November 30</b>	Grynn & Barrett Make-up Day (Staff/Students) Auditorium
<b>December 7,8,9</b>	Parent Teacher Conferences/Early Dismissal
<b>December 13</b>	Winter Concert
<b>January 11</b>	Professional Development for Teachers/Early Dismissal
<b>January 19</b>	PTO – 6:00 P.M. (Library)
<b>January 25</b>	Professional Development for Teachers/Early Dismissal
<b>February 1-28</b>	African-American History Activities (notified for special events)
<b>February 1</b>	African American Read-in, Lobby, all day
<b>February 1</b>	Professional Development for Teachers/Schools Closed
<b>February 15</b>	Professional Development for Teachers/Early Dismissal
<b>February 16</b>	PTO – 6:00 P.M. (Library)
<b>March 1,2,3</b>	Parent Teacher Conferences/Early Dismissal
<b>March 23</b>	PTO – 6:00 P.M. (Library)
<b>March 29</b>	Professional Development for Teachers/Schools Closed
<b>April 20</b>	PTO – 6:00 P.M. (Library)
<b>April 26</b>	Professional Development for Teachers/Early Dismissal
<b>May 10</b>	Professional Development for Teachers/Early Dismissal
<b>May 18</b>	PTO – 6:00 P.M. (Library)
<b>May 18</b>	Winter Concert
<b>May 24</b>	Professional Development for Teachers/Early Dismissal
<b>May 25</b>	Awards Night Auditorium – 6:00 P.M.
<b>June TBD</b>	CAS Scholar-Leader Banquet – 5:30 p.m. (Aqua Turf, Southington, CT)
<b>June 6</b>	High Meadow – 8 <sup>th</sup> grade (Granby, CT) TBD
<b>June 15</b>	8 <sup>th</sup> Grade Promotion – 8:15 A.M. (Projected Last Day of School)



## SECTION I

### GENERAL PROCEDURES

#### INTRODUCTION

The material covered within this handbook is intended as a means of communicating to students and parents regarding general school information, rules, and procedures. Material contained herein is aligned with the policies of the Bloomfield Board of Education and may be superseded by such policies.

Please note: Any information contained in this handbook is subject to revision at any time without notice.

#### **Visitor Registration**

It is required that all visitors sign-in at the registration desk and report to the main office. All visitors are required to wear a visitor's badge.

#### **Parent Involvement**

We support parent involvement in our school. As a means of encouraging school-family-community partnerships, our school practices and policies will be those that address the following standards of school-family-community partnerships:

- a. **Communicating with Families** – Promote clear, two-way communication between the school and families about school programs, curriculum expectations, and students' progress. This communication between home and school shall be frequent, two-way, and meaningful.
- b. **Assisting Parents** – School programs and practices will promote and support parenting skills and the family's primary role in encouraging children's learning.
- c. **Strengthening Learning at Home** – The important role of families and parents in supporting and extending learning at home will be recognized and fostered through home-school communication and programs.
- d. **Involving Families in Decision Making** – Opportunities for parent involvement as partners in decisions that affect children and families and vehicles to enable this partnership will be implemented.
- e. **Collaborating with the Community** – Community resources shall be used to strengthen the school and family partnership in order to enhance student learning.
- f. **Supporting Parent/School Organizations** – The establishment and active involvement of an organized parent group, i.e., Parent Teacher Organization.
- g. **Communication with parent/guardian** - will be positive, meaningful, timely, frequent and initiated by school faculty and staff.

## **After School Activities**

### **PROCEDURES**

There are many after school activities at CAMS such as band, chorus, chess team, drama club, and Student Council. Students who are not involved in after school activities are expected to go directly home at dismissal.

- In order to participate in these activities students must maintain at least a “C” average.
- Students must keep up with their homework and studies
- Grades will be monitored with progress reports and report cards

### **Carmen Arace Middle School Tardy Policy**

The following policies for tardiness to class apply to all students.

There will be one reasonable unexcused tardy accepted per year without a penalty.

- Any other unexcused tardies will result in a detention.
- Tardy slips from the office are only accepted if they are marked EXCUSED. Excuses such as “woke up late” or “my ride was late” are considered invalid and will result in an unexcused absence.

### **Class Cuts**

Class cuts and truancy: a class cut occurs whenever a student is in school and chooses not to report to a given class. In cases of class cuts and truancy, the student will NOT be allowed to get credit for any test, quiz, assessment or class participation activity he/she has chosen to miss.

Normal disciplinary procedures will be followed regarding class cuts, i.e., office referrals, calls home, etc.

### **Parent Notification of Absences:**

A reasonable effort will be made to notify the parent or guardian by telephone of the student’s absence, unless school personnel have received an indication that the parent or other person is aware of the student’s absence. Reasonable efforts shall include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded on a form provided by the Superintendent.

### **Bicycles**

Traffic regulations for bicycles are the same as for cars, on or off school grounds.

- You must walk your bicycle when on sidewalks or playgrounds.
- State law requires anyone under the age of 16 to wear a helmet.
- Racks are provided for parking your bicycles.
- We recommend that you secure your bicycles with a sturdy lock.

### **Book Bags**

Book bags and purses of any kind cannot be carried during the school day. They must be stored in the student’s locker. No purses, handbags, pocketbooks, shoulder bags, clutches, money bags, wallets, pouches are to be carried during the school day.

### **IMPORTANT BUS INFORMATION**

Please take a few moments of your time to review the regulations in this booklet with your child(ren). Safety must be communicated to everyone involved in transporting students. You play an important role in assuring your child’s safety.

1. Please be advised that the bus pick-up time noted on the bus route for your child(ren) is *estimated* and is subject to change during the year due to *bus route changes*. This is especially true in the first few weeks of school when timing and routing adjustments are being made. There are new students, routes and drivers, and, understandably, there is an adjustment period. Children should be at their bus stop 10 minutes before the scheduled time of arrival and wait 10 minutes after the scheduled arrival time. We ask for your patience as we work out the schedule!

2. If a child has not arrived at his/her destination at the end of the school day, call the school or, if the school cannot be reached, call:

**Dattco at 860-709-9454** with the following information:

Child's name and address

School and grade

Bus number

Please wait for the school or bus company to return your call. Your child may have missed his/her bus stop, and the driver is in the process of returning to that stop at the end of the route. Two-way radios are in each bus, and we can communicate with the drivers. It is critical that we have updated phone numbers to contact you. Please make sure you provide this information to the main office at your child's school.

## **VIDEO CAMERAS ON BUSES**

To improve safety and discipline on Bloomfield's school buses, video camera equipment has been installed on the buses.

School administrators will use the video monitoring system to review student behavior on buses and to assist in properly identifying students who misbehave.

Student discipline is an especially challenging responsibility for bus drivers and school administrators. Misbehavior can create a safety hazard for everyone. The Bloomfield School Administration is continuing to improve safety on school buses for our students. With this monitoring system, bus drivers will be able to maintain better control of the students while riding on the buses.

## **LOST AND FOUND ON BUS**

Articles left on a school bus will be kept on the bus for a brief period of time. Students may retrieve lost articles from their bus driver.

Valuable items found on the school bus will be turned in to the school office the next day. If, after one week, items have not been claimed from the school bus, they will be placed in a lost and found box at the school bus company and will be kept for approximately one month. Please call Dattco Bus Company at 860-709-9454 for any lost item.

## **RULES AND REGULATIONS FOR THE CONDUCT OF PUPILS RIDING ON SCHOOL BUSES**

No one other than a pupil of the Bloomfield schools may ride the bus. An exception shall be permitted in the event that a parent/guardian of a pre-school or kindergarten student desires to accompany their child during the opening days of the school year. Prior approval is required from Central Office for this or other exceptions to occur.

1. Pupils riding the bus are expected to follow school rules and regulations, as set forth in Board of Education Conduct and Discipline Policy.
2. Pupils shall at all times be courteous to the bus driver and follow his/her instruction. The bus driver is in charge of the bus and all of the pupils riding on it.
3. No pupil may ride on a bus other than the one to which he/she is assigned.
  - A. In the event of an emergency situation that would require a different bus route, the parent shall be responsible for notifying the school in order to implement the change.
4. Pupils shall be at their designated pick-up point on time.
5. Pupils must not stand on the traveled portion of the street while waiting for the bus. Pupils should get on and off the bus only when the bus is fully stopped. They must take a seat when they enter and remain seated while the bus is in motion.
  - A. Pupils shall remain seated on the bus from the moment they board until they leave the bus.
6. Pupils shall enter or leave the bus only at the front door except in cases of emergency. When entering or leaving the bus, pupils should avoid crowding or in any way disturbing others. If a pupil **MUST** cross the street to get on or off the bus, he/she **MUST** cross in **FRONT** of the bus but only after determining that the bus and all other traffic has come to a complete stop and its flashing lights are in operation.
7. No pupil shall leave the bus except at his/her stop or at the school. No special stops will be allowed for any reason. With permission from the parent and principal, pupils will be allowed to use other designated stops on their assigned route.
8. Bus windows should not be opened without permission from the driver. Pupils must not extend their arms or head out of the windows.
  - A. No shouting or conversing with pedestrians or occupants of other motor vehicles is permitted.
9. No indecent or profane language, rowdiness or loud talking shall be permitted. Pupils shall not converse with the bus driver while the bus is in motion. **THERE SHALL BE NO SMOKING ON THE BUS.** Pupils should refrain from damaging or abusing the bus or throwing papers or other materials inside or outside of the bus. Pupils or their parents shall be held liable for any damage or abuse caused by them.

10. All band instruments and school books must remain on the student's lap throughout the duration of the bus ride. There shall be no instruments or books in any way obstructing the aisle or open seats of the bus.
11. No pupil riding the bus shall be allowed to bring any lethal or potentially lethal weapon on the bus.

### **PENALTIES FOR VIOLATION**

The bus driver shall report any pupil who violates school rules or regulations to the school principal. Violations of any of the above rules and regulations may result in the revocation of transportation privileges or other disciplinary consequences, up to and including suspension and expulsion, in accordance with Board Policy, Conduct and Discipline.

### **DISCIPLINARY ACTIONS AND RESPONSIBILITY AGREEMENT**

Discipline procedures for violating rules and regulations as outlined in the Pupil Transportation Rules and Regulations:

- A. Verbal warning to the student and telephone contact from an administrator to the parent.
- B. Administrator sends letter home that must be signed and returned to the school by parent or guardian.
- C. Any violations of Board Policy while on board the bus may result in discipline, up to and including expulsion, consistent with the disciplinary procedures followed in cases on in-school rule violations. In all cases of violations and the discipline to follow, parents will be contacted and invited to a meeting to discuss bus conduct.

## TRANSPORTATION CHANGE REQUEST 2022-2023

This form is to be used for all changes in mode of transportation or change in pickup or drop off locations. Changes **cannot** be made by telephone. **Please send or fax the change form to the child's school.** Bus assignments must be consistent every week. There must be seating available on the bus for your child. A **5- business day notice** is required if this form is used to make changes after the first day of school. All changes revert back to the home address at the beginning of each school year. A new form is required each year.

School:  Grade:

Reason for Request:    New Request     Change in Pick-up AM     Change in Drop-off PM

Student Name:  Student ID:

Parent/Guardian:

Home Address:

Daytime Phone:  Home Phone:  Cell Phone:

Name of Daycare Provider:

Daycare Phone:  Requested Start Date:

<b>Requested AM Change Information</b>	<b>Requested PM Change Information</b>
Parent Drop-off AM <input type="checkbox"/>	Parent Pick-up PM <input type="checkbox"/>
Bus from Home <input type="checkbox"/>	Bus to Home <input type="checkbox"/>
Bus from Alternate Address (please list below) <input type="checkbox"/>	Bus to Alternate Address (please list below) <input type="checkbox"/>
Days Required: M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/>	Days Required: M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/>

Alternate Address:

Adults 18 and Over authorized to get child off bus (please list name & phone number):

Signature of Parent/Guardian:  Date:

If all the information requested is not provided, a delay may result in the handling of your request.

<b>FOR OFFICE USE ONLY:</b> AM BUS #: _____ TIME: _____ PM BUS#: _____ TIME: _____	START DATE: _____ STOP LOCATION: _____ STOP LOCATION: _____
--	---

Date DATTCO Notified: \_\_\_\_\_ Initials \_\_\_\_\_    Date Parent/Guardian Notified: \_\_\_\_\_ Initials \_\_\_\_\_

## **Cafeteria Procedures**

- Students are to sit at the tables assigned to their classes. **Students must remain in assigned seats!**
- Students are to deposit all wrappers, cartons and left over food in the appropriate trash barrels.
- Students who drop debris on the floor are to pick it up immediately.
- Should a student accidentally spill food or drink on the table or floor, he/she must notify one of the teachers on duty or a custodian immediately.
- Students are not to throw anything in the cafeteria. This includes throwing debris toward a trash can.
- No food should be removed from the cafeteria. Food and drink, taken from the cafeteria will be confiscated.
- Please do not stand in the entrances immediately in front of the serving lanes.
- Using another student's lunch number is not permissible. Lunch numbers are not transferable.
- Under no circumstances should a student leave the cafeteria without permission.

## **Breakfast and Lunch**

The **Bloomfield School Food Service offers** affordable, nutritious breakfasts and lunches to all school students in a clean, safe and friendly environment. Bloomfield Public Schools will offer free meals to all children through **September 2022**. The Food Service Department still encourage families to complete the meal application form when it becomes available.

## **Meal Payment Methods**

Each student will have their own meal account. Families of paid students may pay in several ways. Families are strongly encouraged to pay in advance for meals to ensure that the daily meal options are consistently available to students. Account money can be used for food service purchases only. Student meals can be paid daily by cash for each meal or in advance with a larger deposit to cover meals for a period of time. Similarly, meals can also be paid for by a check made payable to "Bloomfield Schools Food Service." Please include the student identification number on any checks. Student identification numbers are provided by the school. Change is not given for any checks tendered. There is a \$20.00 insufficient fund fee in addition to any bank fees for bounced checks. Cash or checks should be sent to the cafeteria supervisor.

A third option is through the on-line payment system at the TITAN family portal – our new point of sale system. You can connect directly to this program from [family.titank12.com](http://family.titank12.com). The student name, grade, identification number and the student birth date are needed to enroll in the program. Please note that there is a flat fee of \$2.60 per transaction for meal accounts.

Families of free and reduced-price students are also reminded that it is very important to complete meal applications **prior** to the start of school when possible. A new application must be completed each year, and applications are accepted all year. Please complete forms accurately and legibly. Applications for the 2022–2023 school year will be available on the website during the summer and at each school prior to September.

**A new application for the 2022-2023 school year must be sent to the Food Service Department for processing by Friday, October 7, 2022.** Meal status eligibility is carried over from the previous year until **Monday, October 17, 2022.** Meal status will be changed to PAID at this time if no new application is sent or if it is sent late (time must be allowed for processing).

Families of free and reduced-price students are responsible for all meal charges until meal applications are approved, and the status of children is determined. This process may take up to two weeks. Any meal charges incurred prior to eligibility determination must be paid by the family as status cannot be made retroactive.

Families of students who are approved via Direct Certification from the State of Connecticut will be notified of the free or reduced-price meal status eligibility by the Food Service Department. Applications do not need to be completed for this.

