

# Middle School of Plainville 2017-2018

If you have not already done this on-line using Infosnap, then please sign both acknowledgement forms and return to the MSP Main Office.

## Acknowledgement Form 1

### SHARING OF STUDENT PHOTOGRAPHS AND/OR WORK

As a school district, we are proud of the many educational achievements and positive accomplishments of our students. To that end, we take pride in celebrating and sharing the efforts of our students with the greater community.

Throughout the school year, your child may be photographed or videotaped in school-related activities such as clubs, sporting events, classrooms, special programming, and awards assemblies. Photographs, videos, and student work may accompany news releases, articles, announcements and other information shared through school and community newsletters, newspaper articles, public access television programming, the school district website, and other media.

While students' names are often included in these recognition efforts, we do not provide or disclose student addresses, telephone numbers or other identifying information.

In order for us to know your wishes in regards to our recognition efforts, please complete and return the forms below to your child's school office by September 8, 2017.

I give permission for my child to be photographed / videotaped, and/or my child's work shared via web or other media

I do not give permission for my child to be photographed / videotaped, or my child's work shared via web or other media

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Acknowledgement Form 2

### STUDENT HANDBOOK ACKNOWLEDGMENT

My child and I have read the Student Handbook and we are aware of the expectations, policies and consequences as outlined in the Student Code of Conduct and School Discipline sections. We understand that students will be held accountable for behavior that is deemed unacceptable during the school day, at any school-related activity regardless of location, and while being transported to and from school events. By signing this form, you also acknowledge that you and your child have reviewed and understand the Acceptable Computer Use Policy (AUP) on pages 12-13; students will not be allowed to use the computer at school until this form is signed and returned. Please complete and return the forms below to your child's school office by September 8, 2017.

The Replacement fee for a lost agenda planner is \$5.00.

Student Name: Print \_\_\_\_\_

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

Parent/Guardian Name: Print: \_\_\_\_\_

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

# Table of Contents

<u>Subject</u>	<u>Page</u>
Handbook and Release Forms .....	1
Table of Contents .....	2
MSP Vision and Mission Statements .....	3
MSP Administration and Plainville School Board Members .....	4
Prohibition against Discrimination; and Office of Civil Rights.....	4
Code of Conduct .....	5
School Calendar (includes A-B-C day schedule) .....	6
School Hours .....	7
Visitors to School .....	7
Student Drop-off and Pick-up .....	7
Attendance Rules and Procedures .....	7-8
Pledge/Moment of Silence.....	8
Late Bus.....	8
Health Information.....	8
Academic Life: .....	9-10
Report Cards, Academic Standing, Grades on Line, Contacting MSP Faculty and Staff, MSP Events Calendar, MSPN, Assignments for Absentee Students, Extra Help, Support Services, Retention Policy, AIDS and Human Growth and Development Instruction, Contacting MSP Faculty/Staff, Library Information Center	
MSP Events Calendar, MSPN, Eligibility for School Sponsored Events: Social Outings, .....	11-12
Curriculum Related Trips, Co-Curricular/Extra-Curricular Activities, Intramurals, Dances, Participation in After-School Clubs or Activities, Band and Chorus	
Code of Conduct continued from page 5.....	12 -17
Behavior Infraction Levels, Dress Code, Acceptable Computer Use Policy (AUP), Buses, Personal/School Property, Passes, Gambling/Card Playing, Fund-raising, Copying/Plagiarism, Truancy, Weapons, Drugs/Alcohol, Sexual Harassment, Bullying/Harassment, Disciplinary Consequences	
Youth Suicide Prevention .....	17
Title IX and 504.....	17
Police Cooperation and Questioning.....	17-18
Building and Grounds.....	18
Smoking Prohibition, .....	18
Safety Measures.....	18
Pesticide Application and Green Cleaning.....	18
Cafeteria/Lunch .....	18-19
Reporting Suspected Child Abuse .....	19
Safe School Climate Plan .....	19

# Middle School of Plainville Mission and Vision Statements

**VISION:** "A Great Place to Learn."

**MISSION:** Inspiring and challenging a respectful and responsible community of learners.

We believe all members of the MSP community shall value teaching and learning:

In a positive, respectful, safe and caring school environment.

In a collaborative environment that supports a rigorous and challenging curriculum for all students.

To this end, we believe all MSP students shall:

Demonstrate essential skills, communicate effectively, solve authentic problems and engage in learning.

Be thoughtful and cooperative learners who display inquiry and creativity.

Be independent, responsible and respectful learners who possess a global awareness of our diverse world.

Consistently demonstrate academic achievement and personal growth

The material covered within this student handbook is one method of communicating to students and parents/guardians regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

Faculty and administrators are accessible by email or phone. Please do not hesitate to call or email with any question or concern. You may call the numbers above or you can contact information for each faculty and administrator is available on our web-page: [www.plainvilleschools.org/MSP](http://www.plainvilleschools.org/MSP)

This agenda planner belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

## Middle School of Plainville

Main Office	860-793-3250	School Counseling Office	860-793-3255
Health Office	860-793-3257	School Fax	860-793-3265
District Website	<a href="http://www.plainvilleschools.org">www.plainvilleschools.org</a>	MSP Website	<a href="http://msp.plainvilleschools.org/">http://msp.plainvilleschools.org/</a>

### Middle School Administration

Matthew Guarino, Principal  
Aimee Roberts, Assistant Principal  
Thomas Laudadio, Dean of Students

### School Counselors

Denise Grodzicki, Grade 6  
Kimberly Rodriguez, Grade 7  
Jessica Pepin, Grade 8

### School Nurse

Sandi Capodice, R.N.

### School Psychologist

Justine Misseri

### Plainville Community Schools Administration

Dr. Maureen Brummett, Superintendent  
Steven LePage, Assistant Superintendent  
Vicki Trzcinski, Director of Special Education  
Rosa Perez, Director of Curriculum and Instruction

### Plainville Board of Education Members

Andrea Saunders – Chairperson, Deborah Hardy - Vice Chairperson/Secretary  
Michael Giuliano, Nicole Palmieri, Laurie Peterson, Cheryl Provost, Becky Tyrell, Foster White  
Crystal St. Lawrence  
e-mail: [boe@plainvilleschools.org](mailto:boe@plainvilleschools.org)

### PROHIBITION OF DISCRIMINATION IN EDUCATION

It is the policy of the Plainville Board of Education that no persons shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program including employment, on the basis of race, color, religion, creed, national origin, ancestry, sex, sexual orientation, marital status, age, physical or mental disability, genetic predisposition or carrier status, or veteran status. The Plainville Board of Education also provides equal access to the Boy Scouts and other designated youth groups. Any inquiries regarding the non-discrimination policies should be brought to the attention of the building principal or district Title IX Coordinator – Steven LePage, Assistant Superintendent 793-3206. Section 504 concerns should be brought to the attention of Steven LePage.

(Title VII Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

### **The U.S. Dept. of Education Office for Civil Rights**

Office for Civil Rights - Boston Office

US Department of Education

8th Floor 5 Post Office Square

Boston, MA 02109-3921

Telephone: 617-289-0111 FAX: 617-289-0150; TDD: 877-521-2172

Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

Filing complaints electronically: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

# Our MSP Path to Success

## I am Respectful; I am Responsible; I am an MSP Ally; I have a Growth Mindset

	ALL INSTRUCTIONAL SETTINGS	HALLWAYS	BUS
I AM RESPECTFUL	*Cooperate with others *Look for the best in others *Speak with kindness *Be an MSP Ally	*Cooperate with others *Stay to the right hand side *Use appropriate voice level *Speak with kindness *Be an MSP Ally	*Use appropriate voice level *Speak with kindness *Be an MSP Ally
I AM RESPONSIBLE	*Have a growth mindset *Follow directions and rules *Collaborate with others *Use materials properly *Be prepared	*Have a growth mindset *Make good choices *Follow directions and rules *Walk safely up and down the stairs	*Have a growth mindset *Listen to and follow teacher's direction *Follow directions and rules *Remain seated while bus is in motion
	DINING HALL	BATHROOMS	DIGITAL CITIZENSHIP
I AM RESPECTFUL	*Cooperate with others *Use appropriate voice level *Speak with kindness *Be an MSP Ally	*Use quiet voice *Respect privacy *Speak with kindness *Be an MSP Ally	*Give full attention to the teacher, other students, and task when required *Communicate with kindness *Follow privacy/ownership rules and laws *Speak with kindness *Be an MSP Ally
I AM RESPONSIBLE	*Have a growth mindset *Follow directions *Remain seated *Clean up eating area *Respond to adults promptly	*Have a growth mindset *Make good choices *Flush and wash hands *Report problems to teachers *Return to class promptly *Keep bathroom clean	*Have a growth mindset *Create a positive digital footprint *Use technology for learning when required *Use equipment with care and as assigned *Pause before you post: Is it positive; Is it safe?