**A new application for the 2022-2023 school year must be sent to the Food Service Department for processing by Friday, October 7, 2022.** Meal status eligibility is carried over from the previous year until **Monday, October 17, 2022.** Meal status will be changed to PAID at this time if no new application is sent or if it is sent late (time must be allowed for processing).

## Uniforms

**Please note: The designated shirt colors for the Middle School are white, gold, or black. Designated bottoms colors are khaki, navy, or black. All other types of pants, including but not limited to jeans, overalls, sweatpants, velour leggings, jeggings, spandex, yoga or other athletic pants, and tight fitting or sagging pants, are not permitted.**

## Early Dismissal

Students who need to be dismissed early from school must present a written note from the parent/guardian to the homeroom teacher before 8:10 A.M.

- **Parents/guardians must sign students out in the main office before leaving for early dismissal.**
- Students must wait in class until called by the front office.
- **If someone other than the parent/guardian is to pick up a child, a note from the parent/guardian must include the identity of the individual, and a phone number to contact the parent/guardian. The individual must present a picture ID.**

These steps are a safety assurance system for both school and parents so that children are properly supervised and accounted for at all times.

## Emergency Closing

If school opening will be delayed, or school will be cancelled due to inclement weather or other emergency reasons, announcements will be made on local radio and television stations.

WTIC 1080 AM  
WFSB Channel 3

WKND 1480 AM  
WVIT Channel 30

WDRC 1360 AM  
WTIC FOX 61

If school should close early, please plan accordingly for your child. Students will be allowed to contact parents in the event of an unplanned early dismissal.



## **Fire Drills**

Fire Drills are conducted on a regular basis. Learning how to act during a fire drill could mean the difference between life and death in the case of a real fire. Teachers will review the procedures to be followed for fire drills with all students. The most important rules to remember are:

- FOLLOW TEACHER DIRECTIONS AT ALL TIMES.
- NO TALKING OR PLAYING AROUND DURING THE DRILL.

Exit procedures are posted in all classrooms.

## **Gum/Candy**

Students may not bring gum or candy to school, nor are they allowed to sell candy or baked goods without the permission of the administration.

## **Hallway/Corridor Passes**

Students who are in the corridors during class time should have a pass. Students should not report to the main office, nurse's office, or counseling office without a pass from that office or from the teacher whose class he/she is scheduled to be in during that period. Students are required to show their pass to any adult who may ask to see it. This should be done in a courteous and respectful manner.

REMINDER: Students may not use the lavatories without a pass from their teacher.

**ALL LAVS ARE CLOSED TO STUDENTS DURING PASSING PERIODS.**

## **Homework**

Students should expect to receive homework on a daily basis. Homework is assigned by teachers and will be assessed for accuracy and completeness. Typically, a student's homework from each teacher will not require more than thirty minutes to complete. School Board policy recommends daily total homework for seventh and eighth graders to last 1 1/2 to 2 1/2 hours daily. Please find the full homework regulations for Carmen Arace Middle School on the district's website (Reg. No. 6154 (a)). Teachers meet frequently in team planning sessions to ensure that heavy assignments from different subject fields do not overlap.

### **Student Accountability for Homework Assignments**

Students are specifically held accountable for the following STANDARDS GOVERNING OUT-OF-CLASS ASSIGNMENTS.

- 1) Student will do all homework to the best of their ability, according to directions, and hand it in on time.
- 2) Student will demonstrate initiative, responsibility, and self-direction in completing their homework.
- 3) Students will organize their individual schedules in order to budget their homework time effectively.
- 4) Students will apply study skills/strategies to aid in the completion of their homework assignments.
- 5) Students will take the responsibility to make up any missing homework within the prescribed time.
- 6) Students will take advantage of opportunities provided by the school to access materials needed for the successful completion of homework.
- 7) Students should seek further clarification and/or extra help with any assignment which they feel they cannot successfully complete.

- 8) Students who miss TWO or more assignments in any subject area will be required to stay after school on the second and/or fourth Tuesday of the month with a Team Leader to complete all missing homework assignments. Please see Team Leader and/or classroom teacher for further details. Team Leaders and/or classroom teachers **MUST** contact the parent(s)/guardian(s) to inform them of this requirement immediately after two or more assignments are missed.

### **Late Buses**

- Late buses will be available Monday, Tuesday, and Thursday for students who participate in extra-curricular activities at CAMS.
- There are no late buses the day before a holiday or school vacation.
- Misbehavior on the buses will not be tolerated.
- **Students must have a signed pass to board the late buses.**

### **Lockers**

Each student is assigned a locker in his/her team area.

- Lockers are the property of the Bloomfield School system, and, therefore, may be opened by administrators at any time.
- Students are responsible for the care and maintenance of the locker assigned to them; avoid overstuffing them.
- Do not deface the lockers.
- Students **MUST** bring locks to secure their valuables in the hallway locker, as well as the PE lockers. **DON'T TELL ANYONE YOUR COMBINATION!**
- Do not share your locker.
- Homeroom teachers should be given combinations and duplicate keys.
- **CAMS is not responsible** for any lost, stolen or misplaced items in your locker. Please provide your child with a lock to reduce this risk.

### **Lost and Found**

- Small items (keys, jewelry etc.) are sent to the main office.
- Larger items (coats, backpacks, etc.) are kept in the cafeteria.
- Students should notify teachers when property is missing, and, with the teacher's permission, check the lost and found areas.

**Note: Electronics and phones are prohibited (not permitted) in school. Bringing them to school, risks confiscation, progressive consequences and calls home for parent/guardian collection. Since phones and electronics are prohibited in school, their loss or theft is not the school's responsibility. Students are encouraged to report property thefts to the school resource officer. The best way to prevent petty theft is to leave valuables at home. The next best protective measure is to secure belongings in a locked locker.**

### **Materials**

- Students are **responsible for all materials** (textbooks, library books, and chromebooks) loaned to them during the school year.
- Parents/guardians will be held **financially accountable** for any loss or damage including broken book bindings.
- In September, students complete and sign a loan agreement card listing each book/chromebook assigned to them and the condition of the material at the time of distribution.
- Books may not be redistributed to students who have outstanding debts due to loss or damage.
- The student may use a book in class and remain after school to complete work.
- Students are required to keep **books covered** at all times with names and grade in ink on the inside cover.

- Book/chromebook accountabilities will be carried over from one year to the next.
- Students must have the following materials with them in class everyday:
  - A pen and pencil
  - A section of a loose-leaf notebook or a separate notebook for each subject area. Each section or separate notebook must be neatly organized and contain only the materials for one particular class.
  - Your CAMS agenda has the homework assignment section in which students will copy all daily assignments;
  - A copy of his/her schedule attached to the notebook.

**Note:** Textbooks **MUST BE COVERED** and brought to class each day.

Eighth grade students must take care of all accountabilities before being allowed to participate in any end of the year activities.

### **Parent Drop Off Spot**

Students are to be dropped off in the front of the building in designated areas only. The front entrance of the school is blocked off for safety purposes.

**STUDENTS MAY NOT BE DROPPED OFF OR PICKED UP BEHIND THE BUILDING WHERE THE BUSES LOAD AND UNLOAD STUDENTS OR IN THE SIDE STAFF PARKING LOT.**

The police will be given notice of cars seen in the bus zone.

Students are allowed to enter the building at 7:50 a.m. when supervision is available.

**Note to Parents:** Under no circumstances should children be dropped off at school before 7:45 a.m., unless they are coming for breakfast at 7:30 a.m.

### **Tardiness**

The CAMS school day begins at 8:05 a.m. All students should arrive at school no later than 8:00 a.m. in order to be on time for their first class.

- Any student arriving late is required to bring in a parent note stating the reason for tardiness (i.e. doctor's visit).
- Those students must stop at the front desk for a tardy slip before reporting to class.
- Students who are chronically tardy will be issued consequences according to our consequence chart.
- Excessive absences and/or tardies (4 times per month) will require an administrative conference and/or consequence.

Consistent unexcused tardies and/or absences will be referred to the Juvenile Review Board.

### **Telephone**

- Office telephones are used for business calls only.
- Students may use the classroom phone only with permission and only in the case of an emergency.
- **Student cellular phones are not permitted in the building.**
- In order to eliminate classroom disruptions, students will not be called out of class to answer calls.
- If there is an emergency, staff will assist in locating the student.

## PROGRAMS/ACTIVITIES

- ❖ **Peer Mediation** – Students are trained to help other students resolve their conflicts.
- ❖ **Student Council** – Students who represent their fellow students and work with advisors to plan activities and to discuss student issues.
- ❖ **Extra-Curricular Activities** - Offerings announced at the beginning of the school year. Please refer to school activities brochure.
- ❖ **Special Projects** – Students help to orchestrate special activities within the school such as assemblies, fundraisers, and special events.

## STUDENT SUPPORT SERVICES

### **Scientific Research-Based Intervention (SRBI)**

This unique program focuses on interventions which attempt to help students with academic, social or emotional difficulties. A referral to S.R.B.I. should come from the team of teachers. Parents are encouraged to notify the team leader, administrator, social worker or guidance counselor of their concerns about their child.

### **Social Work Services**

The school social worker promotes and supports academic and social success by providing specialized services and is available to provide short-term services and crisis intervention at the request of staff, students and parents. Request for long-term school social work services should be made through the early intervention team, planning and placement team or a school administrator.

### **Guidance Services**

We have school counselors who work with students in large groups, small groups and individually. Counseling is a chance for students to talk with someone about things that are important to them. These topics include: educational and career planning, decision making, school, and personal issues. There are three counselors in our school.

Students may schedule a conference during or after the school day. See your counselor early in the school year so you both meet at a mutually convenient time.

### **Grades**

The academic school year is divided into four marking periods. A student's grade in each class will be based on some or all of the following: daily work, class participation, homework assignments, projects, tests, and overall effort. Each teacher will explain his/her specific grading system in class.

### **Grade Point Average (GPA)**

Students are expected to figure, know, understand and articulate his/her academic standing (i.e., grade point average, class standing or test grades). The faculty will make the **GPA** understandable and accessible to your child, increasing personal awareness and ultimately responsibility for his/her own education.

### **Parent Conferences**

If a parent/guardian desires a conference with a teacher or a group of teachers, the student's guidance counselor should be contacted at 286-2648.

### **Promotion Policy**

Students are expected to do their best at everything they attempt at Carmen Arace Middle School and are expected to maintain passing grades in all subjects. Students will be considered for retention based upon his/her overall academic performance. If a student receives a final course grade of less than a C- in mathematics or language arts and has an overall grade point average of less than 1.67, (i.e., less than a C-average for all subjects) that student may be retained.

### **Promotion Ceremony**

Students who have not met the academic criteria for promotion to the next grade and/or have not satisfied their accountabilities will not be allowed to participate in the end of the year ceremony.

### **Pupil Information**

The school must have updated emergency cards on file for EVERY student. These are important, since they provide valuable information to the school, particularly in case of an emergency. As home and work telephone numbers are changed, please make sure that the school also has those changes.

### **Report Cards/ Interim Progress Reports**

Report cards are mailed home at the end of each marking period. Interim reports are mailed to all students at approximately the mid-way point of each marking term.

Honor roll is determined by a student's grade point average on a 4.0 scale.

High Honors – 3.60 or higher

Honors – 3.0

If a student has a D grade in any subject, he/she will not be eligible for honor roll that marking period.

## **HEALTH SERVICES**

### **The Nurse**

If a student becomes ill or injured in school, he/she should report to the nurse's office. A pass to the nurse must be obtained from the classroom teacher. Student dismissal due to illness should occur through the nurse's office. If the nurse is not available, students are to report to the main office.

### **Guidelines for Keeping Sick Children Home from School**

Each day many parents are faced with the decision: should they keep their sick children at home or send them to school? Often the way a child looks and acts can make the decision an obvious one. A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child opportunity to rest and recover

The following guidelines should be considered when making the decision:

- **Fever-** The child should remain at home with a fever greater than 100 degrees. The child can return to school after he/she has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).
- **Diarrhea/Vomiting-** A child with diarrhea and /or vomiting should stay home and return to school only after being symptom-free for 24 hours.
- **Colds-** Consider keeping your child at home if he/she is experiencing discomfort from cold symptoms, such as nasal congestion and cough.

## **SECTION II GENERAL INFORMATION**

### **ELECTRONIC DEVICES**

Electronic devices including, but not limited to: **Radios, CD Players, Tape Recorders, Games, Toys, Cellular Telephones, Watch cellular phones, etc.** These devices **SHOULD NOT be brought to school or they will be confiscated.** Confiscated items will be returned to a student's parent/guardian only.

**PSP, IPOD, MP3-MP4, IPOD shuffles and associated music listening devices** are also not allowed. The purpose of this policy is to eliminate the following disruptions during the school hours: texting (sharing information), picture mail, IM-ing, emailing, cyber-bullying with forwards, MySpace, Facebook, burn list access and social networking utilities, talking, music distractions, recording (audio and video).

**Failure to comply with this policy will result in confiscation and parent pick-up of item(s).** It could also result in disciplinary action up to and including expulsion with referral to the Juvenile Review Board.

**Students who choose to bring these items to school do so at their own risk. Carmen Arace Middle School is not responsible for lost, missing, or damaged electronic devices or accessories.**

### **TELEPHONES**

School telephones are available during the day for student use.

### **PHYSICAL EDUCATION – DRESS CODE**

Physical Education is an important part of our middle school program. It is just as important to develop strong and healthy bodies as it is to develop strong and healthy minds. We, therefore, require that all students (unless they are excused for medical reasons) change into another set of clothing for class, and participate to the best of their abilities. Teachers will outline the requirements for each student. If you are not dressed for P.E., you will not be able to participate. Acceptable clothing for P.E. includes:

- ❖ T-shirt
- ❖ Shorts (sweatpants during cold weather)
- ❖ Sneakers
- ❖ Sweat socks
- ❖ Towel (Showers are mandatory unless excused by a parent.)

Failure to dress accordingly and to participate may result in one or more of the following:

- ❖ Teacher consequence
- ❖ Conference with parent/teacher/counselor/administrator
- ❖ Failing the class

A parent may write a letter to excuse their child from taking a shower. Any such letter will be effective for the 2022-2023 academic school year only.

## SECTION III STUDENT CONDUCT AND DISCIPLINE

### COVID-19 DISCIPLINE GUIDELINES

The safety of our students is our **NUMBER 1 PRIORITY**. To that end, we need **PARENT/GUARDIAN SUPPORT** in any discipline actions taken.\*

- **ANY** action which jeopardizes the safety/learning environment of our students will be dealt with **IMMEDIATELY**.
- The **FIRST** offense will be dealt with in-house by the teacher/administrator.
- The **SECOND** offense will necessitate the student's removal from class AND a call home.
- The **THIRD** offense will result in a suspension from hybrid/in-person learning AND a transition to Distance Learning.

**\*Given the EXTRAORDINARY nature of this school year, the guidelines above will supersede the guidelines outlined in the STUDENT CONDUCT AND DISCIPLINE Section of the Parent/Student Handbook.**

### AREAS OF RESPONSIBILITY

**Board of Education** – The Board of Education holds the certified personnel responsible for the proper conduct and control of students while legally under the supervision and jurisdiction of the school.

**Principal** - The School Principal shall be responsible for establishing a positive disciplinary climate in the school, a climate which trains and educates children in acceptable behavior. The Principal shall be responsible for the establishment and uniform enforcement of rules of conduct.

**Teachers** – Teachers shall be responsible for the instruction of students in rules and regulations of proper conduct, as well as be responsible for proper and adequate control of students. The responsibility and authority of any teacher extends to all students of the school district under the assigned supervision of the teacher and to other students so situated with respect to the teacher.

**Parents** – Parents shall be expected to cooperate with school authorities regarding the behavior of their children. Parents shall be expected to cooperate fully when there is willful misbehavior of their children.

### **Juvenile Review Board**

The Juvenile Review Board (JRB) has been established to provide a community based alternative for students who need additional assistance in making the right decisions. It is a cooperative effort between Bloomfield Youth Services, the police department and the school system. Students between the ages of 8-15 can be referred to the JRB for civil offenses, persistent misbehavior at home or school, unexcused absences and/or chronic unexcused tardiness from school. The JRB may mandate restitution for damages, counseling and/or community services for offenders.



## **THE SCHOOL'S APPROACH TO BEHAVIOR AND DISCIPLINE**

The school's disciplinary policy is built upon four main pillars that serve as the underlying principles for guiding the behavior of all students and staff.

### **BEHAVIOR CONSEQUENCES FOR STUDENTS**

The following are the major consequences which may be assigned to students who violate school rules.

1. Time-Out  
Temporary removal to an environment without any reinforcers present
  
2. Detentions  
A student who continues to break rules may be scheduled for an after school detention by a teacher. After school detention will be in a teacher's classroom. Extended detentions may also be assigned by an administrator or by recommendation of the teachers.
  
3. Parent Notification  
When students are referred to the office for discipline, a discipline file is started and parents are contacted.
  
4. Social Restriction  
Social Restriction is a consequence for misbehavior that is assigned by the Principal or Assistant Principal. It may be assigned as its own consequence or accompany suspension for a serious violation of school rules.
  
5. Suspension  
Suspension is a very serious punishment and is used when either the offense is serious, e.g., threatening, fighting, vandalism, insubordination or when the student continues to misbehave after having reached the previous level of disciplinary action. Suspension may be in-school or out-of-school. In every suspension case a discipline letter is sent to the parents with copies to the superintendent, building administrators, counselors and any staff member directly involved with the situation. Suspended students will be unable to take part in any after school activity connected to the school such as dances, concerts, etc. Students on in-school suspension are allowed to do school work for that day. Students suspended out of school may receive homework on the second day, are given makeup classwork when they return to school, and are allowed to make up tests and quizzes. Students who are suspended out-of-school are expected to return to school once a re-entry meeting has taken place between their parent/guardian and an administrator.
  
6. Referral to Law Enforcement Authorities  
Students who commit serious violations of rules may, in addition to school discipline, be subject to referral to the police if such violations also represent illegal acts.

Carmen Arace Middle School is fortunate to have a **School Resource Officer (SRO)** as part of our staff. In addition to promoting a safe and secure environment, he is involved in our day to day activities and serves as a resource on issues that are law related.

7. Expulsion

Most serious violations which represent illegal, and/or behavior that threatens the school community can result in expulsion, a process whereby the Board of Education prohibits a student from attending school for up to a full calendar year.

**RULES FOR STUDENT BEHAVIOR**  
**CARMEN ARACE MIDDLE SCHOOL**

**Levels of School Rules Violations**

Students who violate school rules for behavior are subject to disciplinary measures which relate to one of three levels of violations. These levels are guidelines and may be adjusted based on the facts of any particular situation. Please see the district's full discipline policy for a more exhaustive list of offenses.

**LEVEL I** - Violation of a school rule that is primarily an individual matter, and which has minor impact on other members of the school community. Examples of this level of discipline are gum chewing and tardiness to class. **Teachers generally handle this level of discipline.**

I.1 Tardiness to School

Students who are tardy to school should bring a signed note from a parent to their homeroom teacher. **Repeated tardiness (3 times) will result in time being made up with referring adult or in an alternate learning environment during and/or outside the academic day.**

I.2 Tardiness to Class

(To be handled by the individual teacher)

I.3 Failure to Return School Property When Overdue

Students who fail to return books and other materials which belong to the school, by due dates, may be assigned detentions according to procedures set up by the Library Media Specialist, the Assistant Principal, and other staff. Loss of, or damage to school property is more serious. At the end of the school year, students who owe books and/or other school items, will be prohibited from attending school social functions and promotion. Final report cards are withheld if students still have unpaid debts or possess school materials after school closes.

I.4 Corridor Conduct

Loitering, running in the halls, unnecessary noise, and other disruptions are unacceptable. **Such behavior may be considered as Level II or III depending on the degree of disruption and/or harm.**

I.5 Cafeteria Conduct

Students are expected to behave in a manner acceptable for a group dining situation. Misbehavior in the lunch line, at the lunch tables, and on the way to and from lunch will be treated as unacceptable conduct.

I.6 Gum, Candy, Other Food Outside of Cafeteria

Food is not to be consumed outside of those areas designated for eating. Food may be eaten in the building only during assigned lunch periods or when special permission is given such as during homeroom. Students are not permitted to chew gum in the school building or on school grounds.

I.7 Selling Merchandise

The sale or possession of legal goods intended for sale, such as bags of candy, is expressly forbidden. Items for sale will be confiscated and the student will be referred to the office for discipline.

Also, bringing a bag of food or candy, or other merchandise to school suggests the intent to sell. Therefore, students are put on notice that possession of bags of food, etc. in school may be treated as a violation of school rules.

I.8 Annoying or Bothering Others

Students, whose behavior is clearly bothersome or annoying to others which includes ranking, and therefore distracting, will be subject to school discipline.

I.9 Other

Other rules violations meeting the definition of Level I will be treated accordingly.

**LEVEL II** - Violation of a school rule that either causes other students to be distracted from their school work, or interrupts teachers' abilities to maintain instruction. Examples of this level of discipline are unkind verbal behavior toward another student and chronic classroom disruption. **Level II violations are usually handled by teachers, but may be referred to the administration depending on the degree of seriousness.**

II.1 Tardiness to School

**Repeated tardiness (3 times) will result in time being made up with referring adult or in an alternate learning environment during and/or outside the academic day.**

II.2 Gambling

Any form of card-playing or legalized gambling is prohibited. Gambling which violates the law, is treated as a Level III violation.

II.3 Disruptive Behavior

Student behavior that requires the attention of staff members, whether in the hallways or classrooms, or other areas of the school grounds, requires time and effort and is therefore considered to be disruptive of the school environment. When staff members are required to speak to a student who is disruptive, the student should expect further discipline

II.4 Students Leaving School Grounds

Students are not to leave the school building and grounds during the school day unless the office has been first notified by a parent and students are then accompanied by a parent or guardian. Once students leave the school grounds after school, they will not be allowed to return to the school building or to board the buses. Students who do not follow this rule will be subject to disciplinary action.

- II.5 Students Loitering After School  
Students are to leave the school immediately upon dismissal unless they are taking part in an authorized extracurricular activity, are receiving help from a staff member, or are serving a disciplinary consequence. Loitering after school will not be tolerated. Students found in the school building or on school grounds after 3:00 p.m. without a pass will be referred to the office.
- II.6 Unacceptable Use of Electronic Equipment  
Any violation of the Acceptable Use Policy as described in section II is subject to disciplinary action.
- II.7 Lying and Forgery  
Lying and forgery are serious offenses which often put others at a disadvantage. Such actions may be considered Level III offenses depending on the circumstances.
- II.8 Cheating and Plagiarism  
Students are not permitted to cheat on tests, quizzes, or other written assignments. Likewise, unauthorized copying of others' material will not be accepted. Cheating and plagiarism will be largely matters of judgment by teachers in consultation with administrators.
- II.9 Skipping of Class  
Any unexcused missing of classes will not be tolerated. Lost time will subject a student to make-up lost instructional time.
- II.10 Other  
Other rules violations meeting the definition of Level II will be treated accordingly.

**LEVEL III** - Violation of a school rule which:

- a) Threatens the safety and/or security of others;
- b) Represents an illegal act;
- c) Causes a **major disruption** to the learning environment.

**LEVEL III VIOLATIONS GENERALLY RESULT IN SUSPENSION AS A MINIMUM, AND MAY LEAD TO EXPULSION.**

- III.1 Vandalism and Trespassing  
Vandalism, and trespassing are **serious offenses** and are unlawful acts. This behavior will not be tolerated. Students may be referred to the JRB process or Bloomfield Police Department.
- III.2 Insubordination; Blatant Disrespect, Defiance  
A student is insubordinate when, after a reasonable request, he/she refuses to acknowledge the direction given by a staff person. Blatant disrespect or defiance results in a major disruption to the school environment, and goes against the four pillars of the disciplinary code (Cooperation, Achievement, Motivation, and Safety).

III.3 Truancy  
Any unexcused absence of a school day or part thereof will be subject to school discipline. (The police may be notified).

III.4 Threatening  
Students who verbally or physically threaten others will be subject to severe discipline, usually at a minimum of suspension from school, and possibly expulsion and/or being reported to the police. Any form of threats, including spoken words, physical gestures, written notes, or use of the computer will not be tolerated.

III.5 Bullying

“Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

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

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, 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. (The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)

III.6 Fighting  
Fighting will not be tolerated.

III.7 Assault  
Any student who intentionally physically harms another will be subject to school discipline and a referral to the police.

III.8 Extortion  
Students using force, or threatening to obtain money or favors from other students, will be disciplined.

- III.9 Stealing  
Those who willfully take the property of others without permission will be dealt with seriously.
- III.10 Hazing  
Hazing, harassment, intimidation or any act that injures, degrades, or disgraces a student or staff member will not be tolerated. Any student who engages in such behavior is subject to disciplinary action including suspension, expulsion or referral to law enforcement officials.
- III.11 Harassment  
No student shall suffer the indignities of harassment which jeopardizes their right to the enjoyment of and/or access to their educational experience.
- III.12 Sexual Harassment  
  
While it is difficult to define sexual harassment precisely, it includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
1. submission to or rejection of such conduct by an individual is used and/or threatened to be used as a basis for making any educational decision affecting a student; or
  2. such conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
- III.13 Alcohol, Drugs, and Tobacco  
In recognition of the potential dangers to the health and welfare of members of the school community, and to the educational process itself, arising from alcohol and/or substance use and abuse, the use or possession on school grounds is strictly prohibited.  
  
The use, sale, distribution or possession of controlled drugs, controlled substances or drug paraphernalia, or alcohol on or off school property or during any school-sponsored activity is prohibited.  
  
Our policy is to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the school involving the possession, distribution, sale or use of substances that affect behavior.
- III.14 Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances or Alcohol
- III.15 Weapons and Dangerous Instruments
- III.15 Other  
Other rules violations, meeting the definition of Level III will be treated accordingly.

## **POLICE INVOLVEMENT**

When police are investigating possible criminal acts which occurred, or may have occurred, on school property, or while under the jurisdiction of the school district, they may question students at school when the following procedures are observed:

1. Students will be questioned as confidentially and inconspicuously as possible.
2. An attempt will be made to notify the student's parents so that they may be present during the questioning. The school principal, or his/her designee, will be present.

When investigating a possible criminal violation occurring off school grounds or not part of a school program, Police will be encouraged to question students in their homes; however, they may be permitted to question students in the schools when the procedures outlined above are observed.

Police involvement with students is generally limited to two circumstances:

- 1) Police are called in to handle a situation where a student is breaking the law; i.e., physical assault, drugs, vandalism, serious disruption of the school environment, etc. In such situations the student is a "**suspect**," and formal charges under statutes covering juvenile offenders may be invoked.
- 2) Police are called in to handle a serious school matter where a potential for unlawful behavior exists, but where no suspect has yet been identified. In this situation, students are questioned by the police with students exercising their roles as "**complainants**" or "**witnesses**."

### **OUR POLICY AS TO INFORMING PARENTS DIFFERS FOR SITUATIONS #1 AND #2 ABOVE.**

#### **In the Case of Students as "Suspects":**

The police take over these situations, including the responsibility for parental contact. More often than not, police choose not to question student suspects at school, but prefer to do it in the home setting or at the Police Station.

#### **In the Case of Students as "Complainants" or "Witnesses":**

We ensure that parents are informed of our intent to have the police question their youngsters, either as complainants or witnesses. In some cases, when parents cannot be reached, we will allow police to talk with students, notifying parents after the fact. If parents are contacted ahead and wish to be present, we will accommodate them within a reasonable time frame. If occasionally police wish to speak with a student complainant or witness outside of school, and the parent has expressed a desire to be present, this is communicated to the police officer for follow through. However, if parents ask for an inordinate delay we may not grant it, emphasizing that their youngsters are not suspects. In all cases, however, we never allow the police to question a complainant or witness without a student advocate present (usually a counselor or social worker).



# Bloomfield Public Schools Release Form

A signed form gives and/or withholds permission for the Bloomfield Public Schools for the following until such time as the parent or guardian contacts the school with any change(s).

Pupil's Name: \_\_\_\_\_  
(Please print)

## PHOTO/VIDEO RELEASE

I do \_\_\_\_\_ do not \_\_\_\_\_ give the Bloomfield Public Schools permission to have my child appear in photographs and/or videos which supports the educational programs of the district. These photographs may appear in local newspapers or publications. The video films may appear on local access television, news reports or in teacher evaluation tapes.

## WRITTEN WORK RELEASE

I do \_\_\_\_\_ do not \_\_\_\_\_ give the Bloomfield Public Schools permission to submit the written work of my child to publications which support the educational programs of the district.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**Carmen Arace Middle School**

**September, 2022**

I have read and understand the rules, regulations and standards governing the Carmen Arace Middle School. We do agree to abide by them.

Please sign to indicate that you have read these standards and the school handbook. Please return this portion only to your first period teacher.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Teacher/Team**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Please provide the following contact information:**

**Email address:** \_\_\_\_\_

**Cell Phone number:** \_\_\_\_\_

**Home Phone number:** \_\_\_\_\_

**Work Phone number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Parent Comments:**

*The purpose of requiring this contact information is to improve communication between parent/school to better manage issues related to safety and discipline.*

*Immediate contact with parent/guardian is critical to our shared responsibility of educating your child.*

**BLOOMFIELD  
BOARD OF  
EDUCATION  
POLICIES**

## Selected Bloomfield Board of Education Policies

Please note that included in this Student Handbook are excerpts from important Bloomfield Board of Education Policies and Administrative Regulations. We encourage families to review the complete policies and administrative regulations, which can be accessed through the Board's website at <http://www.bloomfieldschools.org/page.cfm?p=4424>, or by obtaining a hardcopy from the school's main office.

### **NOTIFICATION REGARDING STUDENT ATTENDANCE**

Regular and punctual student attendance is essential to the educational process. Connecticut General Statutes Section 10-184 provides that "[e]ach parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school in the district wherein such child resides is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. The parent or person having control of a child sixteen or seventeen years of age may consent, as provided in this section, to such child's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form. The school district shall provide such parent or person with information on the educational options available in the school system and in the community. The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age and the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. The parent or person shall exercise such option by personally appearing at the school district office and signing an option

form. The school district shall provide the parent or person with information on the educational opportunities available in the school system."

In order to assist parents and other persons in meeting this responsibility, the Bloomfield Board of Education monitors unexcused student absences and makes reasonable efforts to notify parents or other persons by contacting them when a student fails to report to school. State law provides that any person who, in good faith, gives or fails to give such notice shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give such notice. The Board, therefore, must obtain a telephone number or other means of contacting parents or other persons during the school day.