### CODE OF CONDUCT (Specifics on pages 11-17)

The Middle School of Plainville strives to maintain a safe learning environment. Our Code of Conduct is intended to promote a school environment that supports teaching and learning. Expectations apply during the school day and at all school functions on/off school grounds. Any violation of school rules or board policy will be investigated and consequences may be assigned.

#### Students will:

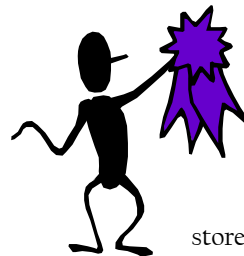
- Treat adults, peers and property with respect.
- Take responsibility for their actions.

#### Positive Behavioral Interventions and Support

The Middle School of Plainville uses a school-wide process called Positive Behavioral Interventions and Support (PBS). This research-based process focuses on teaching, encouraging, modeling and practicing behaviors and social skills that lead to a successful school experience

Expected school behaviors, built on the principles of respect and responsibility, and a growth mindset, are communicated to all students and PBS lessons are taught at least three times a school year. Students who demonstrate positive behaviors at school, The MSP Way, meet more success in school and are eligible for rewards throughout the school year.

#### Reward Program




Students who exhibit The MSP Way are eligible to receive an MSP Express to Success Ticket. One half of the ticket can be spent at the school store or occasionally on healthy snacks

available and the other half can be entered into our weekly raffles. The school store sells a variety of school appropriate items and raffle prizes range from gift cards to age appropriate merchandise.

**A-B-C and SCHOOL CALENDAR 2017-2018 (REV. 5/16/17)**

The A-B-C Day schedule will not change if there is a school cancellation for inclement weather.

AUGUST (1 day)				
M	T	W	TH	F
28	29	30	31 <sub>A</sub>	
SEPTEMBER (20 Days)				
M	T	W	TH	F
				1 <sub>B</sub>
4	5 <sub>C</sub>	6 <sub>A</sub>	7 <sub>B</sub>	8 <sub>C</sub>
11 <sub>A</sub>	12 <sub>B</sub>	13 <sub>C</sub>	14 <sub>A</sub>	15 <sub>B</sub>
18 <sub>C</sub>	19 <sub>A</sub>	20 <sub>B</sub>	21 <sub>C</sub>	22 <sub>A</sub>
25 <sub>B</sub>	26 <sub>C</sub>	27 <sub>A</sub>	28 <sub>B</sub>	29 <sub>C</sub>
OCTOBER (21 Days)				
M	T	W	TH	F
2 <sub>A</sub>	3 <sub>B</sub>	4 <sub>C</sub>	5 <sub>A</sub>	6 <sub>B</sub>
9	10 <sub>C</sub>	11 <sub>A</sub>	12 <sub>B</sub>	13 <sub>C</sub>
16 <sub>A</sub>	17 <sub>B</sub>	18 <sub>C</sub>	19 <sub>A</sub>	20 <sub>B</sub>
23 <sub>C</sub>	24 <sub>A</sub>	25 <sub>B</sub>	26 <sub>C</sub>	27 <sub>A</sub>
30 <sub>B</sub>	31 <sub>C</sub>			
NOVEMBER (19 Days)				
M	T	W	TH	F
		1 <sub>A</sub>	2 <sub>B</sub>	3 <sub>C</sub>
6 <sub>A</sub>	7	8 <sub>B</sub>	9 <sub>C</sub>	10 <sub>A</sub>
13 <sub>B</sub>	14 <sub>C</sub>	15 <sub>A</sub>	16 <sub>B</sub>	17 <sub>C</sub>
20 <sub>A</sub>	21 <sub>B</sub>	22 <sub>C</sub>	23	24
27 <sub>A</sub>	28 <sub>B</sub>	29 <sub>C</sub>	30 <sub>A</sub>	
DECEMBER (16 Days)				
M	T	W	TH	F
				1 <sub>B</sub>
4 <sub>C</sub>	5 <sub>A</sub>	6 <sub>B</sub>	7 <sub>C</sub>	8 <sub>A</sub>
11 <sub>B</sub>	12 <sub>C</sub>	13 <sub>A</sub>	14 <sub>B</sub>	15 <sub>C</sub>
18 <sub>A</sub>	19 <sub>B</sub>	20 <sub>C</sub>	21 <sub>A</sub>	22 <sub>B</sub>
25	26	27	28	29
JANUARY (21 Days)				
M	T	W	TH	F
1	2 <sub>C</sub>	3 <sub>A</sub>	4 <sub>B</sub>	5 <sub>C</sub>
8 <sub>A</sub>	9 <sub>B</sub>	10 <sub>C</sub>	11 <sub>A</sub>	12 <sub>B</sub>
15	16 <sub>C</sub>	17 <sub>A</sub>	18 <sub>B</sub>	19 <sub>C</sub>
22 <sub>A</sub>	23 <sub>B</sub>	24 <sub>C</sub>	25 <sub>A</sub>	26 <sub>B</sub>

 = No School  
 = 12:45 Dismissal

**AUGUST**  
 28, 29, 30 Teacher Work Days  
 31 First Day of School

**SEPTEMBER**  
 4 Labor Day  
 13 MSP Open House 6:30 -8:00 PM  
 12:45 Dismissal for students

**OCTOBER**  
 4 Teacher PLC - 12:45 Dismissal  
 9 Columbus Day  
 18 Teacher PLC - 12:45 Dismissal

**NOVEMBER**  
 1 Teacher PLC - 12:45 Dismissal  
 7 Prof. Dev. Day - No Students  
 22 12:45 Dismissal No lunch  
 23-24 Thanksgiving Recess  
 29 MSP Conferences - 12:45 Dismissal

**DECEMBER**  
 6 MSP Conferences - 12:45 Dismissal  
 13 MSP Conferences - 12:45 Dismissal  
 22 12:45 Dismissal No Lunch  
 25-29 Holiday Recess

**JANUARY**  
 1 Holiday Recess  
 10 Teacher PLC - 12:45 Dismissal  
 15 Martin Luther King Jr. Day  
 24 Teacher PLC - 12:45 Dismissal

**FEBRUARY**  
 7 Teacher PLC - 12:45 Dismissal  
 16-20 Winter Recess  
 21 Teacher PLC - 12:45 Dismissal

**MARCH**  
 7 Teacher PLC - 12:45 Dismissal  
 16 Prof. Development Day - No Students  
 30 Good Friday

**APRIL**  
 9 -13 Spring Recess  
 25 Teacher PLC - 12:45 Dismissal

**MAY**  
 9 Teacher PLC - 12:45 Dismissal  
 23 Teacher PLC - 12:45 Dismissal  
 28 Memorial Day

**JUNE**  
 6 - 11 Finals - 12:45 Dismissals - No lunch  
 \*11 Last Day of School (subject to change)

**TOTAL DAYS:**  
 Students - 180 Days  
 Faculty - 187 Days (With Professional Development Time)

JANUARY continued				
M	T	W	TH	F
29 <sub>C</sub>	30 <sub>A</sub>	31 <sub>B</sub>		
FEBRUARY (17 Days)				
M	T	W	TH	F
			1 <sub>C</sub>	2 <sub>A</sub>
5 <sub>B</sub>	6 <sub>C</sub>	7 <sub>A</sub>	8 <sub>B</sub>	9 <sub>C</sub>
12 <sub>A</sub>	13 <sub>B</sub>	14 <sub>C</sub>	15 <sub>A</sub>	16
19	20	21 <sub>B</sub>	22 <sub>C</sub>	23 <sub>A</sub>
26 <sub>B</sub>	27 <sub>C</sub>	28 <sub>A</sub>		
MARCH (20 Days)				
M	T	W	TH	F
			1 <sub>B</sub>	2 <sub>C</sub>
5 <sub>A</sub>	6 <sub>B</sub>	7 <sub>C</sub>	8 <sub>A</sub>	9 <sub>B</sub>
12 <sub>C</sub>	13 <sub>A</sub>	14 <sub>B</sub>	15 <sub>C</sub>	16
19 <sub>A</sub>	20 <sub>B</sub>	21 <sub>C</sub>	22 <sub>A</sub>	23 <sub>B</sub>
26 <sub>C</sub>	27 <sub>A</sub>	28 <sub>B</sub>	29 <sub>C</sub>	30
APRIL (16 Days)				
M	T	W	TH	F
2 <sub>A</sub>	3 <sub>B</sub>	4 <sub>C</sub>	5 <sub>A</sub>	6 <sub>B</sub>
9	10	11	12	13
16 <sub>C</sub>	17 <sub>A</sub>	18 <sub>B</sub>	19 <sub>C</sub>	20 <sub>A</sub>
23 <sub>B</sub>	24 <sub>C</sub>	25 <sub>A</sub>	26 <sub>B</sub>	27 <sub>C</sub>
30 <sub>A</sub>				
MAY (22 Days)				
M	T	W	TH	F
	1 <sub>B</sub>	2 <sub>C</sub>	3 <sub>A</sub>	4 <sub>B</sub>
7 <sub>C</sub>	8 <sub>A</sub>	9 <sub>B</sub>	10 <sub>C</sub>	11 <sub>A</sub>
14 <sub>B</sub>	15 <sub>C</sub>	16 <sub>A</sub>	17 <sub>B</sub>	18 <sub>C</sub>
21 <sub>A</sub>	22 <sub>B</sub>	23 <sub>C</sub>	24 <sub>A</sub>	25 <sub>B</sub>
28	29 <sub>C</sub>	30 <sub>A</sub>	31 <sub>B</sub>	
JUNE (7 Days)				
M	T	W	TH	F
				1 <sub>C</sub>
4 <sub>A</sub>	5 <sub>B</sub>	6 <sub>C</sub>	7 <sub>A</sub>	8 <sub>B</sub>
*11 <sub>C</sub>	12 <sub>A</sub>	13 <sub>B</sub>	14 <sub>C</sub>	15 <sub>A</sub>
18 <sub>A</sub>	19 <sub>B</sub>	20 <sub>C</sub>	21 <sub>A</sub>	22 <sub>B</sub>

## SCHOOL HOURS

The MSP Office is open from 7:30 am to 3:30 pm. The school doors remain locked throughout the school day.

See the School Calendar link on MSP Home Page for scheduled Regular and Shortened Day occurrences.

### Regular School Day for Students:

8:00 am to 2:45 pm

Doors open for students at 7:50 am

### Shortened School Day for Students:

8:00 am to 12:45 pm

Doors open for students at 7:50 am

### 60-minute Delayed Opening

9:00 am to 2:45 pm

Doors open for students at 8:50 am

### 2-Hour Delayed Opening

10:00 am to 2:45 pm

Doors open for students at 9:50 am

## STUDENT DROP-OFF AND PICK-UP

To ensure safety we request your cooperation when dropping off and picking up children.

**Morning Drop Off:** Students should be **dropped off in front** of the building no earlier than 7:40 am. To avoid obstructing bus drop off, please do not use the back circle in the morning.

**Afternoon Pick Up:** At 2:45, children should be picked up in front of the school. Please avoid obstructing bus access to the front door. After normal dismissal time (3:00 or later), please pick up children in the back of the building.

## VISITORS TO SCHOOL

All exterior doors remain locked during the school day. Individuals wishing to visit MSP during school hours must come to the front door and use the buzzer and state their purpose for visiting the school into the speaker. The front door has cameras allowing the office staff to identify those wishing to gain entrance to the school.

## ATTENDANCE

### School Attendance

Students in the Plainville school district are required to attend school on a regular basis. Learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction. Regular attendance is essential for a positive school experience and necessary for annual promotion. Each marking period the school nurse reviews student attendance records. Students who are absent 5 or more times in a 30 day marking period will receive a letter addressing their attendance. Per State regulation, any absences beyond 10 days are considered unexcused no matter the reason. A letter may also be sent requesting a meeting with an administrator to develop an Attendance Action Plan for those students who continue to accumulate absences.

### Tardy to Class

## Class Attendance

Students are expected to attend all scheduled class periods on time. If a student does not attend a scheduled class or arrives 10 minutes or more after the start of class without a pass, it will be considered a class cut.

## Absences

Parents/guardians are expected to call the Health Office at 793-3257 prior to 10 am each day their child will be absent. Calls can be made 24 hours a day. If the school does not receive a call from the parent, the school nurse will verify the absence by calling the parent/guardian.

Upon return from an absence, the student is expected to have a note, signed by a parent/guardian stating the reason for the absence and to give it to the office or their teacher during homeroom. If a student is absent for 10 or more consecutive days, a doctor's note is required for re-admittance to school.

Also, if a student exceeds 15 absences per half-year, the following documentation may be required:

Written medical statement from a physician

A verified death in the family

A verified court appearance or hearing

Other extenuating circumstances authorized in advance by an administrator

Failure to obtain this documentation may result in a referral to the appropriate state or local agency for truancy or educational neglect.

Refer to Board of Education Policy 5113.

## Assignments for Absentee Students

Teachers are **not** required to provide assignments in advance when students are out of school during regularly scheduled times for family vacations. Only when a student is absent due to illness or family emergencies for 3 or more days, may a parents/guardians request assignments of teachers via phone message or email. If a request is received on the 3<sup>rd</sup> day before 9 a.m. the assignments may be picked up in the Main Office at the end of that school day. Students will be given a reasonable amount of time to make up work when they return; generally a student will be given 1 day to make up work for each day that they were absent.



### Tardy to School


All students are expected to be on time to school and classes. Even the small amount of time missed at the beginning of a class can be a lost critical teaching moment for a student. Entering late is also disruptive to the class in general. If a student arrives at school after 8:00 a.m., he/she must report to the Main Office to sign-in and receive a pass before going to class. On the day of the tardy, the student should bring in a note from home stating the reason for the late arrival or be accompanied into school by a parent/guardian. At the end of each marking period, student tardies will be reviewed. Students accumulating multiples of 5 tardies may be assigned an



Arrival to class after the end of the normal passing time requires a student to sign-in, noting the arrival time and location of the previous class. **Students who arrive without a valid pass will be assigned a teacher consequence after accumulating 3 unexcused tardies.** Even the small amount of time missed at the beginning of a class can be a lost critical teaching moment for a student. Entering late is also disruptive to the class in general.

#### Late Arrival/Early Dismissal

For the security of our students, the following dismissal procedures have been established:

- Students being dismissed must bring a note to school the day of their dismissal. At the time of dismissal, a parent/guardian must enter the Main Office and sign his/her child out.
- The student will be called from class.
- If a child needs to be dismissed from school for health reasons, a phone call from the nurse will be placed to the parent/guardian. Parents are expected to come to the Main Office and the Nurse's Office will be called before the parent/guardian can go to the Nurse's Office to pick-up and sign-out their child.
- Students are not permitted to call or text parents from a classroom phone or cell phone requesting dismissal on their own. 

#### MOMENT OF SILENCE/PLEDGE

An opportunity will be provided, at the beginning of each school day, for students to recite the Pledge of Allegiance and to observe an appropriate period of silent meditation. Participation in these activities is voluntary. Non-participants are expected to maintain respect appropriate to the school environment.



#### AFTER-SCHOOL LATE BUS

Late buses availability is subject to approval as part of the budget process. Given approval, the buses may be available to Plainville students on

Monday and Thursday at approximately 4:15 p.m. Students must sign up for the late bus during lunch. Students riding the late bus may be dropped off at a stop farther from home than their usual stop and may arrive home after 4:45 p.m. Concerns regarding the late bus should be directed to the Dattco Office at (860) 747-3018 as no one is available in the school office after 3:45 p.m. See page 13 for information on the regular daily school bus.

#### CHOICE LATE BUS

The Choice Program late bus to Hartford is available, as long as more than 1 student signs up, on a daily basis at approximately 4 p.m. Concerns regarding the Choice Program late bus should be directed to the CREC Office at (860) 524-4077.



Extended Detention for class time missed.

#### HEALTH INFORMATION

A registered nurse is at the Middle School from 8-3 pm daily and can be reached in the Health Office at (860) 793-3257.

Please keep the nurse informed of new health information, i.e. allergies, daily medications, surgeries, immunizations, etc.

The school nurse is not responsible for treatment of injuries incurred off school property and is not allowed to diagnose a condition, but can offer health education and advice for treatment.

#### Physicals

Physicals are required for 6<sup>th</sup> grade students. All students should turn in physicals to the school nurse by February 1 of their 6<sup>th</sup> grade year. The state "Health Assessment Record" blue form is available in the Health Office.

**In order to begin 7<sup>th</sup> grade, students must have turned in their 6<sup>th</sup> grade physical and show written proof that they have had the following immunizations:**

Tdap, 2<sup>nd</sup> dose of Varicella (chicken pox), Meningococcal, 2<sup>nd</sup> dose of MMR (measles, mumps, and rubella)

#### Screenings

Vision and/or Hearning Screenings at parent or teacher request

Scoliosis test. 7<sup>th</sup> grade girls & 8<sup>th</sup> grade boys

These tests are done by the school nurse. Parents are notified by mail of any findings that may need further evaluation by a physician.

#### Physical Education Participation

In order to be excused from participating in physical education class due to an injury or other health concern, a student must have a note from a physician specifying the length of time he/she will be exempt.

#### Emergency Transportation

In the event of an emergency where a student needs to be transported by ambulance to the hospital, a staff member will accompany or follow the ambulance with the student until a parent/guardian arrives.

#### Inter-Scholastic Sports Health Requirements

Any student trying out for interscholastic sports at the Middle School will need a current physical on file with the school nurse (good for 13 months from the date completed). No student will be allowed to participate in tryouts without this documentation. This change aligns MSP with the CIAC and PHS.

#### Psychotropic Drug Use

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurse, nurse practitioners, district medical advisors, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner.