Please provide contact information and return the completed form, signed and dated to the principal of your child's school.

For purposes of this policy "Absence" means a day when a student in grades kindergarten through 12 is absent from an entire day or class or school or without parental permission. A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent

An "Excused absence" shall include absences from school, for absences one through nine, and appropriate documentation is provided by the student's parent/guardian approving the absence, due to:

- A. Illness or injury (with doctor's verification after the tenth absence and all absences thereafter.)
- B. Death in the family
- C. Religious holidays

- D. Court appearances
- E. School sponsored activities
- F. Lack of transportation that is normally provided by a district other than the one the students attends, (This reason does not require documentation.)
- G. An emergency, or
- H. Limited absence from school for special activities or extraordinary educational opportunities with parental consent, subject to the advance approval of the Principal or his/her designee, in accordance with SDE guidelines

For the tenth absence and all others thereafter, the same reasons cited above shall constitute "excused" absences. Documentation by a medical professional is required for illness, regardless of the length of the absence.

The administration will determine whether absences are excused or unexcused. The school does not consider all absences from class or school which have been explained by parents to be excused. However, for purposes of the reporting of truancy to the SDE, the state approved definitions of "excused" and "unexcused" absences will be used. The District is not precluded from using separate definitions on such absences for its internal uses.

Students who have been absent from school must turn in a note from a parent or have a parent call to explain the student's absence if it is to be considered excused, otherwise it will be treated as an unexcused.

An "Unexcused Absence" is an absence from any entire regularly scheduled school day for which the absence is not excused as defined above. A student's absence shall be considered unexcused unless the absence meets the definition of an excused absence, listed above, including the fulfillment of the documentation requirements, or if an absence is the result of school or District disciplinary action.

## DRESS CODE

In order to maintain an environment conducive to the educational process, the Board of Education prohibits the following from wear during the academic school day at all schools:

- a. Coats, jackets or other attire normally worn as outerwear. Outerwear includes: coats, jackets, windbreakers, nylon pullovers, down vests, and other clothing the administration deems inappropriate. Clothing or outer wear shall not be worn, carried or kept in the classroom during regular school hours.
- b. Head coverings of any kind, including but not limited to scarves, bandanas, masks, headbands, visors, kerchiefs, athletic sweatbands, hats, caps or hoods. Approved coverings worn as part of a student's religious practice or belief shall not be prohibited under this policy. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom during regular school hours.
- c. Items a. and b. above, must be secured in the student's locker before school starts. Items not stored will be confiscated by Principal.
- d. Footwear which mars floors or is a safety hazard.
- e. Sunglasses, whether worn or carried.
- f. "Name" or other oversized metal belt buckles and all metal belts or combination of metal and leather belts.
- g. Spiked or studded bracelets, chains, chain wallets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.

- h. Attire or accessories which contain overly offensive or disruptive writing or pictures likely to unduly disrupt the educational environment, or which constitute "fighting words."
- i. Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- j. Shirts and/or blouses which reveal the abdomen, chest, or undergarments.
- k. See-through clothing, tank tops or sleeveless shirts.
- l. Shorts, miniskirts, or pants which reveal the upper thigh or undergarments. Spandex garments are allowed only if they are covered by shorts or skirts.
- m. Pants that do not remain at the hips or above at all times.
- n. Pants and shirts that are not properly sized.
- o. Backpacks and/or book bags are permitted to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.
- p. Pajama pants/nightwear.

#### *K-8 Requirements*

Uniforms are mandatory for all students enrolled in the Bloomfield Public Schools in kindergarten up to and including grade 8. The designated uniform shall be as follows:

- a. Tops: Short- or long-sleeved collared (polo) shirts in either white or the designated color for the individual school the student attends. Shirts must be tucked into skirts or pants. Shirts with each school's logo may be

purchased through the school, but shall not be required.

#### b. Bottoms:

- i) For boys and girls: casual or dress pants sized to fit the student, of twill or corduroy, in solid khaki, navy or black only. All other types of pants, including but not limited to jeans, overalls, sweatpants, velour or other athletic pants, and tight fitting or sagging pants, are not permitted. From May through the end of October, students may wear shorts sized to fit the student, of twill or corduroy, in solid khaki, navy or black only.
- ii) For girls: skirts or jumpers that are not more than 3" above the middle of the knee (front and back), sized to fit the student, of twill or corduroy, in solid khaki, navy or black only, may be worn. Tight fitting skirts and/or jumpers are not permitted.
- c. Footwear: Dress shoes, sneakers or low cut boots only. Open toed shoes are not permitted.
- d. Sweaters: Khaki, navy, black or school colors. No sweatshirts.
- e. Exceptions for Physical Education classes and recess will be addressed in the student handbook by each school.

#### *High School Requirements*

- a. Pants – Pants must be appropriately fitted at the waist and belted. Tan, navy blue or black pants are acceptable. Absolutely NO baggies, cargo pants, jeans or sweat suit pants, pajamas, logos, insignias, pictures or messages will be allowed on pants or shorts.

- b. Shorts – Shorts must be appropriately fitted at the waist and belted. Tan, navy blue or black shorts are acceptable. Shorts can be no more than 3 inches above the middle of the knee (front and back).
- c. Shirt – Shirts may be button down Oxford style shirt or Polo shirt. Shirts can be short or long sleeve. White or light blue are acceptable colors. Shirts must be tucked into the pants. Shirts with the Bloomfield High School logo may be purchased through the school store but shall not be required.
- d. Skorts – For girls: Only skorts purchased through designated uniform company will be accepted. Acceptable colors are tan, navy blue and black. Skorts can be no more than 3 inches above the middle of the knee (front and back).

Optional Accessories:

- a. Sweaters/Vests – Acceptable solid colors (no overt design or artwork) are black, navy blue, light blue, white, grey or tan. No patterns including argyles. Sweaters/vests can include cardigans, v-neck sweaters, pullovers or zippered varieties. No fleece garments or sweatshirts allowed.
- b. Undershirts – Considered garments worn under the uniform shirts. These can be long or short sleeved. These shirts can be crewneck, v-necked, collared or turtleneck. Acceptable solid colors (no overt design or artwork) are black, navy blue, light blue, white, grey or tan.
- c. No sweatshirts or hoodies will be permissible.

**HOMEWORK POLICY—PHILOSOPHY**

It is the policy of the Board of Education to ensure that all students comply with the homework requirements imposed by the school in which the child is enrolled. It is also the policy of the Board of Education that any imposition of homework should be related to the curriculum goals and standards recognized as appropriate for the student's grade.

**HOMEWORK POLICY – GUIDELINES**

Homework provides a formal structure for students to continue to grow academically beyond the classroom. Homework is intended to 1) provide students with additional practice and reinforcement of skills introduced in class; 2) prepare students for upcoming lessons; and 3) enable students to use abstract thinking to transfer skills and ideas to new situations. Please see the full Bloomfield Board of Education Homework Administrative Regulations for a full list of the homework guidelines.

**NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, *et seq.*, affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

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

- (2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents or an eligible student should write the school principal or appropriate school official, clearly identifying the part of the record the parents or eligible student want changed, and specify why they believe it is inaccurate or misleading, or otherwise violates the student's privacy rights.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Contractors, consultants, volunteers, and other parties to whom a school has outsourced services or functions are considered "school officials" who may have access to student records, without consent, subject to following conditions:

- The party is under the direct control of the school.
- The party is subject to the same conditions governing the use and redisclosure of education records applicable to other school officials.
- The contractor must ensure that only individuals with legitimate educational interests, as determined by the district or school, obtain access to the education records. The contractor may not redisclose personally identifiable information without consent unless the District or school has authorized the redisclosure under a FERPA

exception and the district or school records the subsequent disclosure.

Upon request, the District will disclose a student's education record without consent to officials of another school district or charter school or institution of postsecondary education in which the student seeks or intends to enroll or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

- (5) The District has determined that the following information regarding the District's students is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in the absence of a parent or guardian, or the student (if 18 or older), does not want the District to release the information listed below, they must notify the District in writing within two weeks of receiving this notice of the information they do not want released.

The following information may be released without obtaining parental consent:

Student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible, activities thereof (e.g. artistic performances sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

A student's ID number or otherwise unique personal identifier displayed on a student ID badge is considered directory information, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticates the user's identity, such as a PIN, password, or other factors known only to the authorized user.

- (6) Pursuant to federal law, military recruiters and institutions of higher learning may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the District in writing if you do not want this information released.
- (7) Personally identifiable information in the student's records may be released to authorized representatives of the Attorney General of the United States, the U.S. Secretary of Education, or State and local educational authorities such as the Connecticut Department of Education in connection with an audit or evaluation of



Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs, and to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

(8) Schools may release information received under a community notification program concerning a student who is required to register as a sex offender in the State, with consent.

(9) Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent/guardian or eligible student, FERPA regulations require the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

(10) Information may be disclosed from the education records of a student without obtaining prior written consent of the parents or the eligible student in the following situations:

a. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

b. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.

c. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

d. To accrediting organizations to carry out their accrediting functions.

e. To parents of an eligible student if the student is a dependent for IRS tax purposes.

f. To comply with a judicial order or lawfully issued subpoena.

g. To appropriate officials in connection with a health or safety emergency.

h. Information the school has designated as "directory information."

i. To child welfare agencies, or tribal organizations that are legally responsible for the care and protection of students, including the educational stability of children in foster care.

## **HEALTH ASSESSMENTS AND IMMUNIZATIONS**

### **I. Assessments**

The Bloomfield Board of Education requires each student enrolled in the Bloomfield Public Schools to have health assessments as mandated by state law. The purpose of such health assessments shall be to ascertain whether a student has any physical disability tending to prevent him/her from receiving the full benefit of school work and to ascertain whether school work should be modified in order to prevent injury to the student or to secure a suitable program of education for him/her. Such health assessments must be conducted by a legally qualified practitioner of medicine, an advanced

practice registered nurse or registered nurse, who is licensed under state statute, a physician assistant, who is licensed under state statute, or the school medical advisor. The Board of Education will provide written prior notice of the health assessments required under these administrative regulations to the parent or guardian of each student subject to assessment. The parent or guardian shall be provided a reasonable opportunity to be present during such assessment or he/she may provide for such assessment him/herself. No health assessment shall be made of any public school student unless it is made in the presence of the parent or guardian or in the presence of another school employee. Any student who fails to obtain the health assessments required by these administrative regulations made be denied continued attendance in the Bloomfield Public Schools.

## II. Assessments Required

Prior to enrollment in the Bloomfield Public Schools, each student must undergo a health assessment, which shall include:

(a) a physical examination which includes hematocrit or hemoglobin tests, height, weight, blood pressure, and, a chronic disease assessment which shall include; but not be limited to, asthma as defined by the Commissioner of Public Health pursuant to subsection (c) of section 19a-62a of the Connecticut General Statutes. The assessment form shall include (A) a check box for the provider conducting the assessment, to indicate an asthma diagnosis, (B) screening questions relating to appropriate public health concerns to be answered by the parent or guardian, and

(b) an updating of immunizations as required by state law;

(c) vision, hearing, speech and gross dental screenings;

(d) such other information, including health and developmental history, as the physician feels is necessary and appropriate.

The pre-enrollment assessment shall also include tests for tuberculosis, sickle cell anemia or Cooley's anemia, and tests for lead levels in the blood if, after consultation with the school medical advisor and the local health department, the Board determines that such tests are necessary. Such tests must be conducted by a registered nurse acting pursuant to the written order of a physician, or physician's assistant, licensed under state law, or of an advanced practice registered nurse, licensed under state law.

Each student enrolled in the Bloomfield Public Schools in grade six and in grade ten must undergo a health assessment, which shall include:

(a) a physical examination which includes hematocrit or hemoglobin tests, height, weight, blood pressure, and a chronic disease assessment which shall include; but not be limited to, asthma as defined by the Commissioner of Public Health pursuant to subsection (c) of section 19a-62a of the Connecticut General Statutes. The assessment form shall include (A) a check box for the provider conducting the assessment, to indicate an asthma diagnosis, (B) screening questions relating to appropriate public health concerns to be answered by the parent or guardian, and (C) screening questions to be answered by such provider;

(b) an updating of immunizations as required by state law;

(c) vision, hearing, postural and gross dental screenings;

(d) such other information, including health and developmental history, as the physician feels is necessary and appropriate.

The grade six and grade ten assessments shall also include tests for tuberculosis, and sickle cell anemia or Cooley's anemia, if, after consultation with the school medical advisor and the local health department, the Board determines that such tests are necessary. Such tests must be conducted by a registered nurse acting pursuant to the written order of a physician, or physician's

assistant, licensed under state law, or of an advanced practice registered nurse, licensed under state law.

The Board of Education shall provide such assessments free of charge to students whose parents or guardians meet the eligibility requirements for free and reduced price meals under the National School Lunch Program or for free milk under the special milk program. To view the full Health Assessment/Screenings policy please visit the District's website.

## **STUDENT TECHNOLOGY ACCEPTABLE USE GUIDELINES**

### Introduction

It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces, higher education and other real-life settings. The district's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

The Board of Education and the Administration are pleased to offer students access to the district's computers and computer networks and the Internet (which will be referred to collectively as "computer systems".) We believe in the educational value of such computer systems and recognize their potential to support our curriculum by expanding resources available for staff and student use. We also believe that students need to be proficient users of information, media, and technology to succeed in a digital world. Therefore, the Bloomfield school district will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways.

As the property of the district these computer systems must be carefully handled and their integrity preserved for the benefit of all.

Therefore, access to the computer systems is a privilege, and not a right. Students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board's student discipline policy.

### Monitoring

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer systems are often public in nature and general school rules for behavior and communications apply. It is expected that users will comply with district standards and will act in a responsible and legal manner, at all times in accordance with district standards, and state and federal laws.

It is important that students and parents understand that the district, as the owner of the computer systems, reserves the right to monitor and review the use of these computer systems. As part of monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes oversight of Internet site access and of document downloading and printing.

Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of these computer systems.

### Student Conduct

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but is not limited to the following:

- a) Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- b) Gaining or seeking to gain unauthorized access to computer systems;
- c) Damaging computers, computer files, computer systems or computer networks;
- d) Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator;
- e) Using another person's password under any circumstances;
- f) Trespassing in or tampering with any other person's folders, work or files;
- g) Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- h) Using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs;
- i) Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors, as defined below;
- j) Accessing or attempting to access web sites blocked by the district using anonymous proxies or any other method that circumvents district security.
- k) Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational purposes.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

Misuse of the computer systems, or violations of these policies, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.

Anyone who is aware of problems with, or misuse of these computer system, or has a question regarding the proper use of these computer systems, should report this to his or her teacher or principal immediately. Most importantly, the Board and the Administration urge any student who receives any harassing, threatening, intimidating or other improper message through the computer system to report this immediately. It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message.

### Internet Safety

#### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes

#### Definitions

Obscene – means any material or performance if, a) taken as a whole, it predominantly appeals to the prurient interest, b) it depicts or describes in a patently offensive way a prohibited sex act and c) taken as a whole, does not have serious literary, artistic, political or scientific value. For the purposes of this section, "prohibited sex act" means erotic fondling, nude performance, sexual excitement, sadomasochistic abuse, masturbation or sexual intercourse.