#### Crutches

If a student needs to use crutches at school, they cannot wear slippers, flip-flops, or backless shoes for safety reasons. They also cannot ride the regular school bus. Alternate transportation can be arranged with the school nurse.

#### Life-threatening Food Allergies Plan

Please keep the school nurse informed of all food allergies. The district emergency plans are available on the web site at [www.plainvilleschools.org](http://www.plainvilleschools.org) under Parents and Community.



## ACADEMIC LIFE

### Report Cards/Progress Reports

Mid-trimester progress reports will no longer be sent home as all grades are accessible online and PIN numbers are available from the counseling office. Report cards will be distributed. Look for the reports as follows:

Report Card 1: Week of December 5th

Report Card Note 2: Week of March 20th

Report Card 3: End of the school year – mailed home.

### Academic Standing

The following course weights are used to determine students' GPA.

High Honors = 3.7-4.0 GPA

General Honors = 3.3-3.69 GPA

180 day course = 1.0

60 day course = .33

30 day course = .166

### Homework

Homework is assigned on a regular basis per Board policy 6154. Students can expect to spend between an average of 60 to 80 minutes on homework each night. Homework/grading system are listed on team websites. Homework assignments can be accessed on the district website [www.plainvilleschools.org](http://www.plainvilleschools.org) as follows:

Click on "Schools"

Click on "Middle School of Plainville"

Click on either "Homework" or "Faculty/Staff Directory" in the left hand column

Click on the "Click Here" by individual Team names to access the Team homework page

### Grades On Line

To access your child's grades:

Go to [www.plainvilleschools.org](http://www.plainvilleschools.org)

Click on "Schools"

Click on "Middle School of Plainville"

Click on "Online Grades" in the left hand column

If you do not have your password or proper student id information, please contact the School Counseling Dept., at (860) 793-3255.

Please keep in mind that teachers do not always have an opportunity to correct assignments and input grades every day. Teachers may need several days or more and may input several grades at once. Also, not all subjects have the same number of assignments. Math, for example, may have multiple graded assignments per week, while science may have one longer assignment (an experiment and lab report, for example) that spans more than a week. So, don't be alarmed if some classes have many grades assigned and others only have a few. Please simply contact the teacher, email is best, if you have any questions or concerns about your child's grades.

### Parent- Teacher Conferences and Open House

There is an Open House Scheduled in September each year. Parent-Teacher conferences are held in November/December.

### Extra Help

Teachers are sometimes available to work with students after school. A teacher may request that a student remain after school if the student needs additional instruction, practice, or makeup or has missing work that needs to be completed. Students will be given 24 hours written notice or a teacher phone call if they are required to stay after-school.

### Assignments for Absentee Students

Only when a student is absent for 3 or more days, may a parents/guardians request assignments to the team via email or voicemail. If request is received on the 3<sup>rd</sup> day before 9 a.m. the assignments may be picked up in the Main Office at by the end of that school day. For **excused absences**, students should receive a reasonable amount of additional time to make up work for each day missed. For **unexcused absences**, the responsibility for making up work missed will be at the discretion of the teacher, as long as the parent and child are informed. Students will be given a reasonable amount of time to make up work when they return; generally a student will be given 1 day to make up work for each day absent.

### Support Services

The Middle School of Plainville has several areas of support for students and families who are experiencing difficulty academically, socially and/or emotionally. Students and families are encouraged to call their school counselor to obtain information on the available support. School counselors can offer information on outside agency support.

### Retention/Promotion Policy

According to the BOE Policy 5123, all students should be placed in instructional programs in which they can achieve academically as well as emotionally, socially and physically. The middle school has developed a Retention Prevention Plan that is in accordance with the Plainville BOE Retention Policy. For any student failing 1/more academic subject(s) an Action Plan will be developed to assist in improving the student's performance. Parents will be invited to attend these meetings. The decision to promote/retain a student shall be based on what is best for each individual student.

### AIDS Instruction and Exemption Policy

Students will be exempt from instruction on acquired immune deficiency syndrome (AIDS) upon written request of the parent or guardian.

### Human Growth and Development Instruction

Students receive instruction in health class on human development in accordance with BOE policy 6142.1. Students will be exempt from such instruction upon written request of the parent or guardian

### Contacting MSP Faculty and Staff

The receptionist is available to answer calls on school days between 7:45 a.m. and 3:30 p.m. Press 860.793.3250 and follow the prompts. Calls outside of these hours will go directly to voice mail. For all other calls, listen carefully to the prompts. MSP Faculty and Staff can be sent Email by accessing the district website [www.plainvilleschools.org](http://www.plainvilleschools.org) as follows: Click on "Schools," then Click on "Middle School of Plainville," then Click on "Faculty/Staff Directory" Each staff members email address is their last name, followed by their first initial, followed by @plainvilleschools .org.

## LIBRARY INFORMATION CENTER

Students are welcome to use library resources, but they must arrive with a pass and must sign in upon entering and when leaving. Homework and computer passes to access the library during enrichment are available before school and during homeroom. Students may also obtain a 10 minute book pass from a teacher any time throughout the school day. Students wishing to visit the library during enrichment must read and sign a pass indicating that they understand enrichment rules:

- Treat teachers and peers with **RESPECT**
- Treat the library **RESPONSIBLY & RESPECTFULLY**
- Hands, feet, and objects to **ONESELF**
- Be **RESPECTFUL** of others' materials.
- Sign in upon entering and leaving the library.
- You **MUST** have a pass.
- No video games or volume..
- Level 1 voices please.
- **Academic** videos **ONLY** (Use headphones).
- You are here to do **WORK**.

The Library Information Center (LIC) has many interesting and helpful resources for students to use. They may check out up to four items at a time (1 may be a magazine) for three weeks. All books may be renewed. Additionally, students may place books on hold. Students are held responsible for books they check out; materials not returned must be paid for prior to the end of the current school year.

We have over **15,748** fiction and nonfiction books, including **531** graphic novels as well as **267** books on tape and CD for pleasure and classroom reading and research, and subscriptions to **11** magazines on almost every subject you can imagine. Students are also welcome to access MSP's online library of **811** ebooks and audiobooks through Overdrive.

To ensure access to accurate information for research, students and teachers may access a variety of vetted credible databases through the library homepage including:

*Infobase: (American History Online, America At War Online, Our Government-How it Works Online, Modern World History Online, Science Online)*

*World Book Online: (Kids, Student, Timelines, Discover, Enciclopedia Estudiantil Hallazgos)*

*Scholastic Go: (Grolier Multimedia Encyclopedia, The New Book of Knowledge, Lands & Peoples, and La Nueva Enciclopedia Cumbre)*

*Gale's Research In Context*

Students may take advantage of Noodle Tools citation maker to ensure that they cite all utilized sources properly.

All links and databases may be accessed directly from the library homepage or at home by going to the MSP Library Links Page or through MSP's homepage and clicking the library link. The username and password to access databases are: **username msop, password: devils**

There are 3 desktop computers for student use. All students have access to a Chrome Book during the school year. They are responsible for maintaining it in good condition.

## MSP EVENTS CALENDAR

To check on upcoming school events connect to the district website as follows: [www.plainvilleschools.org](http://www.plainvilleschools.org), or check the morning announcements on the MSPN link (see below).

## MSPN

MSP students produce a live video broadcast announcing the day's activities each morning. The broadcasts can be viewed by accessing the school website [www.plainvilleschools.org](http://www.plainvilleschools.org) as follows: Click on "Schools," then "Middle School of Plainville," then "Morning Announcements"

## SCHOOL SPONSORED EVENTS AND ELIGIBILITY REQUIREMENTS

### Social Outings

During the school year, teams/individual teachers may take classes on social outings. As these are school sponsored activities, school rules always apply and will be strictly enforced. Eligibility for participation in these trips may be jeopardized by a pattern of inappropriate and unsafe behavior and/or the accumulation of demerits. Demerit requirements will be shared with students and parents prior to social outings.

### Demerits per incident are as follows:

1 Demerit = Teacher and/or Administrative Consequence.  
Students will also receive 1 demerit for each class in which they have a F at the mid-trimester mark in term 3.

2 Demerits = Extended Detention

3 Demerits = In-School Suspension

4 Demerits = Out-of-School Suspension

6 Demerits = Expulsion

Once a student accumulates 6 or more demerits within 60 days prior to a school sponsored outing, he/she is automatically ineligible to participate.

### Curriculum Related Trips

In the event a child is assigned ISS/OSS on the scheduled day of any school sponsored trip or activity, the child will be required to serve the assigned consequence and will not be eligible to participate in the activity.

If a child has a repeated pattern of unacceptable behavior or is considered a potential safety risk for a **curriculum related** school event, the administration and teachers will confer with the parents before eligibility is determined.

### Extra-Curricular and Interscholastic Sports Activities

Students are encouraged to participate in a variety of activities, sports, and clubs. Students will be made aware of all activities, sports, and clubs that are available on an on-going basis.. As these are school sponsored activities, school rules always apply and will be strictly enforced.

In the event a student is assigned a detention or ISS/OSS on the scheduled day of any school sponsored after-school activity, sport, or club, the child will be required to serve the assigned consequence and will not be eligible to participate in the activity, sport, or club.

A student who is physically unable or refuses to participate in his/her regularly scheduled physical education class will not be allowed to participate in any after-school interscholastic sport's practice, competition or intramural activity.

## EXTRA CURRICULAR ACTIVITIES CONT...

If a student in a leadership position and/or member of an after-school sponsored activity, sport, or club is arrested and convicted of a crime, he/she may receive consequences related to their participation in the club/event/activity at the discretion of the advisor. In addition, the student may be given consequences by the school administrators.

The first responsibility of all students must be to strive for academic success. However, students are eligible to participate in intramural and after-school sponsored programs (other than interscholastic sports) regardless of academic grades. On the other hand, participation in interscholastic sports can be jeopardized by poor academic performance. Eligibility will be assessed at the end of the marking period (progress note/report card) just prior to a sport's seasonal start, including, in the case of fall sports, the report card given at the end of the previous year. Students who received 1 or more "F's" in any academic subject meeting 5 times a week can attend practice only, but will not be permitted to participate in any interscholastic team competitive event until the start of the next marking period (progress note/report card) when eligibility is re-determined. Any student receiving an "incomplete" will be ineligible until a letter grade is submitted.

MSP offers a variety of interscholastic sports opportunities. Approximate schedule of tryouts will be: Fall – 2<sup>nd</sup> week of Sept. Boys/Girls Soccer, Cross-country.

Winter – week after Thanksgiving recess. Boys/Girls Basketball, Cheerleading, Co-Ed Swimming.

Spring – 1<sup>st</sup> week of April. Baseball, Softball, Co-Ed Track & Field.

Any student trying out for interscholastic sports at the Middle School will need a current physical on file with the school nurse. No student will be allowed to participate in tryouts without this documentation. This change aligns MSP with the CIAC and PHS.

### Band/Chorus

Students may take Band and/or Chorus. Involvement in these classes is a commitment and a responsibility. Students may elect to drop this class only up until the 3<sup>rd</sup> week of school. After this date, students must remain in the Band/Chorus program for the duration of the school year. Students are responsible for any work missed if they are pulled out of another class to participate in Band or Chorus.

## CODE OF CONDUCT

The Middle School of Plainville strives to maintain a respectful, responsible, and safe learning environment. Our Code of Conduct is intended to promote a school environment that supports teaching and learning. Expectations apply during the school day and at all school functions on/off school grounds. Any violation of school rules or board policy will be investigated and consequences may be assigned.

Students will:

Treat adults, peers and property with respect.

Take responsibility for their actions.

## BEHAVIOR INFRACTION LEVELS

This list is not intended to include every example of behavioral infraction. Any staff member may conclude that a behavior qualifies as a level 1 infraction if it interferes with the learning process and/or violates the spirit of Respect and Responsibility at MSP. Any administrator may conclude that a behavior not listed below qualifies as a level 2 or 3 infraction. Administrators reserve the right to make decisions regarding disciplinary consequences on a case by case basis.

Our goal is to create an atmosphere that is safe and conducive to learning. The following infractions have been determined to be unsafe, either for the student or those around the student, and/or disruptive to school operations and the education process in general, and/or contrary to law and engaging in them may result in disciplinary consequences for the student.

### Level 1 Behavior Infractions:

- Cheating/plagiarism
- Defiance/non-compliance
- Disrespect
- Dress Code
- Forgery
- Irresponsible physical behavior
- Minor classroom disruption
- Minor physical contact
- Missed/Incomplete Homework
- Misuse of electronic device
- Non-directed inappropriate language
- Non-directed inappropriate behaviors
- Property misuse
- Tardy to class
- Unprepared for Class
- Other Violation of Classroom Rules

### Level 2 Behavior Infractions:

- Acceptable Use Policy (AUP)
- Bus Infractions
- Directed Disrespect/Language to Adult
- Directed Disrespect/Language to Peer
- Horseplay with injury
- Insubordination
- Major Disruption
- No-Show Detention w/written notice
- Non-Directed Threat/intimidation
- Physical Altercation
- Property damage
- Skip Class
- Truancy
- Other Violation of School Rules

### Level 3 Behavior Infractions:

- Arson
- Bullying
- Directed Threat/Intimidation
- Harassment: Sexual/Non-sexual
- Physical Aggression/Fighting
- Theft/Stealing
- Use/Possession of Alcohol/Drugs/Tobacco; including e-cigarettes
- Use/Possession of Combustibles
- Use/Possession of Weapon
- Harassment: Sexual/Non-sexual
- Vandalism
- Other Violation of BOE Policy/State Law

## DRESS CODE

Health, safety and good taste govern our school dress code policy. The administration will make the final decision regarding appropriateness of attire. In the event a student violates the Dress Code, they may receive a disciplinary consequence and they will be asked to change. If they do not have a change of clothes, they may call home for them. In the event they cannot change, they may be removed from class. The following represents the Board of Education Dress and Grooming Policy for the Plainville Community Schools f5132 (a).

### Dress and Grooming Policy

The Board of Education encourages students to dress in clothing appropriate to the school situation. Restrictions on freedom of student dress may be applied whenever the mode of dress in question:

- Is unsafe either for the student or those around the student.
- Is disruptive to school operations and the education process in general.
- Is contrary to law.

Students who do not follow acceptable standards may be asked to change clothing or be disciplined. Exceptions to this policy for religious and/or health reasons will be made on an individual basis by an administrator. These rules are not intended to infringe upon students' freedom of expression within the framework of the policy goals.

### Physical Education Dress Requirements

Students must wear sneakers and change into clothing appropriate for PE class.

Considerations of health, safety, order and respect for the rights of others should be the dominant factors in a student's choice of health, dress and grooming. No restrictions on freedom of dress and adornment will be imposed which:

- reflect discrimination as to civil rights.
- enforce particular codes of morality or religious tenets.
- do not fall within the direct or implied powers of the Board of Education.

The administration is encouraged to establish any needed regulations consistent with this policy through cooperative planning with staff, students and parents.

### Dress and Grooming Regulations For All Schools in Plainville:

The following list includes dress-related rules and some examples of dress or styles that are not acceptable:

1. Pants must be fastened and undergarments must not be visible at any time.
2. Unkempt clothing such as shirts and pants that are torn, ragged and have holes may be deemed inappropriate.
3. Shirts or blouses which reveal the midsection, waist, torso or excessive neckline, i.e., spaghetti straps, halter tops, tube tops, muscle shirts and "cropped" tops are unacceptable.
4. At MSP, girls can carry **small** purses for personal feminine hygiene products. However; purses must be smaller than a standard 3-ring binder (less than 12"). Purses are not to be used for carrying books and binders.

5. State law requires that shoes be worn at all times in public places. In the elementary schools, shoes with high heels and/or shoes without backs, i.e., clogs and flip-flops are unacceptable. At the secondary level, including MSP, the wearing of backless shoes, including flip-flops is **allowed**, but may be restricted for safety reasons (i.e. labs, tech. ed., PE, when wearing crutches)
6. Hats, head, face and eye (other than prescription or religious requirement) coverings of **any type in the building are not acceptable**, including caps, bandanas, hoods, sunglasses, masks and sweatbands.
7. The following types of shorts are not allowed: spandex; undergarments worn as shorts, i.e., boxers; "short shorts" (hem of shorts should reach fingertips when arm is placed by your side)
8. Dresses and skirts– hems should reach fingertips when arm is placed by your side.
9. Clothing advertising/depicting drug, alcohol or tobacco products or use are not allowed.
10. Any clothing depicting or alluding to violence, obscenity, profanity, gang affiliation, vulgarity or lewd messages including nudity are not acceptable.
11. Chains (other than necklaces), ropes, sharp collars or sharp necklaces and spikes are considered dangerous and are prohibited.
12. Outerwear garments designed to be worn in the outdoors (i.e. bulky winter coats) will not be permitted to be worn in the building during the school day.
13. Loud, dyed hair coloring, excessively applied make-up or excessive body painting/tattoos **may** be deemed inappropriate.
14. **Sneakers MUST be worn in PE class** and student must change into clothing appropriate for physical education.
15. Closed toed shoes must be worn in shop/tech. ed./science labs according to teacher directions.

This list is not intended to include every example of unacceptable dress. Students who do not follow acceptable standards of dress may be asked to change clothing or face disciplinary consequences. Exceptions to this policy for religious and/or health reasons will be made on an individual basis by an administrator. These rules are not intended to infringe upon student freedom of expression.