Child pornography – means any visual depiction, including any photograph, film,

video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where a) the production of such visual depiction involves the use of a minor engaging in sexual explicit conduct; b) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Harmful to minors – any picture, image, graphic image file, or other visual depiction that: a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; b) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the district's computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the district staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in

accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Director of Technology or designated representatives.

School staff will provide age-appropriate training for students who use the district's Internet access. The training provided will be designed to promote our commitment to:

- A. The standards and acceptable use of Internet services as set forth in the policy Regarding Student Use of The District's Computer Systems and Internet Safety, Bullying Behavior in School policy and Safe-School Climate plan;
- B. Student safety with regard to:
  - a. safety on the Internet;
  - b. appropriate behavior while on online, on social networking web sites, and in chat rooms; and
  - c. cyber bullying awareness and response.
- C. Compliance with the E-rate requirements of the Children's Internet Protection Act

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

### **PROHIBITION ON TOBACCO DRUGS AND ALCOHOL**

THE BLOOMFIELD BOARD OF EDUCATION DOES NOT CONDONE THE USE OF TOBACCO, DRUGS, OR ALCOHOL. The following represents a summary of the Board of Education policy on the use of tobacco, tobacco products, drugs and alcohol. There shall be no smoking or use of tobacco

products; there shall be no use, possession or distribution of drugs or alcohol:

- on school property
- on transportation provided by the Board of Education
- during the course of any trip or activity sponsored by the Board of Education or under the supervision of the Board or its authorized agents.

To view the policy in its entirety please visit the Bloomfield Board of Education website.

### PROHIBITION ON SMOKING

The Bloomfield Board of Education prohibits all smoking and use of electronic cigarette and/or vapor devices on the real property of any school or administrative office building or at any school-sponsored activity. Real property means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office building and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots. As defined by Conn. Gen. Stat. § 10-233a(h), a school-sponsored activity "means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property."

### VISITOR ACCESS TO BUILDINGS

Bloomfield Public Schools welcomes visitors to our schools. To keep our buildings safe, to make the visit productive and to avoid disruption to the educational process, the administration has developed the following regulations. A visitor is defined as any person not in the employ of Bloomfield Public Schools. The regulations apply to all visitors.

These regulations are necessary because:

- The threat of outsiders coming into schools to harm and/or kidnap students and staff is very real;

- School emergency procedures require that administrators verify the safety and whereabouts of all the persons in the building at the time of the crisis; and
- Uninterrupted instructional time is critical for student achievement.

The administration requests that all visitors abide by these regulations so that our students and staff can work in a safe environment that is conducive to learning.

1. When entering a school, sign in at the reception desk or school office. When exiting a school, sign out at the reception desk or school office.
2. Obtain and wear a visitor's badge/tag at all times inside the school building.
3. Visitors must go to and return from their stated destination in the building. If it is necessary to move to another part of the building, the visitor must return to the sign-in area and indicate his/her new destination.
4. **To visit a classroom, please contact the teacher at least one day in advance.** Volunteers who have arranged a regular schedule of assistance with the teacher are exempt from this regulation.
5. To drop off an item for a student, give it to the secretary. She will take the item, label it, store it securely and confidentially, and call the student down to the office between classes to pick it up.
6. To speak with a student, give the message to the secretary who will relay it confidentially to the student.
7. To speak over the telephone with a teacher, call the school. The

secretary will contact the teacher only if the teacher is not in class. **If the teacher is in class, the secretary will take a message and give it to the teacher and/or, where available, transfer the call to the teacher's voice mail.**

8. If the visitor or caller has an emergency or crisis situation, the secretary will immediately contact an administrator to assist the visitor/caller.

### **PARENTAL ACCESS TO INSTRUCTIONAL MATERIAL**

In accordance with federal law and Board policy, parents shall be permitted access to instructional material used as part of the educational curriculum for any student.

"Instructional Material" means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Upon request, the district shall permit parents to inspect any instructional material. The district shall grant reasonable access to instructional material within a reasonable period of time after a parental request is received.

### **BLOOMFIELD PUBLIC SCHOOLS NOTICE OF PARENT/STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as "Section 504") is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities

and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Education Act (IDEA), but entitlement to services under the IDEA or other statutes is not required to receive services under Section 504.

The following is a description of the rights and options granted by federal law to students with disabilities under Section 504. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right:

- A. To be informed of your rights under Section 504;
- B. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school;
- C. To be notified with respect to the identification, evaluation, and placement of your child;
- D. For your child to be evaluated fairly;
- E. If your child is eligible for services under Section 504, for your child to receive accommodations, modifications, and related services that will meet the child's needs as well as the needs of students without disabilities are met;
- F. For your child to be educated with peers who do not have disabilities as much as possible;

- G. To review and obtain copies of our child's educational records;
- H. To request changes in the educational program of your child;
- I. To an impartial hearing if you disagree with the school district's decisions regarding your child's educational program. The costs for this hearing are borne by the local school district. You and the student may take part in the hearing and have an attorney represent you at your expense;
- J. To file a court action if you are dissatisfied with the impartial hearing officer's decision or to request attorney's fees related to securing your child's rights under Section 504.
- K. To file a local grievance with the designated Section 504 Coordinator to resolve complaints of discrimination other than those involving the identification, evaluation or placement of a student.

To file a formal complaint with the U.S. Department of Education, Office for Civil Rights.

The Section 504 Coordinator for this district is:  
 Wendy Shepard-Banish  
 Director of Student Support Services  
 Bloomfield Board of Education  
 Bloomfield, CT 06002  
 Telephone: 860-769-4262

For additional assistance regarding your rights under Section 504, you may contact:

Boston Regional Office  
 Office for Civil Rights  
 U.S. Department of Education  
 33 Arch Street, Suite 900  
 Boston, MA 02110-1491  
 Telephone: (617) 289-0111  
 Email: OCR.Boston@ed.gov

U.S. Department of Education  
 Office for Civil Rights  
 330 C Street, S.W.  
 Washington, DC 20202  
 Telephone: 1-800-421-3481

Connecticut State Department of Education  
 Bureau of Special Education and Pupil Services  
 P.O. Box 2219  
 Hartford, CT 06145  
 Telephone: (860) 807-2030

Low Cost Legal Services

Greater Hartford Legal Assistance  
 80 Jefferson Street  
 Hartford, CT 06106  
 Telephone: (860) 541-5000

**STUDENT DISCIPLINE**

A. Conduct on School Grounds or at a School-Sponsored Activity:

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

B. Conduct off School Grounds:

1. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang



involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section Conn. Gen. Stat. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider whether such off-campus conduct involved the use of drugs.

2. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term "weapon" means any pistol or revolver, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade

Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct which may lead to disciplinary action (including, but not limited to, suspension and/or expulsion) includes conduct on school grounds or at a school sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or

school volunteers, or disruptive classroom behavior.

6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, or misidentification of oneself to such person(s).
8. A walk-out from or sit-in within a classroom or school building or school grounds.
9. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
10. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object.
11. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
12. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
13. Unauthorized possession, sale, distribution, use or consumption of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages). For the purposes of this Paragraph 13, the term "drugs" shall include, but shall not be limited to, any medicinal preparation

(prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.

14. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (13) above.
15. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
16. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
17. Trespassing on school grounds while on out-of-school suspension or expulsion.
18. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
19. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
20. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
21. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
22. Leaving school grounds, school transportation or a school sponsored activity without authorization.
23. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.

24. Possession and/or use of a radio, walkman, beeper, paging device, cellular telephone, walkie talkie or similar electronic device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
25. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized purposes.
26. Possession and/or use of a laser pointer.
27. Hazing.
28. Bullying, defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student which acts are repeated against the student over time.
29. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.
30. Any action prohibited by any Federal or State law which would indicate that the student presents a danger to any person in the school community or school property.

#### **POLICY REGARDING POSSESSION OF DEADLY WEAPONS ON SCHOOL GROUNDS**

##### **I. Definitions:**

- A. **Deadly Weapon** means "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles." Conn. Gen. Stat. § 53a-3 (6).

B. **Real Property** means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.

C. **School-Sponsored Activity** "means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." Conn. Gen. Stat. § 10-233a.

D. **Peace Officer** means a state police officer, a member of the local police department, an inspector in the state Division of Criminal Justice, a sheriff, deputy sheriff or special deputy sheriff, a conservation officer or special conservation officer, a constable who performs criminal law enforcement duties, a special policeman, an adult probation officer, a Department of Correction official authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, an investigator in the investigations unit of the Office of the State Treasurer, or any special agent of the federal government. Conn. Gen. Stat. § 53a-3 (9).

## II. Prohibition of Deadly Weapons

In accordance with Conn. Gen. Stat. § 53a-217b, the possession of a deadly weapon on the real property of any school or administrative office building in this district, or at a school-sponsored activity, is prohibited.

## III. Mandatory Exception

Persons in lawful possession of a deadly weapon may bring the weapon on the real property of any school or administrative office

building in this district, or to a school sponsored activity if:

The person is a peace officer engaged in the performance of his or her official duties.

## IV. Permissive Exceptions

Persons in lawful possession of a deadly weapon may bring the weapon on the real property of any school or administrative office building in this district, or to a school sponsored activity if:

A. The person brings the weapon on the real property of any school or administrative office building or to a school-sponsored activity for use in a program approved by school officials, the person gives notice of his/her intention to bring such weapon on to the real property of any school or administrative office building or to a school-sponsored activity, and the person receives prior permission from school officials to bring such a weapon onto the real property of the school or administrative office building or to a school sponsored activity.

B. The person possesses the weapon on the real property of any school or administrative office building or at a school-sponsored activity pursuant to a written agreement with school officials or a written agreement between such person's employer and school officials.

C. The person crosses school property in order to gain access to public or private lands open to hunting or for other lawful purposes, the person's weapon is not loaded and the Board of Education has not prohibited such person's entry.

## V. Consequences

A. Unless subject to one of the exceptions listed above, any person who possesses a deadly weapon on the real property of

an elementary or secondary school in this district, or administrative office building, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such weapon, will be reported to the local police authorities once school officials become aware of its possession. Students will also be subject to the Board's Student Discipline Policy.

- B. The Board of Education reserves the right to forbid anyone caught possessing a deadly weapon on the real property of its school buildings or administrative office buildings, or at a school-sponsored activity, from using any and all school facilities.

### **BLOOMFIELD PUBLIC SCHOOLS DEPARTMENT OF STUDENT SUPPORT SERVICES (SSS)**

It is the commitment of the Office of Student Support Services (OSSS) to ensure that all students possess the academic skills needed to lead, contribute and learn throughout life in a global society by:

- collaborating with the community;
- meeting students' unique needs; and
- helping students realize their potential.

The OSSS promotes inclusive practices and offers a continuum of services that provide every student, regardless of ability, the opportunity to participate in a rigorous and meaningful curriculum in order to achieve maximum post-secondary education and employment outcomes. The OSSS is led by Wendy Shepard-Bannish, Director, who supervises the provision of specialized services from both certified and non-certified staff. Certified staff includes Special Education Teachers, Psychologists, Social Workers, Nurses, Guidance Counselors, and Speech Pathologists. The non-certified staff includes the Occupational Therapist, Physical Therapist,

Behavior Analyst, Applied Behavior Analyst Assistants, Special Education Instructional Assistants, and the OSSS Executive Administrative Assistant.

Under the Child Find provisions of the Individuals with Disabilities Education Improvement Act (IDEIA) and Section 504 of the Americans with Disabilities Amended Act (ADAA), the Bloomfield Board of Education (BOE) is responsible for locating, identifying and evaluating children ages 3-21 who require specialized instruction and related services. In addition, the Bloomfield BOE is responsible for providing a free, appropriate public education (FAPE) in the Least Restrictive Environment (LRE) to the maximum extent possible for all students with disabilities ages 3-21 who are enrolled in a public school.

The Office of Student Support Services oversees special education, 504 services, homeless transportation, and any student placed in an out-of-district setting. Other major responsibilities include student programming, grant writing, staff evaluation, state reporting, accounts management, attending Planning and Placement Team meetings, consultation with other central office and building administrators, parents, outside agencies, budgeting, and professional development. The Office of Student Support Services Department acts as the district's Keeper of Records, 504 Coordinator, and is the district's Homeless Liaison.

### **SAFE SCHOOL CLIMATE PLAN**

#### **Purpose/Priority Statement**

The Bloomfield District is committed to providing all students with a safe learning environment that is free from bullying, cyberbullying, and teen dating violence. The goal is the establishment of a positive school climate in which norms, values, and expectations make students and adults feel socially, emotionally, intellectually and physically safe. This commitment is an integral part of our comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and teen dating violence and other harmful and

disruptive behavior that can impede the learning process. The District expects that all members of the school community will treat each other in a civil manner and with respect for differences.

The following plan, "The Bloomfield Public Schools Safe School Climate Plan (Plan)," addresses the mandated areas of compliance which are required under C.G.S.10-222d as amended. In addition to the following current efforts, the administration, faculty and staff of this District commit to continue to improve, enhance, and update both the Plan and its implementation biennially in order to best serve the students, parents, guardians and the community.

The Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

## **I. Prohibition Against Bullying**

The Board of Education (Board) prohibits bullying and teen dating violence (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 the Board, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board, and (b) outside of the school setting if such bullying or teen dating violence (i) creates a hostile environment at school for the victim, (ii) infringes on the rights of the victim at school, or (iii) substantially disrupts the education process or orderly operation of a school.

## **II. Definitions**

"Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, or a physical act or gesture by one or more students repeatedly directed at or referring to another student attending school in the same school

district that:

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

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, 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. (The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)

"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.

"Teen dating violence" means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

"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.

“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, photoelectronic or photo-optical system.

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

“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.

“School employee” means (a) 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 (b) 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 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.

### **III. Reporting and Responding to Bullying and Retaliation (Complaint Process)**

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

The prohibition against bullying and teen dating

violence shall be publicized by including the following statement in the student handbook of each of the district schools:

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

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

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

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a

school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

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

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy #5131.911 sets forth this prohibition and the related procedures in detail, and is available to students and their parents/guardians upon request.

**B. Appropriate School Personnel**

All school employees are charged with the responsibility of taking reports of bullying or teen dating violence or if witnessing acts of bullying or teen dating violence to notify the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available. Reports shall be appropriately investigated by the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available.

**District Safe School Climate Coordinator:**

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

**The Coordinator shall:**

1. Implement the District's safe school climate 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 derived from the safe school climate assessments, in collaboration with the Superintendent, to the Department of Education; and
4. Meet with the safe school climate specialists at least twice during the school year to discuss bullying issues in the district and make recommended changes to the District's safe school climate 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.)

**Safe School Climate Specialist**

For the school year commencing July 1, 2012, and each school year thereafter, each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

**The Specialist in each school shall:**

1. Investigate or supervise the investigation of reported acts of bullying or teen dating violence in the school in accordance with the District's Safe School Climate Plan;
2. Collect and maintain records of reports and investigations of bullying and teen dating violence in the school; and
3. Act as the primary school official

responsible for preventing, identifying and responding to bullying and teen dating violence reports in the school.

C. Annual Notification of the Complaint Process

The process by which students may make formal, informal, and anonymous complaints as set forth below shall be publicized annually, at the beginning of the school year, in the student handbook of each of the District schools. In addition, this Safe School Climate Plan shall be placed on the District website and the website of each school.

D. Formal Written Complaints

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying or teen dating violence. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying or teen dating violence, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying or teen dating violence, and the names of any potential student or staff witnesses. Such reports may be filed with any school employee, and they shall be promptly forwarded to the Safe School Climate Specialist or another school administrator, if the Safe School specialist is unavailable, for review and action in accordance with Section IV below.

E. Informal/Verbal Complaints by Students

Students may make an informal complaint of conduct that they consider to be bullying or teen dating violence by verbal report to the Safe School Climate Specialist, or to any school employee, as defined, or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying or teen dating violence, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying or teen dating violence, and the names of any potential student or staff witnesses. A school employee, or administrator or the Safe

School Climate Specialist who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school employee, administrator, if not the Safe School Climate Specialist, shall be promptly forwarded to the Building Principal for review and action in accordance with Section IV below.

F. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school employee who receives the complaint. Should anonymity be requested, the Safe School Climate Specialist, if not the Principal or his/her designee, shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint.

Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

**IV. Staff Responsibilities and Intervention Strategies**

A. Teachers and Other School Staff School employees who witness acts of bullying or teen dating violence, as defined above, or who receive reports of bullying or teen dating violence shall promptly 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 employee witnesses or receives a report of bullying or teen dating violence. A written report must be filed not later than two school days after making such an oral report concerning the events witnessed or



reported.

School employees who receive student or parent reports of suspected bullying or teen dating violence shall promptly notify the Safe School Climate Specialist of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable. If the report is an informal complaint by a student that is received by a school employee, he or she shall prepare a succinct written report of the informal complaint, which shall be forwarded promptly (no later than the next school day) to the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable. If the report is an informal complaint by a student that is received by a school employee, this employee shall verbally report the matter to the Safe School Climate Specialist not later than the next school day.

In addition to addressing both informal and formal complaints, school employees and other are encouraged to address the issue of bullying or teen dating violence in other interactions with students. Teachers and other professionals may find opportunities to educate students about bullying and teen dating violence and help eliminate bullying behavior and teen dating violence through class discussions, counseling, and reinforcement of socially-appropriate behavior. All school employees including teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of "bullying."

#### B. Responsibilities of the Safe School Climate Specialist

##### 1. Investigation

The Safe School Climate Specialist shall be promptly notified of any formal or informal complaint of suspected bullying or teen

dating violence received by any school employee. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying or teen dating violence in the school in accordance with the District's Safe School Climate Plan. All such complaints shall be investigated promptly. Prompt notice must be provided to the parents/guardians of the person bullied or the target student of teen dating violence and the student alleged to have committed the act of bullying or teen dating violence that such investigation has begun. The investigation must be completed promptly after the receipt by the Safe School Climate Specialist of any written report. In order to allow the District to adequately investigate all formal complaints, the parent of the student suspected of being bullied or teen dating violence must complete a consent form that allows the District to release that student's name to those third parties who the District contacts as part of its investigation of that complaint with regard to the investigation of informal complaints, the parent of the student suspected of being bullied or teen dating violence must complete the above-referenced consent form so long as that student has not requested anonymity.

A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying or teen dating violence are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

The school shall notify parents or guardians of all students involved in a verified act of bullying or teen dating violence not later than forty-eight (48) hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and in the case of a divorced/split situation, to the other

parent/guardian if requested. The notice must describe the school's response, measures being taken by the school to ensure the safety of the students against whom such act was directed, and any consequences that may result from further acts of bullying or teen dating violence.

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

## 2. Remedial Actions

Verified acts of bullying or teen dating violence shall result in intervention by the Building Principal or his/her designee that is intended to address the acts of the perpetrator and the needs of the target student and to assure that the prohibition against bullying behavior or teen dating violence is enforced, with the goal that any such bullying behavior or teen dating violence will end as a result.

Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the target student and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in-school suspension; suspension or expulsion) is a matter for the professional discretion of the Building Principal (or responsible program administrator or his/her designee.) The following sets forth possible interventions for building principals to

enforce the Board's prohibition against bullying. No disciplinary action may be taken solely on the basis of an anonymous complaint.

The following sets forth permissible interventions for building principals (or other responsible program administrators) to enforce the Board's prohibition against bullying and teen dating violence.

### a. Non-disciplinary Interventions

When verified acts of bullying and teen dating violence are identified early and/or when such verified acts of bullying and teen dating violence do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying or teen dating violence, its prohibition, and their duty to avoid any conduct that could be considered bullying or teen dating violence.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the target student and therefore inappropriate. In such cases, the target student should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

In any instance in which bullying or teen dating violence is verified, the building Principal (or other responsible program administrator) shall invite the parents or guardians of the student against whom such act was directed, and the parents or guardians of a student who commits any verified act of bullying or teen dating violence, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the student's safety and to prevent further acts of bullying or teen

dating violence. The meeting of parents/guardians of the target student or the target student of teen dating violence and the student committing the bullying or teen dating violence shall be separate and distinct from each other.

b. Disciplinary Interventions

When acts of bullying and teen dating violence are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of bullying and teen dating violence and/or when past interventions have not been successful in eliminating bullying or teen dating violence behavior.

c. Interventions for Bullied Students

The Safe School Climate Specialist/Building Principal (or other responsible program administrator) or his/her designee shall intervene in order to address repeated incidents of bullying or teen dating violence against a single individual. Intervention strategies for a target student or student against whom teen dating violence was directed may include the following:

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

3. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and teen dating violence and direct intervention when acts of bullying or teen dating violence are verified, other District actions may ameliorate any potential problem with bullying or teen dating violence in school or at school-sponsored activities.

While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators, teachers and other professional staff members in each school:

- a. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying or teen dating violence, including any such program identified by the Department of Education;
- b. A safe school climate assessment on or after July 1, 2012 and biennially thereafter to determine the prevalence of bullying or teen dating violence. Such assessments may include, in addition to those approved and disseminated by the State Department of Education, in collaboration with CAS, the National School Climate

Standards Self-Assessment Tool' and the Connecticut State Department of Education's "Improving School Climate Team Rubric;"

- c. Establishment by the school Principal of a Safe School Climate Committee in each District school or the designation of an existing committee that is responsible for fostering a safe school climate and addressing issues related to bullying and teen dating violence in the school.

For the school year commencing July 1, 2012, and each school year thereafter, the Principal of each District school shall establish a new committee or designate at least one existing committee that is responsible for developing and fostering a safe school climate and addressing issues related to bullying and teen dating violence in the school. The committee must include at least one parent/guardian of a student enrolled in the school, appointed by the Principal.

The Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying and teen dating violence;
2. Identify and address patterns of bullying and teen dating violence among students in the school;
3. Implement the provisions of the school security plan and safety plan, (developed pursuant to Section 87 of PA 13-3) regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying (defined in Connecticut General Statutes 10-222d) and report such information, as necessary, to the District Safe School Climate Coordinator and to the school's security and safety committee.

4. Review and amend school policies relating to bullying and teen dating violence;
5. Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;
6. Educate students, school employees and parents and guardians of students on issues relating to bullying and teen dating violence;
7. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying and teen dating violence; and
8. Perform any other duties as determined by the School Principal that are related to the prevention, identification and response to school bullying and teen dating violence for the school.

Parent members of the Safe School Climate Committee are excluded from activities #1 and #3 or any other activity that may compromise the confidentiality of a student.

- d. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying or teen dating violence is likely to occur;
- e. Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school;
- f. Individual interventions with the perpetrator, parents and school employees, and interventions with the target student, or student who commits teen dating violence, parents and school employees. Such interventions with the target child or target student of teen dating violence may include referrals to a school counselor, psychologist, or

other appropriate social or mental health services, and periodic follow-up by the safe school climate specialist with the bullied child;

- g. School-wide training related to safe school climate;
- h. Promotion of parent involvement in bullying and teen dating violence prevention through individual or team participation in meetings, trainings and individual interventions;
- i. Respectful responses to bullying and teen dating violence concerns raised by students, parents or staff;
- j. Planned professional development programs addressing bully/target student and teen dating perpetrator/victim problems;
- k. Student peer training, education and support. Use of peers to help ameliorate the plight of target students and include them in group activities;
- l. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough);
- m. Continuing awareness and involvement on the part of staff and parents with regards to prevention and intervention strategies;
- n. Modeling by all school employees of positive, respectful, and supportive behavior toward students;
- o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
- q. Utilizing a culturally competent school-

based curriculum focusing on social-emotional learning, self-awareness and self-regulation.

## V. Reporting Obligations

### A. Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of bullying or teen dating violence by a specific student are verified, not later than forty-eight (48) hours after the completion of the investigation, the Building Principal/Safe School Climate Specialist or his/her designee shall notify the parent or guardian of the perpetrator in writing of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification. In addition, the school shall invite the parent/guardian of a student who commits any verified act of bullying or teen dating violence (after the completion of the investigation) to a meeting to communicate to the parents/guardians the measures being taken by the school to ensure the safety and measures being taken by the school to ensure the student's safety and to prevent further acts of bullying or teen dating violence. Records will be maintained by the School Principal/Safe School Climate Specialist of the bullying and teen dating violence reports, subsequent investigations and parental/guardian meetings.

### B. Reports to the Targeted Student and his/her Parent or Guardian

If after investigation, acts of bullying or teen dating violence against a specific student are verified, the Building Principal/Safe Climate Specialist or his/her designee shall notify the parent or guardian of the target student of such finding, not later than forty-eight (48) hours after the completion of the investigation. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying or teen dating violence. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the target student, except

as provided by law (e.g., court order/subpoena). In addition, the school shall invite the parent/guardian of the student against whom the verified act of bullying or teen dating violence was directed, after the completion of the investigation, to a meeting to communicate to the parents/guardians the measures being taken by the school to ensure the safety and measures being taken by the school to ensure the target student's safety and to prevent further acts of bullying or teen dating violence. Records will be maintained by the School Principal/Safe School Climate Specialist of the bullying and teen dating violence reports, subsequent investigations and parental/guardian meetings.

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

#### C. List of Verified Acts of Bullying/Teen Dating Violence

The Principal/Safe School Climate Specialist of each school shall establish a procedure to document and maintain records relating to reports and investigations of bullying and teen dating violence in such school and maintain a list of the number of verified acts of bullying and teen dating violence in the school, and this list shall be available for public inspection upon request. The list shall be reported annually to the Department of Education in such manner as prescribed by the Commissioner of Education. Given that any determination of bullying or teen dating violence involves repeated acts over time, each report prepared in accordance with Section III (1) above that includes verified acts of bullying or teen dating violence shall be tallied as one verified act of bullying or teen dating violence unless the specific actions that are the subject of the report involve separate and distinct acts of bullying or teen dating violence. The list shall be limited to the number of such verified acts of bullying or teen dating violence in the school, and it shall not set out the particulars of each verified act, including but not limited to any personally identifiable student information,

which is confidential information by law.

## VI. **Prohibition against Discrimination and Retaliation**

### A. Safety

Discrimination and/or retaliation against any person who reports bullying or teen dating violence, provides information during an investigation of an act of bullying or teen dating violence, or witnesses or has reliable information about bullying or teen dating violence is prohibited.

The continuation and perpetuation of bullying or teen dating violence of a student through the dissemination of hurtful or demeaning material by any other student is prohibited.

The District will not tolerate any unlawful or disruptive behavior, including any form of bullying or teen dating violence, cyberbullying, discrimination or retaliation in our school buildings, on school grounds, or in school related activities. All reports and complaints of bullying, teen dating violence, cyberbullying, discrimination and retaliation will be investigated promptly and prompt action will be taken to end that behavior and restore the target's sense of safety. This commitment is to be supported in all aspects of the school community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement.

Before formally investigating the allegations of bullying, teen dating violence, discrimination or retaliation, the Principal/Safe School Climate Specialist or designee will take steps to assess the need to restore a sense of safety to the target student and/or to protect the target student from possible further incidents. Responses to promote safety may include, but are not limited to, creating a personal safety plan; pre-determining seating arrangements for the target student; and/or the alleged perpetrator in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target student; and altering the alleged perpetrator's schedule and access to the target

student. The Principal/Safe School Climate Specialist will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal/Safe School Climate Specialist will implement appropriate strategies for protecting from bullying, teen dating violence or retaliation; a student who has reported bullying, teen dating violence or retaliation; a student who has witnessed bullying, teen dating violence or retaliation; a student who provides information during an investigation; or a student who has reliable information about a reported act of bullying, teen dating violence or retaliation.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal/Safe School Climate Specialist or designee will contact the target student to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If determined necessary, the Principal/Safe School Climate Specialist will work with appropriate school staff to implement them immediately.

#### **B. Law Enforcement Notification**

The School Principal or his/her designee shall notify the appropriate local law enforcement agency when such Principal or the Principal's designee believes any acts of bullying or teen dating violence constitute criminal conduct.

### **VII. Training Requirements for School Staff**

A. Certified staff of the District shall be provided in-service training on the prevention, identification and response to school bullying, and teen dating violence and the prevention of and response to youth suicide.

B. Beginning teachers shall satisfactorily complete instructional modules as required by C.G.S. 10-145a which shall include a module in classroom management and climate, which shall include training regarding the prevention, identification, and response to school bullying,

teen dating violence and the prevention of and response to youth suicide.

C. Non-certified staff of the District will participate in annual training to be provided, within available appropriations, by the Connecticut State Department of Education. The training may be presented in person by mentors, offered in state-wide workshops, or through on-line courses. Such training may include, but is not limited to:

1. Developmentally appropriate strategies to prevent bullying and teen dating violence among students in school and outside the school setting,
2. Developmentally appropriate strategies for immediate and effective interventions to stop bullying and teen dating violence,
3. Information regarding the interaction and relationship between students committing acts of bullying and teen dating violence, students against whom such acts of bullying and teen dating violence are directed, and witnesses of such acts of bullying and teen dating violence,
4. Research findings on bullying, such as information about the types of students who have been shown to be at-risk for bullying and teen dating violence in the school setting,
5. Information about the incidence and nature of cyberbullying as defined in C.G.S. 10-222d, as amended, or
6. Internet safety issues as they relate to cyberbullying.

### **VIII. Notification Requirements**

A. A copy of this District's Safe School Climate Plan shall be provided in written or electronic format to all District employees annually at the beginning of each school year.

B. The District's Safe School Climate Plan shall be made available on the Board's website

and on the website of each individual school with the District. Such posting shall occur within thirty (30) days of the approval of such plan by the State Department of Education.

C. The District's Safe School Climate Plan shall be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

#### **IX. School Climate Assessments**

A. On or after July 1, 2012, and biennially thereafter, the Board requires each school within the District to complete an assessment using the school climate assessment instruments, including uniform surveys that collect information about students' perspectives and opinions about the school climate at the school and allow students to complete and submit such surveys anonymously, approved and disseminated by the State Department of Education.

B. Completed assessments shall be shared with the Board and then submitted by the Board to the State Department of Education.

#### **X. Bullying Through the Use of Technology (Cyberbullying)**

An emerging form of bullying is the use of technology to threaten, intimidate, ridicule, humiliate, insult, or harass. Technology enables aggressive expression toward others and does not rely on physical strength or physical contact. By using a cell phone or the Internet, a student can quickly and aggressively spread rumors, threats, hate mail, or embarrassing photos through text messages, e-mails, or instant messages.

There are a number of social networking sites (MySpace, Facebook, Twitter, etc.) available to our students that can be misused and/or abused for bullying purposes. Any alleged misuse or abuse must be reported to any staff member or the Safe School Climate Specialist.