## COMPUTER USE POLICY

Students are required to use technology in a responsible manner. The district's Acceptable Use Policy (AUP) as well as the Student Code of Conduct for Technology governs student use of technology. Plainville Community Schools expect students to demonstrate the following behaviors associated with responsible use of its information systems. **If you misuse or vandalize the computers in any way, you may LOSE computer privileges for typically up to 30 school days, but students have lost privileges for longer and were required to make monetary restitution for damages.**

Use computers **ONLY** for class-work, homework or projects. Anyone found using computers for checking personal e-mail or other non-school uses will be asked to log off the site immediately and receive appropriate disciplinary consequences.

## COMPUTER USE POLICY Cont...

If you must work on a specific project for music, please ask for headphones.

Students must work independently on computers, unless they have prior permission or were directed to work with another student.

No food or drink when working with a computer.

Protect your password/logon from others. Do not leave any station unattended unless you log off.

Be courteous in your communications. Avoid sending or displaying comments/images that are harassing, intimidating, obscene, and/or discriminatory. These kinds of communications may be considered a crime, pursuant to Public Act 95-143 and other statutes. Also avoid sending messages that breach confidentiality.

Maintain the integrity of files and data. Do not modify or copy files from others without consent.

Treat information created by others as their intellectual property. Abide by copyright laws and fair use guidelines.

Abide by Board of Education regulations, administrative guidelines, and state and federal laws with regard to software loading, copying and use.

Refrain from abusing, modifying and destroying district hardware and software.

Use the network responsibly. Do not intentionally disrupt its use.

Refrain from developing and passing on programs that impede other users or damage a computing system (e.g. viruses, worms, global mailings, hacking).

Use technology resources for the educational purposes for which they were provided. Do not use them to play personal games, conduct personal business, or promote political/religious causes.

Report problems with your files/account promptly to a teacher or member of the Information Team

When on the Internet:

Find materials which are related to the assigned learning activities.

You may NOT go to GOOGLE or Wikipedia without asking a teacher or librarian's permission. Anyone found using GOOGLE or Wikipedia without prior permission will be asked to log off and go back to class.

Do not access and/or participate in chat rooms, newsgroups, bulletin boards, list servers, etc., unless supervised by a staff member for a pre-approved instructional activity.

Do not access/download inappropriate or obscene materials.

Do not reveal identifying information about yourself, (e.g. name, address, phone number, etc.)

Report immediately any incident or content which seems suspicious to a teacher or member of the Technology Information Team.

Recognize that the district reserves the right to monitor all activity on its information systems and to take appropriate disciplinary action against users who have violated the conditions of its AUP.

### Cell Phones and Other Electronic Devices

Cell phones, MP3s, IPODs, CD players, music or game playing devices use is **permitted** in school, as long as they are used within the guidelines of the classroom and school. Students may use music players or personal game playing devices during lunch as long as they have an ear piece for

listening. We do recommend that for students store such devices in their lockers if they are concerned about loss or damage. Please be aware that the school does not guarantee the protection of items in lockers. If students opt to carry their cell phone or other electronic device, faculty and staff members may confiscate such devices if they observe a student using one in violation of classroom and school policy during the school day. They will be returned at the end of the day. Repeat offenders may receive more restrictive disciplinary consequences, and parents/guardians may be required to come in to retrieve the device..

## BUSES

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

MP3s, IPODs, CD players, and other electronic music devices are **permitted** on the school bus.

- Remain seated for the duration of the ride.
- Keep feet on the floor under the seat in front of you.
- Keep hands and feet inside the bus.
- Avoid distracting the driver or impeding the driver's ability to maintain safety.
- Consuming food/drink is **prohibited**.
- Inappropriate language, rude and disrespectful comments, threats, unsafe behavior, vandalism and violence are **prohibited**.
- Bus driver is authorized to assign seats.
- Keep bus clean.
- Get on and off designated stop only.
- Students may only ride their assigned bus

**All complaints**, concerning school transportation safety, are to be made to the Transportation Coordinator/District Business Manager (860-793-3210). A written record of all complaints will be maintained and an investigation of the allegations will be take place

## PERSONAL/SCHOOL PROPERTY

Chromebooks, Textbooks and Library Books

If Chromebooks, Textbooks and Library Books are lost or damaged, it is the responsibility of the student/family to pay for the materials. Materials must be paid for by the end of the school year in order for students to receive their report card and schedule for the following school year. If a lost book is found later, money will be refunded. Chromebook insurance is available.

## Lockers



Lockers are the property of the school. **Combinations and lockers should never be shared with other students.** Personal clothing and school items may be kept in the locker. The school does not guarantee the protection of items in lockers; therefore, we do not advise the storing of money/valuables in them.

Unlawful items or those prohibited by school rules are not permitted in the lockers. School officials are authorized to

search a student's locker when there are reasonable grounds for the search.

#### **Book-bags/Purses**

Students may carry book bags/backpacks in school. This is to allow them to safely carry their laptop computers.

#### **Lost and Found**

All unidentified personal articles are placed in a bin located in the lower level of the school. Unclaimed articles are donated to charity throughout the school year. Students will be notified before items are donated.

#### **Bicycles**

Students who ride bicycles to school are to lock them in a reserved area. The school cannot be held responsible for the safety of a student's bicycle.

#### **Skateboards**

Skateboards may be brought on the school bus if carried in a sports bag or other carry bag other than a plastic/paper grocery bag. Skateboards may be ridden to and from school, but may not be used recreationally while on school property. Misuse of a skateboard may result in it being confiscated and returned to a parent/guardian. Repeat offenders may receive more restrictive disciplinary consequences.

#### **PASSES**

Except for regular passing time, a student must be in possession of a pass when he/she is not under the direct supervision of a staff member. Students may be asked by a staff member to show his/her pass. Violations may result in pass restrictions or other disciplinary action.

#### **FUNDRAISING ON SCHOOL GROUNDS**

Fund-raising on school grounds or at school sponsored activities shall not be conducted by non-school agencies or for non-school activities among students except as provided by law and approved by the Board of Education. Any fund raising activity shall first have the approval of the principal before any direct planning. Approval shall be based on, but not limited to, such factors as need, type of activity, and frequency.

#### **GAMBLING/CARD PLAYING**

Games that involve betting with money, such as card games or dice games, are considered gambling and are prohibited.

#### **COPYING/PLAGIARISM**

All work assigned to a student is expected to be completed by that student. Copying from another student's work and claiming it as one's own is considered cheating. Using another person's work and copying from published work and claiming it as one's own is plagiarism.

#### **TRUANCY**

Leaving school grounds without permission during the school day or missing school without parent/guardian's consent is considered truancy. According to the Board of Education Policy 5113, "Truant, as defined in Sec. 10-198a, means a child enrolled in a grade from kindergarten to eight, inclusive, in a public or private school who has four unexcused absences from school in any one month or ten unexcused absences from school in any school year." Disciplinary action and/or agency referral may result.

#### **WEAPONS**

Any item that is considered a weapon is not allowed at school. Items that are not intended as weapons, such as sharp objects or tools, but may be used to cause harm may be processed as a weapon. BOE policy 5114 C dictates the disciplinary consequences for weapon offenses. Such offenses shall be considered cause for suspension and/or expulsion

#### **DRUGS/ALCOHOL**

Students who are under the influence of, in possession of, or providing/selling drugs are subject to disciplinary action including police notification, suspension or expulsion.

#### **SEXUAL HARASSMENT**

All students must be allowed to learn in an environment free from unwelcome sexual harassment. Sexual harassment refers to a wide range of inappropriate and unwanted contact. It can include unwelcome sexual advances, requests for sexual favors, verbal/physical conduct that is sexual in nature, the display or circulation of written materials or pictures degrading to gender, or any conduct of a sexual nature that has an adverse effect on a person's grades or opportunities in school. This behavior may interfere with school performance or create an intimidating or hostile environment. This type of behavior will result in disciplinary action. Any student who feels that he/she has been the target of sexual harassment should report the matter immediately to a school administrator, counselor or teacher who will arrange for a prompt investigation.

#### **BULLYING/HARASSMENT**

The Board of Education promotes a secure and positive 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.

"Bullying" means (A) 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 (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- (i) Causes physical or emotional harm to such student or damage to such student's property,
- (ii) Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- (iii) Creates a hostile environment at school for such student,
- (iv) Infringes on the rights of such student at school, or
- (v) 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, (cont. next page)

**BULLYING/HARASSMENT** Continued from previous page...  
or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Bullying includes student conduct (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education that meets the above criteria.

**Bullying also includes student conduct (B) outside of the school setting** if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school,

"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;

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

"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;

"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, photo-electronic or photo-optical system;

"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.

"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.

Examples of bullying include, but are not limited to:

- 1) physical violence and attacks
- 2) verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
- 3) threats and intimidation
- 4) extortion or stealing of money and/or possessions
- 5) exclusion from peer groups within the school

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying, while at school, at any school function, or in connection to or with any district sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials. Bullying which occurs outside of the school setting may be addressed by school officials if it has a direct and negative impact on a student's academic performance or safety in school.

The District's program:

Permits anonymous reports of bullying by students to all school employees, as defined above, and written reports by parents or guardians;

- Requires all school staff to notify school administrators orally within 1 day and in writing within 2 days of bullying acts they witness and student's reports they receive;
- Requires school administrators to investigate parents' written reports and review students anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- Requires each school to maintain a publicly available list of the number of verified bullying acts that occurred there and, within available appropriations, report such number to the Department of Education, annually and in such manner as prescribed by the Commissioner of Education;
- Requires each school to have a prevention and intervention strategy for school staff to deal with bullying, including language about bullying in student codes of conduct;
- Requires notice to parents or guardians of all students involved in a verified act of bullying and invite them to attend at least one meeting. The notice must describe the schools response and any consequences that may result from further acts of bullying.; and
- Requires the school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the bullying investigation.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The Principal of each school or his/her designee is responsible for handling all complaints of alleged bullying. The Superintendent or his/her designee shall direct the development of case-by-case (cont. next page)

**BULLYING/HARASSMENT** Continued from previous page... interventions of addressing repeated acts of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. This may include both counseling and discipline and identify the appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint. In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

The Superintendent shall develop rules and procedures, which carry out the provisions of this policy. This policy shall be included in all student and faculty handbooks and shall be disseminated to the public annually in a manner to be determined by the Superintendent.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law.

#### **DISCIPLINARY CONSEQUENCES TEACHER DETENTION (2:50-4:15)**

Teacher detentions are given for a violation of classroom/school rules. Parents/guardians may pick up their child at 3:50 or the child may take the late bus if available.

#### **ADMIN. or EXTENDED DETENTION (2:50-4:50)**

Extended detentions are given for more severe or repetitive behaviors. **No late bus** is available. Parents must pick up their child at 4:50 p.m. in the rear of the building.

#### **ADDITIONAL CONSEQUENCES**

Other consequences can include but are not limited to restricted lunch, loss of privileges, restitution for stolen/damaged items, outside agency referral. Parents/guardians of students who significantly disrupt the educational environment may be contacted for immediate removal of their child.

#### **SUSPENSION**

The discipline code of the Middle School of Plainville is administered within the guidelines set by the U.S. Supreme Court with regards to due process for students. The Supreme Court holds that the Due Process Clause of the Fourteenth Amendment to the United States Constitution requires that a student facing temporary (up to 10 days) suspension from a public school be given oral or written notice of the charge(s) against him/her, explanation for the basis for the accusation(s) and an opportunity to present his/her version of the facts. In addition, the Court holds that unless the student's continued presence at school endangers persons or property or "threatens disruption of the academic process", the hearing must precede rather than follow his/her suspension. The Court points out that due process does not require that hearings in connection with suspension be trial-like in nature. Therefore, school officials are not required to give the student an opportunity to secure

counsel, or confront and cross-examine witnesses supporting the charges, or to call his/her supporting witnesses.

#### **IN-SCHOOL SUSPENSION**

In-School Suspension is a consequence for serious and/or repeated patterns of unacceptable behaviors. Students are removed from the classroom setting and are supervised in a separate area. Students must complete their assignments and are restricted from moving about the building, eating lunch in the cafeteria, and attending after school functions. Parents will be notified of the suspension. Students receiving In-School Suspension may **not ride the bus to or from school.**

#### **OUT-OF-SCHOOL SUSPENSION**

Out-of-School Suspension is assigned for the most serious aggressive and/or disruptive behaviors or repeated patterns of unacceptable behaviors. Students are prohibited from attending classes or being on school grounds during school hours or attending school functions on the day/days of the suspension. Parents will be notified of the suspension.

#### **SUSPENSION NOTICE**

Connecticut General Statute 10-233c(e). "Finally, as with expulsions, notice of any suspension and the conduct for which the pupil was suspended must also be included in the student's cumulative educational record. Notice of suspension is to be expunged upon high school graduation".

#### **EXPULSION**

Students who are expelled from school are prohibited from attending school for a duration set by a Hearing Officer in an expulsion hearing. Students are not allowed to be on school property or at school functions during the time of the expulsion. **Detailed Rules governing suspension and expulsions are included in the BOE policy section 5114.** Go to [www.plainvilleschools.org/boepolicies2/](http://www.plainvilleschools.org/boepolicies2/)

#### **Standards Governing Suspension and Expulsion**

A. Conduct on school grounds or at a school sponsored activity as noted below and in Section C shall be considered cause for suspension and/or expulsion:

- 1) Violates a publicized policy of the Board,
- 2) Seriously disrupts the educational process,
- 3) Endangers persons or property.

B. Conduct off school grounds as noted below and in Section C shall be considered cause for suspension &/or expulsion:

- 1) Violates a publicized policy of the Board.
- 2) Seriously disrupts the educational process.

C. The following exemplifies student conduct that is prohibited and that may be considered cause for suspension and/ or expulsion:

- 1) Threatening in any manner, including orally, in writing, or via electronic communication, injury to a member of the school community, including any teacher, member of the school administration or any other employee, or a fellow student;
- 2) Use of physical force against another person, (cont. next page)



which is not reasonably necessary for self-defense;

3) Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;

4) Willfully causing, or attempting to cause, damage to school property;

criminal prosecution and the Superintendent shall take all available measures to ensure the safety of persons in the school community in the event of the student's return to school.

5) Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;

6) Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana;

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

8) Possession or transmission of any firearm, antique firearm, knife, explosive, deadly weapon, martial arts weapon or other dangerous instrument or facsimile of any weapon or instrument;

9) Using or copying the academic work of another and presenting it as his/her own without proper attribution;

10) Consuming tobacco products. Possession of tobacco products if not of legal age.

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

12) Intentional and successful incitement of truancy by other students;

13) Bullying, which includes any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity which acts are repeated more than once against any student during the school year;

14) Violation of any other Board policy or rule, agreement or directive, dealing with student conduct, including that dealing with conduct on school buses and the use of school district equipment and;

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

**D. Expulsion proceedings pursuant to Section V of Board Policy, shall be required whenever there is reason to believe that any student:**

1) was in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at a school-sponsored activity

2) off school grounds, did possess a firearm or did possess and use such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or

3) on or off school grounds, offered for sale or distribution of a controlled substance as defined in Connecticut General Statutes, §21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with

intent to sell or dispense, offering or administering is subject to criminal penalties under §§21a-277 and 21a-278. A student shall be expelled for a period of one calendar year if the Board of Education finds that the student engaged in any of the conduct described herein, provided the period of expulsion may be modified on a case-by-case basis.

In the event it is determined by the Superintendent that a student issued a threat against a member of the school community as described in paragraph C.1, above, the matter shall be referred to law enforcement officials for possible

#### **YOUTH SUICIDE PREVENTION**

The board recognizes that youth suicide prevention is a complex issue, which requires the combined resources of both school and community in an on-going collaborative effort. It understands the importance of promoting a learning environment that is physically and mentally healthy for students and staff, and the necessity of informing parents and interested members of the community about Youth Suicide Prevention. Additionally, the board recognizes factors such as stress, depression, substance abuse and other self-destructive behaviors as critical problems for learners, school personnel and members of the community. Further it provides administrative regulations and guidelines for all school employees that are committed to leadership and action in times of crisis or whenever a student is vulnerable, at risk, or in clear and imminent danger.

Although the board recognizes and assumes its role in youth suicide prevention, it cannot make clinical assessment of risk and provide primary treatment. Rather, it must refer the student and his/her family to appropriate resource facilities for such services. Any school employee who becomes concerned that a student may be vulnerable, at risk, or in clear and imminent danger of a self-destructive act, must immediately report this information to the building principal or his/her designee who will, in turn, notify the appropriate school officials, the student's family/guardian, and appropriate resource services.

See BOE Policy 3141.5, and 3141.51 – Suicide Prevention for details on plans and procedures.

#### **PROHIBITION OF DISCRIMINATION IN EDUCATION Title IX, and Section 504**

It is the policy of the Plainville Board of Education that no persons shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program including employment, on the basis of race, color, religion, creed, national origin, ancestry, sex, sexual orientation, marital status, age, physical or mental disability, genetic predisposition or carrier status, or veteran status. Any Title IX or 504 complaints should be brought to the attention of the building principal, Matthew Guarino, [guarinom@plainvilleschools.org](mailto:guarinom@plainvilleschools.org) (860) 793-3250 or District Title IX Coordinator – Steven LePage, Assistant Superintendent 793-3206.

#### **POLICE QUESTIONING AND COOPERATION**

The Board of Education recognizes the appropriateness of cooperation with law enforcement officials in the investigation of criminal activity. (cont. next page)

The Board also recognizes its responsibility for the welfare of students while they are in attendance at school.

The questioning of students by the police (and other law enforcement officials) will be conducted with strict regard for the constitutional rights of the student. Notice of these rights should be given to students by the police as standing procedure. See BOE Regs. 1141 and 1142 for details.

#### **BUILDINGS & GROUNDS**

No parking is allowed in the fire lanes at MSP before, after, or during school hours.