The District's discipline policy states that misuse, on or off campus, of electronic devices, for threatening/bullying/hazing or harassment is

a violation and can be the basis for discipline on or off campus. When information is received that a student or students are involved in bullying through the use of technology either as the actor or a member of a group, or the target student, the following will be considered:

- If it takes place on campus or at a school sponsored event, disciplinary action will be taken.
- If it takes place off campus a school may take disciplinary action if the incident poses a likelihood of substantial disruption to the educational process or the orderly day to day operations of the school.

#### **XI. Relationship to Other Laws**

A. Consistent with state and federal laws, and the policies of the district and school rules, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color gender, religion, national origin, or sexual orientation. Nothing in the "Plan" prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or district policies.

B. In addition, nothing in the "Plan" is designed or intended to limit the authority of the school or district to take disciplinary action under applicable laws, or local school or District policies in response to violent, harmful, or disruptive behavior, regardless of whether the "Plan" covers the behavior.

#### **XII. Immunity for Board of Education, School Employees, Others**

Members of the Board of Education and school employees are protected by statute against damage claims in the implementation of a safe school climate plan and, in accordance with a school district safe school climate plan, report, investigate, or respond to bullying. PA 11-232 also extends this immunity to reports of bullying



incidents by parents, students, and others to a school employee according to a safe school climate plan.

To be immune, these parties must act in good faith and, in the case of a school employee or Board of Education, within the scope of their duties. The immunity does not cover gross, wanton, reckless, or willful misconduct.

## ***BULLYING INTERVENTIONS***

### Action Steps for School Administrators

- Immediately intervene in all bullying and teen dating violence incidents.
- Involve parents of bullies and target students of bullying and teen dating violence where appropriate.
- Form “friendship groups” or other supports for students who are target students of bullying.
- Involve school counselors or mental health professionals, where appropriate.
- Assess the awareness and the scope of the bullying and teen dating violence problems at your school through student and staff surveys.
- Closely supervise students on the playing fields and in classrooms, hallways, rest rooms, cafeterias and other areas where bullying occurs in your school.
- Conduct school wide assemblies and teacher/staff in-service training to raise awareness regarding the problem of bullying and teen dating violence and to communicate a zero tolerance for such behavior.
- Post and publicize clear behavior standards, including rules against bullying, for all students. Consistently and fairly enforce such standards.
- Encourage parent participation by establishing on-campus parent’s centers that recruit, coordinate and encourage

parents to take part in the educational process and in volunteering to assist in school activities and projects.

- Establish a confidential reporting system that allows children to report victimization and that records the details of bullying and teen dating violence incidents.
- Ensure that your school has all legally required policies and grievance procedures for sexual discrimination. Make these procedures known to parents and students.
- Receive and listen receptively to parents who report bullying and teen dating violence. Establish procedures whereby such reports are investigated and resolved expeditiously at the school level in order to avoid perpetuating bullying and teen dating violence.
- Develop strategies to reward students for positive, inclusive behavior.
- Provide school wide and classroom activities that are designed to build self-esteem by spotlighting special talents, hobbies, interests and abilities of all students and that foster mutual understanding of and appreciation for differences in others.

### Strategies for Classroom Teachers

- Provide students with opportunities to talk about bullying and teen dating violence and enlist their support in defining bullying and teen dating violence as unacceptable behavior.
- Involve students in establishing classroom rules against bullying. Such rules may include a commitment from the teacher to not look the other way when incidents involving bullying occur.
- Provide classroom activities and discussions related to bullying and teen dating violence, including the harm that they cause and strategies to reduce them.

- Develop a classroom action plan to ensure that students know what to do when they observe a bully/target student confrontation or teen dating violence.
- Teach cooperation by assigning projects that require collaboration. Such cooperation teaches students how to compromise and how to assert without demanding. Take care to vary grouping of participants and to monitor the treatment of participants in each group.
- Take immediate action when bullying or teen dating violence is observed. All teachers and school staff must let children know that they care and will not allow anyone to be mistreated. By taking immediate action and dealing directly with the bully or perpetrator of teen dating violence, adults support both the victim and the witnesses.
- Confront bullies in private. Challenging a bully in front of his/her peers may actually enhance his/her status and lead to further aggression.
- Notify the parents of both target students and bullies and perpetrator of teen dating violence when a confrontation occurs, and seek to resolve the problem expeditiously at school.
- Refer both victims and aggressors to counseling whenever appropriate.
- Provide protection for bullying victims and victims of teen dating violence, whenever necessary. Such protection may include creating a buddy system whereby students have a particular friend or older buddy on whom they can depend and with whom they share class schedule information and plans for the school day.
- Listen receptively to parents who report bullying and teen dating violence and investigate reported circumstances so that immediate and appropriate school action may be taken.

- Avoid attempts to mediate a bullying situation. The difference in power between target students and bullies may cause victims to feel further victimized by the process or believe that they are somehow at fault.

#### Strategies for Students

Students may not know what to do when they observe a classmate being bullied or the target of teen dating violence or experience such victimization themselves. Classroom discussions and activities may help students develop a variety of appropriate actions that they can take when they witness or experience such victimization. For instance, depending on the situation and their own level of comfort, students can:

- seek immediate help from an adult;
- report bullying/teen dating violence victimization incidents to school personnel;
- speak up and/or offer support to the target student when they see him/her being bullied or victimized, for example, picking up the target student's books and handing them to him or her;
- privately support those being hurt with words of kindness or condolence;
- express disapproval of bullying behavior by not joining in the laughter, teasing or spreading of rumors or gossip; and
- attempt to defuse problem situations either single handedly or in a group - for example, by taking the bully aside and asking him/her to "cool it."

#### Strategies for Parents

The best protection parents can offer their children who are involved in a bully/teen dating victim conflict is to foster their child's confidence and independence and to be willing to take action when needed. The following suggestions are offered to help parents identify appropriate responses to conflict experienced by

their children at school:

- Be careful not to convey to a child who is being victimized that something is wrong with him/her or that he/she deserves such treatment. When a child is subjected to abuse from his or her peers, it is not fair to fault the child's social skills. Respect is a basic right. All children are entitled to courteous and respectful treatment. Convince your child that he or she is not at fault and that the perpetrator's behavior is the source of the problem.
  - It is appropriate to call the school if your child is involved in a conflict as either a victim or a perpetrator. Work collaboratively with school personnel to address the problem. Keep records of incidents so that you can be specific in your discussion with school personnel about your child's experiences at school.
  - You may wish to arrange a conference with a teacher, principal or counselor. School personnel may be able to offer some practical advice to help you and your child. They may also be able to intervene directly with each of the participants. School personnel may have observed the conflict firsthand and may be able to corroborate your child's version of the incident, making it harder for the perpetrator or the perpetrator's parents to deny its authenticity.
  - While it is often important to talk with the perpetrator or his/her parents, be careful in your approach. Speaking directly to the perpetrator may signal to the individual that your child is a weakling. Speaking with the parents of a perpetrator of bullying or teen dating violence may not accomplish anything since lack of parental involvement in the child's life is a typical characteristic of parents of bullies. Parents of bullies may also fail to see anything wrong with bullying, equating it to "standing up for oneself." Bullying Interventions
- Offer support to your child but do not encourage dependence on you. Rescuing your child from challenges or assuming responsibility yourself when things are not going well does not teach your child independence. The more choices a child has to make, the more he or she develops independence, and independence can contribute to self-confidence.
  - Do not encourage your child to be aggressive or to strike back. Chances are that it is not his or her nature to do so. Rather, teach your child to be assertive. A bully often is looking for an indication that his/her threats and intimidation are working. Tears or passive acceptance only reinforces the bully's behavior. A child who does not respond as the bully desires is not likely to be chosen as a victim. For example, children can be taught to respond to aggression with humor and assertions rather than acquiescence.
  - Be patient. Conflict between children more than likely will not be resolved overnight. Be prepared to spend time with your child, encouraging your child to develop new interests or strengthen existing talents and skills that will help develop and improve his/her self-esteem. Also help your child to develop new or bolster existing friendships. Friends often serve as buffers to bullying and teen dating violence.
  - If the problem persists or escalates, you may need to seek an attorney's help or contact local law enforcement officials. Bullying, acts of bullying or teen dating violence should not be tolerated in the school or the community. Students should not have to tolerate bullying or teen dating violence at school any more than adults would tolerate such situations at work.

## Disciplinary Sanctions for Bullying, Harassment, Discrimination and Retaliation

The following has been adapted from the Policy on Bullying.

### Disciplinary Policy Regarding Civil Rights Issues

The District prohibits all forms of discrimination and harassment, as defined below, based on the following protected categories: race, color, national origin, ancestry, religious creed, sex (including sexual harassment and pregnancy), age, genetic information, marital status, sexual orientation, and/or disability (including, but not limited to, mental retardation, past or present history of mental disorder, physical disability or learning disability), or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

The District also prohibits bullying and teen dating violence, as defined below.

The District will not tolerate retaliation against persons who take action consistent with this disciplinary policy.

The prohibition against bullying, teen dating violence, discrimination, harassment and retaliation applies to all students on all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including on school premises and school-sponsored functions, events or activities, including field trips, athletic activities, school-related transportation and in production and work-based learning sites.

The District may also take appropriate disciplinary and corrective action for misuse of electronic devices or technology where it occurs on campus or if it takes place off campus if the incident poses a likelihood of substantial disruption to the educational process or the orderly day to day operations of the school.

Reports or complaints of bullying, teen dating violence, discrimination, harassment or retaliation will be investigated.

## Permissible Disciplinary Sanctions and Corrective Actions in Response to Bullying, Discrimination, Harassment or Retaliation

Disciplinary sanctions and corrective actions may include, but are not limited to one or more of the following:

1. a written warning;
2. classroom or school transfer;
3. short-term or long-term suspension;
4. exclusion or expulsion;
5. exclusion from participation in school-sponsored functions, after school programs and/or extracurricular activities;
6. limiting or denying student access to a part or area of a school;
7. parent conferences;
8. adult supervision on school premises;
9. a voluntary apology to the victim;
10. awareness training (to help student perpetrators understand the impact of their behavior);
11. participation in empathy development, cultural diversity, anti-harassment, anti-bullying or intergroup relations programs;
12. mandatory counseling; and/or
13. any other action authorized by and consistent with the Student Code of Conduct and/or school disciplinary code.

### Protection Against Retaliation

The District will take appropriate steps to protect students from retaliation when they report, file a complaint of, or cooperate in an investigation of a violation of the bullying policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action, including long-term suspension, exclusion or expulsion.

### False Charges

Any student who knowingly makes false charges or brings a malicious complaint may be subject to any of the disciplinary and/or corrective

action(s) detailed above.

### Student Responsibilities

Each student is responsible for:

1. complying with the Policy on bullying and teen dating violence;
2. ensuring that (s)he does not discriminate against another or harass another person because of that person's actual or perceived race, color, national origin, ancestry, religious creed, sex (including sexual harassment and pregnancy), age, genetic information, marital status, sexual orientation, and/or disability (including, but not limited to, mental retardation, past or present history of mental disorder, physical disability or learning disability), or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws;
3. ensuring that (s)he does not bully another person; and
4. ensuring that (s)he does not retaliate against any other person.

### ***ANNUAL BULLYING NOTICE***

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

- A. Causes physical or emotional harm to such student or damage to such student's property,
- B. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. Creates a hostile environment at school for such student,

- D. Infringes on the rights of such student at school, or
- E. Substantially disrupts the education process or the orderly operation of a school.

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

Teen dating violence means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

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

- A. Creates a hostile environment at school for the victim,
- B. Infringes on the rights of the victim at school, or
- C. Substantially disrupts the education process or the orderly operation of a school.

Students and/or parents may file verbal or written complaints concerning suspected bullying or teen dating violence behavior, and students shall be permitted to anonymously report acts of bullying or teen dating violence to school employees. Any report of suspected bullying or teen dating violence behavior will be

promptly reviewed. If acts of bullying or teen dating violence are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

**POLICY REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT (STUDENTS)**

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

**I. Definitions**

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

**Sexual harassment:** While it is difficult to define sexual harassment precisely, it includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such conduct by an individual is used and/or threatened to be used as a basis for making any educational decision affecting a student; or
2. such conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education

program, or to create a hostile or abusive educational environment.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene comments, invitations, letters, notes, slurs, jokes, pictures, cartoons, epithets or gestures.

**II. Procedure**

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

The Title IX coordinator for the district is:  
Assistant Superintendent of Schools  
Telephone: (860) 769-4200

**NOTIFICATION CONCERNING ASBESTOS MANAGEMENT PLANS - PARENTS/TEACHERS**

The Bloomfield Public Schools, in accordance with federal law, 40 CFR Part 763.93, Asbestos Hazard Emergency Response Act (AHERA), has developed an asbestos management plan, concerning the presence or suspected presence of asbestos-type materials within district school buildings, and required inspections and preventive measures related thereto. These Management Plans are updated on a bi-annual basis by an independent asbestos consultant. The results of the inspections are available for review by parents, teachers, and employee organizations. For those interested in reviewing the plans, please contact the Board of Education at (860) 769-4241 to set up an appointment.

**INSTRUCTION ON ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)**

In accordance with the provisions of Section 10-19(b) of the Connecticut General Statutes, it is the policy of the Board of Education to provide, during the regular school day, planned, ongoing and systematic instruction on Acquired Immune Deficiency Syndrome (AIDS). Parent(s) or guardian(s) who wish to exempt their children from AIDS education may do so by submitting a written request to the Superintendent of Schools.

**NONDISCRIMINATION**

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

**PESTICIDE APPLICATION POLICY**

It is the policy of the Bloomfield Board of Education to implement an integrated pest management plan that uses available pest control techniques to reduce the amounts of pesticides applied in any building, or the grounds of any of its schools by using alternative methods of pest control, that may include structural maintenance, proper sanitation practices, appropriate solid waste management and alternative mechanical or biological control, along with pesticides.

The decision to apply pesticide in any building, or the grounds of any of Bloomfield's Public Schools is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticide shall be made in any building, or the grounds of any of the Bloomfield Public Schools during regular school hours or during planned activities at any school except as provided by Connecticut statute or regulation. In addition, no lawn care pesticide shall be applied at any school attended by students in grade 8 or lower, except for applications to playing fields made pursuant to the Board's integrated pest management plan.

Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

The Board may make an emergency application of pesticide without prior notice to parents or guardians of children in any school and/or staff members in the event of an immediate threat to human health, subject to the notice provisions of applicable Connecticut statutory and regulatory provisions.

Any questions concerning the program can be direct to: Director of Facilities, 1133 Blue Hills Avenue, Bloomfield, CT 06002  
Phone: 860-769-4224, Fax: 860-769-4235

**GREEN CLEANING PROGRAM IN SCHOOLS (CT PUBLIC ACT 09-81)**

The State of Connecticut is requiring that each local and regional board of education implement a green cleaning program for all school buildings and facilities in its district.

Bloomfield Public Schools is committed to the implementation of this law by providing the staff and, upon request the parents and guardians of each child enrolled in each school with a written statement of the school districts green cleaning program as well as making it available on its web site annually. The policy will also be distributed to new staff hired during the school year and to parents or guardians of students transferring in during the school year.