The building doors are locked at all times. Visitors should come to the main front door and press the buzzer to request entrance. Visitors are then required to check in at the Main Office and get a visitor's badge.

The interior corridor doors are locked each day at approximately 3 p.m. Students will not be allowed to enter the hallways after this time. Belongings from classrooms and/or lockers should be in the students' possession at 2:50 p.m. Students must leave school grounds at the end of the day (2:45) unless participating in an after-school activity.

#### **SMOKING PROHIBITION**

It is the policy of the Board of Education Policy 1331 that there will be no smoking or other use of tobacco products on school property. Electronic cigarettes are also prohibited.

#### **SAFETY MEASURES**

Safety procedures are practiced by the entire school population in order to prepare for emergencies.

**Fire Drills** are conducted each month to prepare all students for emergencies that require leaving the building.

**Lockdown** drills are held during the school year. These lockdown drills are coordinated with the Plainville Police Department. Lockdown procedures and fire drill procedures are reviewed with all students on a regular basis.

#### **PESTICIDE APPLICATION**

No application of pesticide may be made to any school or on the grounds of any school during regular school hours or during planned activities at any school except that an emergency application may be made to eliminate an immediate threat to human health if (1) it is necessary to make the application during that period, and (2) such emergency application does not involve a restricted-use pesticide. No child may enter an area where an application has been made until it is safe to do so according to the provisions on the pesticide label.

See BOE Policy 3518 - Pesticide Application

#### **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.

Plainville Community 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 district's 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. 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 directed to: Facilities Management, Plainville Community Schools 860.793.3233 Mel Masse ext. 261

#### **CAFETERIA/LUNCH**

The cafeteria is an extension of the classroom and provides time for students to apply the rules of common etiquette and to socialize with each other. In order to provide a healthy and relaxed atmosphere during lunch, all students are expected to follow the posted cafeteria rules. Each trimester, students have the opportunity to select their table mates.

#### **Student Dining**

The cafeteria sells complete lunches for \$2.75 (this may increase after publication of this handbook). A-la Carte items may be purchased separately. Lunch purchases follow these rules:

#### **Point of Sale Computerized Lunch System**

Each student in the school is entered into a computer database and assigned a four digit identification (PIN) number. Free and reduced meal eligibility is also entered into the computer, as well as any allergy alerts. All information entered into the database is kept confidential by a series of secure passwords and codes. Parents or students can send in payment as they normally do for the Point of Sale Computerized Lunch System, or use the system described below. Checks should be made payable to "MSP Cafeteria." Both cash and checks sent in with children should be placed in an envelope with the student's name written on the envelope. Envelopes can be placed in a drop box in the main office or cafeteria. Returned checks will result in a fee. Meals can be purchased by the week or month.

The Food Services Department also offers an online and telephone based school lunch account prepayment system. To access this system, log on to the Plainville Community Schools' web site: [www.plainvilleschools.org](http://www.plainvilleschools.org), and then place the cursor on "Schools," and click on "Lunch Menus." From there, you can follow the directions to use the online and telephone based prepayment system.

#### **Charging Lunch**

If lunch money is forgotten, lunch can be charged up to \$20.00 before repayment must be made. (cont. next page)

Prompt repayment is expected and must be made before another lunch can be charged. Charging lunch is for a full lunch only – not for juice or other snack items. If money is not repaid and the student forgets his/her money, the only lunch option is a cheese sandwich w/milk at \$1.25 per lunch.

#### **Free & Reduced Lunch**

Parents wishing to apply for a free/reduced lunch for their child are required to complete a form that is available in the Main Office. Eligibility will be determined by the Business Office.

#### **REPORTING SUSPECTED CHILD ABUSE**

The Board of Education recognizes that a student's mental and physical health will have an effect on the student's ability to obtain the most benefit from attending school. In order to increase the student's ability to learn while in school, the Board of Education realizes the importance of identifying students who may be suffering from abuse or neglect, or placed in imminent danger of serious harm. Pursuant to state law, when any Superintendent of Schools, school nurse, psychologist, physical therapist, teacher, administrator, school counselor, paraprofessional, social worker or coach of intramural or interscholastic athletics has reasonable cause to suspect or believe that a child under the age of 18 has been abused or neglected or has been placed in imminent risk of serious harm, he/she shall as soon as practicable but no later than twelve (12) hours make an oral report by telephone or in person to the Department of Children and Families (DCF), or a law enforcement agency. The Superintendent of Schools or his/her designee shall be notified immediately after the oral report has been made. The Superintendent of Schools or his/her designee shall not be notified if he/she is the alleged perpetrator of abuse and neglect.

#### **Reporting of Alleged Child Abuse Inflicted by a School Employee Who Holds a Certificate, Permit or Authorization Issued by the State Board of Education**

When an investigation by DCF has determined that there is reasonable cause to believe that a child has been abused by a school employee, who holds a certificate, permit or authorization issued by the State Board of Education, the Superintendent shall suspend such employee with pay and without termination of benefits, and shall notify the Board of Education and the Commissioner of Education or his/her representative of the reasons for and conditions of the suspension within seventy-two (72) hours after the suspension. The Superintendent shall also disclose those records provided by DCF concerning its investigation to the Commissioner of Education and the Board of Education or its attorney. If the contract of employment of such school employee is terminated as the result of an investigation of abuse, the Superintendent shall notify the Commissioner of Education or his/her representative within seventy-two (72) hours after such termination.

The Superintendent is authorized to delegate his or her responsibilities for receiving and making reports, notifying and receiving notification, and conducting investigations to a designee acting in his or her behalf. Under state law, the Superintendent of Schools is authorized to receive notice from State's Attorney of convictions of certified school employees for crimes involving an act of child abuse or neglect or sexual assault.

#### **Penalty**

Under state law, any person who is required to report suspected child abuse/neglect and fails to make such a report shall be fined not less than \$500.00 or more than \$2,500.00, and shall be required to participate in an educational and training program established by DCF, the cost of which shall be paid by the participating mandatory reporter. Under state law, any person who knowingly makes a false report of child abuse or neglect shall be fined no more than \$2,000 nor imprisoned not more than one year or both.

#### **Legal Risk**

Under state law, any person who in good faith makes or in good faith does not make a report of suspected child abuse/neglect is immune from any civil or criminal liability.

#### **Emergency Health Care and Reasonable Inquiry**

When reasonable cause to suspect or believe that a child has been abused or neglected, or is placed in serious risk of imminent harm, or when a child has a visible injury, public school personnel may make reasonable inquiry of the child regarding such suspicion or visible injury.

If a school nurse or school medical advisor is not readily available and the rendering of emergency first aid is necessary, other public school personnel who have completed a course in first aid offered by the American Red Cross, the American Heart Association, or the Connecticut Department of Health Services may render such emergency first aid to a child. In accordance with state law, any person providing such aid is not liable for civil damages for any personal injuries which result from acts or omissions by such person rendering the emergency first aid, which constitute ordinary negligence. The immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

#### **Interviewing the Child**

Public school personnel who believe that an interview in the school setting may be necessary in order to protect the child must notify DCF as early in the day as possible to provide both DCF and the school administration ample time to coordinate appropriate activities and actions. Upon receipt of such notice, DCF will advise school personnel whether the child must be interviewed in the school. If school personnel then retain the child after the scheduled school day in order to ensure an interview by DCF or local or state police, school personnel must attempt to notify the parents of the child, except where the alleged abuse involves the parents.

#### **Preparation for the Interview**

If DCF determines that a school interview is appropriate, the DCF social worker shall be required to notify the Superintendent of Schools prior to the school visit with as much advance notice as possible. The DCF social worker shall provide the Superintendent of Schools with DCF identification. If the DCF social worker is not known to school personnel, a verifying call to the local DCF office shall be made. If deemed appropriate by DCF or the administration, the parent or guardian of the child will be notified prior to the interview. DCF personnel are solely responsible for scheduling such interviews. If the DCF social worker does not arrive as scheduled and school personnel decide that the retention of the child beyond the school day is necessary to protect the child's physical well-being, school personnel must attempt to notify the parents of the child that the child will be late, except where the alleged abuse involves the parents.

#### **The Interview**

To ensure confidential communication, the school administration shall provide a private place to interview the child. As part of the investigative process, the DCF social worker may request that school personnel be present during the interview. The investigation is to be conducted solely by the DCF social worker.

The removal of clothing as part of an investigation into an injury which may have been caused by child abuse shall be done in the presence of the school medical advisor or the school nurse. Neither school nurse nor a school doctor may remove or insist that a child remove clothing to confirm suspected abuse or neglect, except in those circumstances where there is a need of emergency medical treatment.

See BOE Policies Section 5000 Students, Policy Number 5141.4

Legal Reference: §17a-101 et seq. of Connecticut General Statutes

**MSP's Safe-School Climate Plan can be accessed on our website at:** <http://msp.plainvilleschools.org/>