1. Green cleaning program means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one of two third party certified organizations: Green Seal or Eco Logo

2. No person shall use a cleaning product in a public school unless it meets the DAS standard.

3. The types of cleaning products covered in this legislation include: general purpose, bathroom, and glass cleaners, floor strippers and finishes, hand cleaners and soaps. The preferred green cleaning products used by this school district are listed on attachment "A"

4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this law.

The following statement will be part of this school districts program as stated in the new law;

"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"

The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians and facilities staff.

Any questions concerning the program can be direct to;

Director of Facilities, 1133 Blue Hills Avenue, Bloomfield, CT 06002

Phone: 860-769-4220, Fax: 860-769-4235

PRODU CT /TYPE	NAME	MANUFACTURER	LOCATI ON /AREA	FREQUEN CY/ SCHEDULE
All Purpose Cleaner	Green Solutions All Purpose Cleaner 101	Spartan Chemical Company	District wide	D
Neutral Disinfectant Cleaner	Green Solutions Neutral Disinfectant Cleaner 106	Spartan Chemical Company	District wide	D
Glass Cleaner	Bio-Renewables Glass Cleaner	Spartan Chemical Company	District wide	D
Graffiti Remover	Bio-Renewables Graffiti Remover	Spartan Chemical Company	District wide	D
Restroom Cleaner	Green Solutions Restroom Cleaner	Spartan Chemical Company	District wide	D
Foam Hand Soap	Optimum Foam Soap	Pro-Link Green	District wide	D
Surface Cleaner (Trigger Bottle)	Activeion Pro	Activeion Cleaning Solutions	WECMS	D
Floor Cleaner (Auto-Scrubber)	EC-H2O	Tennant	WECMS, JPV, Laurel, ARACE	D
Carpet Cleaner	Green Solutions Carpet Cleaner	Spartan Chemical Company	District Wide	A



## MEDICATIONS IN SCHOOL

No medications are given in school without written authorization from a physician and parent/guardian. This includes over the counter medication. **Medication administration forms are available on the District web site as well as from the school nurse.** With the appropriate written authorizations from the physician and parent, students may carry and self-administer emergency medications such as asthma inhalers, Epi-pens for life threatening allergies, and insulin.

Parents/Guardians indicating their child has a life threatening allergy are asked to contact their physician to discuss whether an Epi-pen or other medication is needed at school.

It is important to note that if the appropriate medication administration forms are not completed and returned, your child may be withheld from any extracurricular activity, including athletics and field trips.

## PHYSICAL RESTRAINT AND SECLUSION

Any student at risk enrolled in a Bloomfield Public Schools program who exhibits behaviors that result or may result in immediate or imminent injury to the student or to others shall be subject to physical restraint and/or seclusion in accordance with applicable laws and regulations. In all situations, even those in which a student at risk becomes physically violent, it is the intent of the Bloomfield Public Schools to provide the best possible care, welfare, safety and security for all students, staff and property. Whenever possible, attempts will be made to use early intervention strategies so as to prevent or defuse potentially assaultive or dangerous behaviors.

The Superintendent shall work with school administrators and/or consultants to establish monitoring and internal reporting procedures, in compliance with laws and regulations, for

the use of physical restraint and seclusion on students at risk. The Superintendent shall also develop procedures to ensure that all educational providers in the Bloomfield Public Schools who may use physical restraint and/or seclusion methods receive appropriate training in both methodologies.

For purposes of this Policy, a student at risk is a child requiring special education who is receiving special education by the Bloomfield Board of Education, or a child being evaluated for eligibility for special education and awaiting a determination, or a person receiving care, education or supervision in an institution or facility operating under contract with the Bloomfield Board of Education.

Nothing in this Policy shall be construed to interfere with the Board's responsibility to maintain a safe school setting in accordance with Connecticut General Statutes or to supersede the statutory provisions in Connecticut regarding the proper use of reasonable physical force by school district professionals.

## POLICY REGARDING WELLNESS

It is the policy of the Bloomfield Board of Education to promote the health and wellbeing of students. Prior to establishing this policy, the school system created a Wellness Committee consisting of the Director of Pupil Services, the Director of Food Services, a member of the Board, a physical education teacher and a student to review federal and state guidance on wellness issues and to assist in formulating recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among students. This policy is the result of the recommendations of the Wellness Committee.

### Goals and Guidelines

#### Nutrition Education and Promotion

The marketing and promotion of healthy and nutritious food is an integral part of the school lunch program.

Lifelong wellness practices, including the importance of nutrition and exercise, are an integral part of the school health curriculum in all grades.

Students receive consistent nutrition messages from all aspects of the food program.

#### Physical Education and Other School-Based Activity

Recess at the elementary levels takes place outdoors whenever weather permits.

Students are given opportunities for physical activity through a range of before, during and after school activities, such as physical education, intramural sports, interscholastic sports, and clubs centered around physical activity.

The physical education curriculum at all levels emphasizes lifelong fitness and wellness.

#### Nutrition and School Dining Guidelines

School meals are designed to be appealing and attractive to children.

School meal breaks are established at appropriate times and are of appropriate duration.

The food served in all school cafeterias meets all state and federal guidelines for School Lunch Programs.

The guidelines applied to reimbursable school meals shall be not less than regulations and guidance issued by the Secretary of Agriculture pursuant to law.

#### **Evaluation**

The Director of Pupil Services is the Wellness Coordinator for the Bloomfield Public Schools. He shall take whatever steps he deems necessary to implement and evaluate the Wellness Policy of the Bloomfield Public Schools. In addition, the Wellness Coordinator shall report to the Superintendent at least annually regarding the implementation of the policy.

## **TITLE I PARENT INVOLVEMENT INSTRUCTION**

The Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's schooling.

Pursuant to federal law and the requirements of the Title I Grant when funds received equal or exceed \$500,000, the District will develop jointly with, agree on and distribute to parents of children participating in the Title I program a written parent involvement policy.

When Title I funds are used to support programs vs. school wide services, parents will have opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement at the required annual meeting of Title I parents.

When Title I Grant funds equal or exceed \$500,000 and when Title I funds are provided only to students in the Title I program, at least three additional meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;

3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

When Title I Grant funds equal or exceed \$500,000 and when Title I funds are provided only to students in the Title I program, the parents of children identified to participate in Title I programs shall receive from the school Principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

Each school in the District receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting State standards.

The "School-Parent Compact" shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion,

monitoring television watching, volunteering in the classroom, and participate, as appropriate, in decisions related to their child's education and positive use of extra-curricular time; and

3. Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

### **PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS**

In accordance with federal law and Board policy, parents shall be permitted access to instructional material used as part of the educational curriculum for any student.

"Instructional Material" means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Upon request, the district shall permit parents to inspect any instructional material. The district shall grant reasonable access to instructional material within a reasonable period of time after a parental request is received.

**MANAGEMENT  
PLAN AND  
GUIDELINES FOR  
STUDENTS WITH  
ALLERGIES, ETC.**

## **MANAGEMENT PLAN AND GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES AND/OR GLYCOGEN STORAGE DISEASE**

The Bloomfield Public Schools recognize that food allergies and glycogen storage disease may be life threatening. For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. The district is also committed to appropriately managing and supporting students with glycogen storage disease. The district further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy and/or glycogen storage disease, as developmentally appropriate. To this end, the Bloomfield Public Schools adopt the following guidelines related to the management of life threatening food allergies and glycogen storage disease for students enrolled in district schools.

### **I. Identifying Students with Life-Threatening Food Allergies and/or Glycogen Storage Disease**

Early identification of students with life-threatening food allergies and/or glycogen storage disease (GSD) is important. The district therefore encourages parents/guardians of children with a life-threatening food allergy to notify the school of the allergy, providing as much medical documentation about the extent and nature of the food allergy as is known, as well as any known effective treatment for the allergy. The district also encourages parents/guardians of children with GSD to notify the school of the disease, providing as much medical documentation about the type of GSD, nature of the disease, and current treatment of the student.

### **II. Individualized Health Care Plans and Emergency Care Plans**

1. If the district obtains medical documentation that a child has a life-threatening food allergy or GSD, the district shall develop an individualized health care plan (IHCP) for the child. Each IHCP should contain information relevant to the child's participation in school activities, and should attempt to strike a balance between individual, school and community needs, while fostering normal development of the child.
2. The IHCP should be developed by a group of individuals, which shall include the parents, and appropriate school personnel. Such personnel may include, but are not limited to, the school nurse, school or food service administrator(s); classroom teacher(s); and the student, if appropriate. The school may also consult with the school's medical advisor, as needed.
3. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the child's health and safety needs within the school environment and should

address the student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self care and age appropriate independence; and the responsibilities of parents, school nurse and other school personnel. The IHCP may also include strategies to minimize the allergic student's risk for exposure. For the student with GSD, the IHCP may include strategies designed to ameliorate risks associated with such disease and support the student's participation in the classroom. IHCPs for such students may include such considerations:

- a. classroom environment, including allergy free considerations, or allowing the student with GSD to have food/dietary supplements when needed;
  - b. cafeteria safety;
  - c. participation in school nutrition programs;
  - d. snacks, birthdays and other celebrations;
  - e. alternatives to food rewards or incentives;
  - f. hand-washing;
  - g. location of emergency medication;
  - h. who will provide emergency and routine care in school;
  - i. risk management during lunch and recess times;
  - j. special events;
  - k. field trips, fire drills and lockdowns;
  - l. extracurricular activities;
  - m. school transportation;
  - n. the provision of food or dietary supplements by the school nurse, or any school employee approved by the school nurse;
  - o. staff notification, including substitutes, and training; and
  - p. transitions to new classrooms, grades and/or buildings.
4. The IHCP should be reviewed annually, or whenever there is a change in the student's emergency care plan, changes in self-monitoring and self-care abilities of the student, or following an emergency event requiring the administration of medication or the implementation of other emergency protocols.
  5. For a student with GSD, the IHCP shall not prohibit a parent or guardian, or a person designated by such parent or guardian, to provide food or dietary supplements to a student with GSD on school grounds during the school day.
  6. In addition to the IHCP, the district shall also develop an Emergency Care Plan (ECP) for each child identified as having a life threatening food allergy. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with a life-threatening food allergy, the ECP should include the following information:

- a. The child's name and other identifying information, such as date of birth, grade and photo;
  - b. The child's specific allergy;
  - c. The child's signs and symptoms of an allergic reaction;
  - d. The medication, if any, or other treatment to be administered in the event of exposure;
  - e. The location and storage of the medication;
  - f. Who will administer the medication (including self-administration options, as appropriate);
  - g. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
  - h. Recommendations for what to do if the child continues to experience symptoms after the administration of medication; and
  - i. Emergency contact information for the parents/family and medical provider.
7. In addition to the IHCP, the district shall also develop an ECP for each child identified as having GSD. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with GSD, the ECP should include the following information:
- a. The child's name and other identifying information, such as date of birth, grade and photo;
  - b. Information about the disease or disease specific information (i.e. type of GSD);
  - c. The child's signs and symptoms of an adverse reaction (such as hypoglycemia);;
  - d. The medication, if any, or other treatment to be administered in the event of an adverse reaction or emergency (i.e. Glycogon)
  - e. The location and storage of the medication;
  - f. Who will administer the medication (including self-administration options, as appropriate);
  - g. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
  - h. Recommendations for what to do if the child continues to experience symptoms after the administration of medication; and
  - i. Emergency contact information for the parents/family and medical provider.
8. In developing the ECP, the school nurse should obtain current medical documentation from the parents/family and the student's health care provider, including the student's emergency plan and proper medication orders. If needed, the school nurse or other appropriate school personnel, should obtain consent to consult directly with the child's health care

providers to clarify medical needs, emergency medical protocol and medication orders.

9. A student identified as having a life-threatening food allergy or GSD is entitled to an IHCP and an ECP, regardless of his/her status as a child with a disability, as that term is understood under Section 504 of the Rehabilitation Act of 1973 ("Section 504"), or the Individuals with Disabilities Education Act ("IDEA").
10. The district shall ensure that the information contained in the IHCP and ECP is distributed to any school personnel responsible for implementing any provisions of the IHCP and/or ECP, and that any procedures in the IHCP and/or ECP comply with the district's policies and procedures regarding the administration of medications to students.
11. Whenever appropriate, a student with a life-threatening food allergy and/or GSD should be referred to a Section 504 Team for consideration if/when there is reason to believe that the student has a physical or mental impairment that substantially limits one or more major life activities, as defined by Section 504. Whenever appropriate, students with life-threatening food allergies and/or GSD should be referred to a PPT for consideration of eligibility for special education and related services under the IDEA, if there is reason to suspect that the student has a qualifying disability and requires specialized instruction.
12. When making eligibility determinations under Section 504 and/or the IDEA, schools must consider the student's needs on an individualized, case-by-case basis.

### **III. Training/Education**

1. The district shall provide appropriate education and training for school personnel regarding the management of students with life threatening food allergies and GSD. Such training may include an overview of life-threatening food allergies and GSD; prevention strategies; IHCPs and ECPs; and food safety and sanitation. Training shall also include, as appropriate for each school (and depending on the specific needs of the individual students at the school), training in the administration of medication with cartridge injectors (i.e. epi-pens), and/or the specific preventative strategies to minimize the risk of exposure to life-threatening allergens and prevent adverse reactions in students with GSD (such as the provision of food or dietary supplements for students). School personnel will be also be educated on how to recognize symptoms of allergic reactions and/or symptoms of low blood sugar, as seen with GSD, and what to do in the event of an emergency. Staff training and education will be coordinated



by the school nurse. Any such training regarding the administration of medication shall be done accordance with state law and Board policy.

2. Each school within the district shall also provide age-appropriate information to students about food allergies and GSD, how to recognize symptoms of an allergic reaction and/or low blood sugar emergency and the importance of adhering to the school's policies regarding food and/or snacks.

#### **IV. Prevention**

Each school within the district will develop appropriate practices to minimize the risk of exposure to life threatening allergens and the risks associated with GSD. Practices that may be considered may include, but are not limited to:

1. Encouraging handwashing;
2. Discouraging students from swapping food at lunch or other snack/meal times;
3. Encouraging the use of non-food items as incentives, rewards or in connection with celebrations.
4. Training staff in recognizing symptoms of anaphylaxis and hypoglycemia.
5. Planning for school emergencies, to include consideration of the need to access medication, food and/or dietary supplements.

#### **V. Communication**

1. As described above, the school nurse shall be responsible for coordinating the communication between parents, a student's individual health care provider and the school regarding a student's life threatening allergic condition and/or GSD. School staff responsible for implementing a student's IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure and/or alterations in blood sugar levels and how to respond in the event of such emergency.
2. Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.
3. The district shall develop standard letters to be sent home to parents, whenever appropriate, to alert them to food restrictions within their child's classroom or school.

4. All district staff are expected to follow district policy and/or federal and state law regarding the confidentiality of student information, including medical information about the student.
5. The district shall make the Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease available on the Board's website.
6. The district shall provide annual notice to parents and guardians regarding the Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease. Such notice shall be provided in conjunction with the annual written statement provided to parents and guardians regarding pesticide applications in the schools.

**VI. Monitoring the District's Plan and Procedures**

The district should conduct periodic assessments of its Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease. Such assessments should occur at least annually and after each emergency event involving the administration of medication to a student with a life-threatening food allergy or GSD to determine the effectiveness of the process, why the incident occurred, what worked and what did not work.

The Superintendent shall annually attest to the Department of Education that the District is implementing the Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease.