

**CENTRAL OFFICE ADMINISTRATION**

Dr. Martin Semmel, *Superintendent of Schools* .....(860)314-8005  
Mrs. Barbara Trinks, *Director of Pupil Personnel & Special Education*..... (860)314-8003  
Mr. Phillip Penn, *Business Manager*..... (860)314-2768  
Mrs. Jennifer Parsons, *Director of Curriculum*.....(860)314-8055  
Mr. Richard Trudeau, *Director of Technology*.....(860)314-2116

**PLYMOUTH CENTER SCHOOL**

**(860) 283-6321**

Mrs. Chrystal Collins.....Principal  
Mrs. Robin Giese.....Secretary  
Mrs. Carolyn Giannini.....School Nurse  
Mrs. Diane Boylan.....Head Teacher  
Mrs. Shana Hagan.....PPT Facilitator  
Mr. Lenny Eldridge.....Head Custodian  
Mr. Nick Cook.....Custodian  
Mr. Jim Bernardi.....Custodian

**STUDENT SERVICES PERSONNEL**

Mrs. Shana Hagan.....School Psychologist  
Mrs. Sarah Billingsley, Ms. Kaitlin Gentile.....Speech Pathologist  
Ms. Emily Tonucci.....Behaviorist  
Mrs. Jennifer Druan.....Occupational Therapist  
Mrs. Amy Blais.....Physical Therapist  
Ms. Jill Levandoski.....Social Worker  
Mrs. Rebecca Holleran.....Math Specialist  
Mrs. Jane Rossi.....Literacy Specialist

**FACULTY**

**Board of Education Pre-Kindergarten**

Ms. Nicole Onofrio – Teacher                      Mrs. Heather Dorosh.....Paraprofessional  
Mrs. Kathy Rossi – Teacher                      Ms. Nicole Decker.....Paraprofessional  
Ms. Melissa Rousseau - Teacher                      Mrs. Laurie Croiger.....Paraprofessional

**FRC Pre-Kindergarten**

Mrs. Lori Borysewicz – Lead Teacher                      Mrs. Sandy Huria, Mrs. Denise Morin – Assistant Teachers

**Kindergarten**

Mrs. Kellie Banche                      Mrs. Hope Bellantuono

**Grade 1**

Mrs. Joyce Kelley                      Mrs. Bonnie Scappaticci

**Grade 2**

Mrs. Lori Lavallee                      Mrs. Melissa Morelli

**Grade 3**

Mrs. Paula Allaben                      Mr. Wayne Waldron

**Grade 4**

Mrs. Jennifer Chasse                      Mr. James Eschert                      Mrs. Cayla O’Connell

**Grade 5**

Mrs. Deborah Grosop                      Mrs. Carol Pierce                      Mrs. Marie Whitehouse

**Special Education**

Mrs. Jaclyn Santarsiere                      Mrs. Christine Greaney                      Mr. David Morrell

**Physical Education**  
Ms. Laura Chateaufneuf

**Art**  
Mrs. Diane Boylan

**Music**  
Mrs. Katherine Pelletier  
Mr. Robert Carter – Instrumental

**Family Resource Center**  
Mrs. Lori Borysewicz – Director

**Paraprofessionals**  
Mrs. Melissa Armbruster  
Ms. Nicole Haddad  
Mrs. Nancy Wildman

Mrs. Marie Brewer  
Mrs. Rosemary Mulvey  
Ms. Sherry Wong

Mrs. Barbara Clark  
Mrs. Darlene Oakes

Mrs. Jessica Coer  
Mrs. Sandra Parkes

**Tutors**  
Mrs. Susan Kolukisa

Mrs. Michelle Mulvehill

**Library Paraprofessional**  
Mrs. Karen Zagurski

**Cafeteria Aide**  
Mr. Stephen Alvarez

**Recess Monitors**  
Mrs. Melissa Morin  
Mrs. Dee Terwilleger

**Cafeteria Staff**  
Mrs. Carol Berry

Mrs. Christine Sobota

**Plymouth Center School PTO  
Board Members 2017 - 2018**

<b>TITLE / POSITION</b>	<b>NAME</b>	<b>PHONE</b>	<b>EMAIL</b>
President	Jennifer Linskey	<a href="tel:860-919-3414">860-919-3414</a>	<a href="mailto:jenlinskey08@gmail.com">jenlinskey08@gmail.com</a>
Treasurer	Candace Telke	<a href="tel:860-992-5429">860-992-5429</a>	<a href="mailto:cmtelke@gmail.com">cmtelke@gmail.com</a>
Recording Secretary	Ellen Roth		<a href="mailto:ellenclairerth@gmail.com">ellenclairerth@gmail.com</a>
Corresponding Secretary	Maureen Cappetto	<a href="tel:203-747-0949">203-747-0949</a>	<a href="mailto:mnmsmom2@yahoo.com">mnmsmom2@yahoo.com</a>

The PCS PTO meets monthly, generally on the 2<sup>nd</sup> Tuesday. Meetings are held in the school cafeteria at 7:00PM, and childcare services are provided. The PTO provides a number of enrichment programs and services to the entire school. All parents are welcome and are encouraged to participate.

**PLYMOUTH CENTER SCHOOL MISSION STATEMENT**

Plymouth Center School, a unique learning community, strives to awaken the natural curiosity and love of learning in all of our students while providing a supportive, safe, and nurturing environment. We are committed to each and every child, affording them their right to learn and achieve their highest level of proficiency in essential academic, technological, and artistic skills, while fostering respect and social, emotional, creative, and physical development. Our diverse learning environment offers everyone the opportunity to maximize their potential toward the ultimate goal of living a purposeful, contributing, and fulfilling life.

## **SCHOOL DAY HOURS REGULAR SCHOOL DAY**

### **Kindergarten through Grade Five:**

8:40-3:10

### **Board of Education Full Day Pre-School:**

8:50-3:05

### **Board of Education Half Day Pre-School:**

Morning session 8:50-11:25

Afternoon session 12:30-3:05

### **Family Resource Center Pre-School:**

9:00-3:00

## **TWO HOUR DELAYED OPENING**

### **Kindergarten through Grade Five:** 10:40-3:10

### **Board of Education Full Day Pre-School:**

10:50-3:05

### **Board of Education Half Day Pre-School:**

Morning session will be cancelled

Afternoon session – 12:30-3:05 (regular schedule)

### **Family Resource Center Pre-School:**

11:00-3:00

## **4-HOUR SCHOOL DAY (EARLY DISMISSAL)**

### **Kindergarten through Grade Five:** 8:40-12:45

### **Board of Education Full Day Pre-School:** 8:50-12:40

### **Board of Education Half Day Pre-School:**

**\*\*Planned early dismissal days ONLY\*\***

Morning session 8:50-10:30

Afternoon session 10:55-12:40

**\*\*In the event of early dismissal due to inclement weather\*\***

Morning session - 8:50-11:25 (regular schedule)

Afternoon session will be cancelled

### **Family Resource Center Pre-School:** 9:00-11:45

NOTE: School cancellations, late openings, or early dismissals due to inclement weather or other emergencies are broadcast over television WVIT, WFSB, WTNH and the following radio stations: WTIC, WKSS, WDRC, and WRCH. **The School Messenger telephone contact system will be utilized to notify parents regarding schedule changes due to inclement weather.**

In the event of an early dismissal from school due to storms, heating difficulty, etc., please make certain that your child is aware of special arrangements in advance. It is important that each child be instructed as to what to do if school is dismissed early for any reason.

## PREFACE

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

## STUDENTS

### ADMISSION/EXCUSES/DISMISSAL

**Attendance: Please call the school (860-283-6321) before 8:40 on a day when your child will be absent or tardy. It is essential that we receive parent notification! The office should be notified in writing for any changes to a child's daily schedule. In order to prevent confusion, please avoid making last-minute telephone calls indicating changes of schedule.** Connecticut State law requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

**Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. Good attendance is considered a major factor in students' school success. Therefore, we ask that every child be in attendance for the full school day whenever possible. Late arrivals, early dismissals, and absences have been shown to have a definite negative impact on student achievement.**

Connecticut State Board of Education  
Definitions of Excused and Unexcused Absences  
Adopted June 27, 2012

#### Excused Absences

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with section 1-210 of the Connecticut General Statutes and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
  2. Student's observance of a religious holiday;
  3. Death in the student's family of other emergency beyond the control of the student's family;
  4. Mandated court appearances (additional documentation required);
  5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
  6. Extraordinary opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

Questions or concerns regarding attendance should be directed to the school social worker, Ms. Levandoski (ext. 2136).

#### **Tardiness**

Students who are not in their classroom by 8:40 A.M. are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant.

#### **Dismissal**

**Parents must sign their children out when picking them up before the regular school day ends at 3:10.** Please check in at the office window. Your children will be called from the classroom if it is a planned early dismissal, or the nurse will bring them to you if it is a health related dismissal. Parents are to sign each child out in the book located at the office window.

### **Truancy**

A student age five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Parents have the responsibility to assist school officials in remedying and preventing truancy. Information about truancy will also be posted in the annual strategic school profile reports.

### **Before School Regulations**

**Students should not arrive at school prior to 8:30AM.** Please be careful to observe this arrival time. There is no supervision on the school grounds prior to 8:30AM. All students will enter the building and report directly to their classrooms. Students in the pre-k programs will enter the building when their teachers come to the door to greet them.

**Because of security procedures and for the safety of all students, it is not possible for students and families to wait in the lobby before the start of class.**

### **After School Regulations**

Students are dismissed from school via the front doors. Parents are reminded that their children will be put on their regularly assigned buses unless the classroom teachers receive a note from the parent informing us of a change. This note should be brought to the office at the beginning of the school day to be stamped by office staff.

### **Leaving School Grounds**

Once students have arrived on school grounds they may not leave these grounds. Only the principal may grant exceptions to this rule.

### **Student Pick-up/Drop-off**

**During morning drop off times and afternoon pick up times (8:30-8:40, 3:10-3:20), parents are not allowed to drive into the schoolyard directly in front of the school to wait for, or pick up, their children.** This rule is necessary for the safety of the children and to avoid delays in bus arrivals/departures.

In the past, there have been some traffic violations that have placed students and adults in potential danger. While traffic congestion during drop-off and pick-up times can be frustrating, we ask that everyone be very cautious about obeying traffic safety rules. Please note: the fine for passing a school bus while its red lights are flashing is **\$440!**

All students may be dropped off or picked up in the north parking lot by the canopy on the side of the building. Students should then walk under the canopy to the front entrance.

### **Locked Door Policy**

Once all buses have arrived at school, all doors will be locked until 3:10PM. Visitors must ring the bell located at the front of the building and identify yourself to be allowed in and then must report directly to the window in the lobby.

When entering the building, please do not hold the door open for others who may be approaching the building. All visitors need to ring the doorbell and use the intercom to be admitted. Thank you!

## **BOARD OF EDUCATION**

Board members are unpaid elected public officials with the responsibility for governance of the school district. The Board of Education membership roster is available on the district website: [www.plymouth.k12.ct.us](http://www.plymouth.k12.ct.us).

In order to perform its duties in an open and public manner and in accordance with state law, the Plymouth Board of Education holds regular business meetings on the second Wednesday of each month at 7:00 PM in the Terryville High School cafeteria. Parents, students, and other community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement, not more than 5 minutes in length, or to express a viewpoint. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board's main purpose is policy setting designed to improve student learning. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy which reflects community values and expectations.

### **BULLYING DEFINITIONS**

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

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

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

Please see Plymouth Board of Education Policy 5131.911 for Complete Bullying Policy

### **CAFETERIA SERVICES**

Cafeteria services for the Plymouth Schools are directed by Holli LaBarbera. The elementary lunch price is \$2.70, and the breakfast price is \$1.60 during the 2017-2018 school year (subject to change). The District also participates in the National School Breakfast and Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from Central Office at (860) 314-8005.

#### **Free or Reduced Lunch**

Applications for free or reduced lunches are sent home with the students during the first week of school. Parents who wish to participate in this program and who have income that is within the specified guidelines should complete the form and return it to school.

#### **Cafeteria Rules of Conduct**

Students are expected to exhibit proper behavior at all times during their lunch period. Expectations include the use of table manners, keeping their table clean, and discarding waste. Students are permitted to talk quietly. Lunch aides and paraprofessionals are in charge of supervision in the cafeteria. All directions given by them are to be followed exactly.

#### **Cafeteria Rules**

- Listen respectfully to adults.
- Walk at all times in the cafeteria.
- Use “indoor” voices when talking with friends.
- Stay seated properly in your seat. If you need an adult, raise your hand.
- Eat the food you bought or brought.
- Use good eating manners.

- Take care of your own mess.
- Be kind to others at your table.
- If an emergency happens at your table, everyone should stand up as a signal to the adults.

One other important note regarding beverages per the Plymouth Board of Education: Energy drinks are discouraged on school property.

## **COMPUTER RESOURCES**

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

## **COUNSELING**

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the social worker and psychologist include helping the student to function more successfully within the school environment.

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

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational, or vocational. Counselors will listen and be open and honest with students.

Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's/guardian's written consent.

## **CURRICULUM OR CLASSROOM PROGRAM**

Questions or concerns regarding the curriculum or classroom program should be addressed to the classroom teacher. Please call the office and set up a meeting with the appropriate teacher. If your questions or concerns have not been answered or resolved after this meeting, please make an appointment with the school principal to discuss the situation.

## **DEFIBRILLATORS IN SCHOOLS (AED'S)**

Plymouth Center School has one automatic external defibrillator (AED) and appropriate school personnel trained in AED operation and cardio pulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours.

## **DISTRIBUTION OF MATERIALS**

Printed materials may be distributed to parents by students as a means of communication. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations will be referred to the office of the superintendent to determine whether the request complies with district policy. Publications prepared by or for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items include school posters, brochures, school newspapers, and yearbook.

## **DRESS CODE**

The Plymouth Board of Education encourages students to dress appropriately and to be neatly groomed while at school. The Board does not dictate to students and parents as to grooming or what clothing may or may not be worn, but it expects each student's clothing and appearance to meet generally accepted standards of taste and common sense.

Garments with obscenities or drug/alcohol related print and attachments will not be allowed. Students wearing modes of dress which are unsafe either to the students or those around the students or whose dress or appearance is disruptive to school operations and the educational process will be prohibited from attending class.

Any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a gang group, presents a clear and present danger and shall be prohibited attire in the schools.

In specific instances, the building principal shall be the sole judge as to the suitability of a student's clothing, grooming and/or appearance. Subsequently, the student or the student's parents may appeal the Principal's decision to the Superintendent of Schools. Parents dissatisfied by the decision of the Superintendent of Schools may appeal to the Board of Education at the next regularly scheduled Board meeting. Such an appeal must be first presented in writing prior to the meeting of the Chairperson of the Board.

**Plymouth Center School Dress Guidelines:**

- ◆ No unsafe footwear. Shoes must have straps or backs; heels must be low. Black carbon soled shoes should be avoided.
- ◆ No halter or spaghetti strapped tops. Tank tops must provide appropriate cover – the stomach may not show.
- ◆ Shorts should reach to the bottom of the wearer's fingers when arms are held straight down.
- ◆ Appropriate outerwear must be worn during cold weather.
- ◆ No hats or headscarves are to be worn in the school building.
- ◆ Students should not wear make-up or apply unusual hair coloring for school.

**ELECTRONIC DEVICES AND GAMES**

Students are not permitted to possess such items as pagers, radios, CD or MP3players, recorders, DVD players, cameras, or electronic devices, games, or telecommunications devices with text messaging at school, unless prior permission has been obtained from the principal. Without such permission, the items will be collected by teachers and turned into the principal. The principal will determine whether to return the item at the end of the day to be taken home by the student or whether the parent will be contacted to pick up the item. The use of electronic devices, such as but not limited to iPads, iPods, and cell phones are prohibited during the regular school day. These items must be stored in lockers or backpacks upon entering the building. In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet or which has the capacity to take photographs of any kind. Students found to be using any electronic communication devices in violation of Board policy and school rules shall be subject to disciplinary action.

The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on cell phones or other electronic devices is prohibited in the school setting.

**EMERGENCY PROCEDURES**

In the event of a school emergency:

- Check Channel 16
- Check website: [Plymouth.k12.ct.us](http://Plymouth.k12.ct.us)
- Call: 860-314-4784 for voice message
- District will issue Message Now Message
- Proceed to designated staging area

Schools will not be accessible.

**FACILITIES**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place.

Once dismissed and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

**FIELD TRIPS**

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity.

**FINANCIAL ASSISTANCE**



Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. The parent of any student who needs financial assistance for school activities should contact the principal to request confidential help.

### **FIRE DRILLS/CRISIS DRILLS**

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions in each classroom. The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Crisis drills will also be held occasionally during the school year.

Teachers are required to check student attendance and report any absences to the principal. Students should not return to the building until the return signal is given.

### **FOOD ALLERGIES**

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management.

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

### **HARASSMENT STATEMENT**

Every child has the right to feel safe, valued, and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, or any disability they may have. The District will not tolerate harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to the principal or a trusted teacher. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

### **HEALTH CURRICULUM**

Drug and alcohol awareness information is provided throughout the school year by the classroom teacher or by a team teaching approach. Law requires this instruction for all students. The units covered in the health education curriculum are available for review. If you wish to exempt your child from any section of this program, you must contact the school for an exemption form. As always, if you have any questions or comments concerning this program, please do not hesitate to contact the building principal.

### **HEALTH SERVICES**

The school health office is designed to provide care to students who become ill or are injured while in school. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations and other pertinent health information.

#### **Mandatory Physical and Immunization Guidelines**

The Plymouth Board of Education Policy Requires Physical Examinations on the following schedule:

Before Entering Pre-Kindergarten: a complete physical exam is required after July 1<sup>st</sup> of the previous school year and is due *before* the first day of school. This physical must be filled out on the required State of CT Dept. of Education Health Assessment Record (Yellow Form for Pre K only), immunization record must be attached and immunizations must be complete.

Before Entering Kindergarten: a complete physical exam is required after July 1<sup>st</sup> of the previous year and is due before the first day of school. This physical must be filled out on the required State of CT Dept. of Education Health Assessment Record (Blue Form), immunization record must be attached and all boosters must be up to date.

During Grade Six: a complete physical exam must be completed between July 1<sup>st</sup> of grade six and before the first day of grade seven. Students who do not return the completed physical form by the first day of grade seven will be excluded from school until the physical is completed. This physical must be filled out on the required State of CT Dept. of Education Health Assessment Record (Blue Form), immunization record must be attached and all boosters must be up to date.

During Grade Ten: a complete physical exam must be completed between July 1<sup>st</sup> of grade ten and before the first day of grade eleven. Students who do not return the completed physical form by the first day of grade eleven will be excluded from school until the physical is completed. This physical must be filled out on the required State of CT Dept. of Education Health Assessment Record (Blue Form), immunization record must be attached and all boosters must be up to date.

Immunizations and Boosters: Connecticut State Law requires students to have certain immunizations upon entering school and additional immunizations and boosters during the grade 6 and 9 physical examinations. Please check with your physician to assure that your child is up to date. Additional information on specific immunization and booster requirements can be found on the State of Connecticut Department of Public Health website.

New Students from out of State: Connecticut State Law requires students who transfer into a Connecticut Public School from another state to provide documentation of immunizations before the student's first day and a physical exam to be completed within 30 days of entry. A physical exam completed within one year prior to the start date is acceptable as long as it meets all requirements of Connecticut State Law and local health policies. If no proof is presented within 30 days, the student will be excluded.

New Students from out of the Country: A physical examination completed by an authorized healthcare practitioner licensed in the United States must be done prior to enrolling and must meet all requirements of Connecticut State Law and local health policies. An authorized healthcare practitioner licensed in the United States stationed on a U.S. military base anywhere is also acceptable. A tuberculin skin test is required as per State of Connecticut guidelines. If the requirements are not met, the student will not be allowed to start school.

Annual Sports Physical: According to the Plymouth Board of Education policy, every student trying out and participating on a school sport team must submit a completed Sports Physical Examination form to the school nurse each year. The sports physical is valid for thirteen (13) months. You may wish to plan ahead to schedule your child's physical to coincide with any necessary sports physical for that school year. A current physical completed on a State of Connecticut Department of Health Assessment Record (Blue form) is acceptable. Parents with specific questions regarding sports physicals should contact their school nurse.

### **Screenings**

Annual vision screenings are given to each student in grades K, 1, 3, 4 and 5.

Annual hearing screenings are given to each student in grades K, 1, 3, 4, and 5.

Annual postural screenings are given to female students in grades 5 and 7 and to male students in grade 8.

### **First Aid**

When the school reports your student acutely ill or injured, it is expected that the parents will make arrangements to immediately transport them home. However, in cases of serious accidents/life-threatening emergencies requiring immediate hospitalization, the student will be sent to the nearest emergency room by ambulance. Parents will be notified immediately in all cases. Please complete the online health questionnaire at the beginning of the school year. Please update your student's school nurse regarding any changes in their health status as the need arises.

### **Communicable/Infectious Diseases**

Students with any medical condition, which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. **Students with contagious bacterial infections must have taken the prescribed dosage of antibiotics for at least 24 hours before returning to school. Your child should be fever-free without fever reducing medication for twenty-four hours before returning to school after an illness.** If you have questions or concerns regarding symptoms your child may be exhibiting, or if they are able to attend or return to school, contact the school nurse.

### **Medication**

Students who need to take prescribed medication during school hours must have the medication delivered to the school nurse or principal by the parents or guardian. **Students are not permitted to carry medications to school unless they have on file with the school nurse a Self Administration of Medication Authorization/Approval Form completed and signed by both the physician prescribing the medication and the parent.** Students who carry their own medications, may also have medication stored in the nurse's office. Medications must be in a properly labeled container with the name of the student, physician and medication, date of original prescription, and directions for administering it. The amount must be limited to a forty-five (45) day supply. No medication, prescription or over-the-counter (including topical ointments/creams, eye drops, cough and cold remedies, fever reducers), will be given without written permission from both the physician and parent. Cough and throat lozenges may be used by students with written permission from the parent and if deemed appropriate by the school nurse. Parents or guardians must pick up unused medication by the last day of school, unless other arrangements are made. The school nurse may dispose of medication not picked up. A new written authorization of medication form is required each school year.

#### **Pediculosis (Head Lice)**

Infestation of the hair with head lice is a common condition found among school age children. There is no way of preventing a child from acquiring this condition. The goal should be to detect it quickly and treat as soon as possible.

Our school health regulations specify that children with head lice be treated at home with a shampoo that kills head lice. Ordinary shampoo will not work. Following the treatment the child may return to school if proof of treatment is provided (eg. pediculicide shampoo box top) and no live lice are found upon examination by school nurse.

#### **Food Allergies**

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management.

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

## **PLYMOUTH CENTER SCHOOL HOMEWORK POLICY**

#### **The Purpose of Homework is to allow students the opportunity to:**

- Review and practice an introduced skill at home
- Reinforce lessons to progress toward mastery
- Establish a routine and demonstrate responsibility
- Communicate their understanding of the curriculum

#### **The Student's Role in Homework is to demonstrate responsibility by:**

- Writing down assignments
- Understanding expectations
- Completing work as independently as possible and to the best of one's ability
- Bringing necessary materials to and from school
- Managing time effectively

#### **The Parent's Role in Homework:**

- Provide a place and time for homework
- Monitor and assist as needed
- Communicate homework concerns to the child's teacher

#### **The Teacher's Role in Homework:**

- Provide clear directions and expectations
- Plan and assign meaningful homework
- Make appropriate accommodations
- Provide feedback on completed assignments

### **Grade Level Guidelines for Homework:**

#### **Kindergarten**

In kindergarten, homework is viewed as a partnership between parents and teachers. Homework consists of a packet of practice activities to build literacy and math skills. Children in kindergarten should spend 10 minutes a night working on homework. Sight word practice is also a component of homework. Students are not expected to complete homework independently. Parents need to serve as coaches, guides, and partners to their children. Reading to and with your emergent reader is one of the most important things you could do to help build a love for reading and foster skills in literacy. Occasional family projects are part of the kindergarten homework experience.

### **Grade One**

In first grade, a weekly homework packet is sent home. The packet enables families to complete homework as the family schedule permits. Reading practice should be a daily part of the homework routine. During the months of September to December, students should spend 10 minutes per night reading. From January to June, students should spend 15 minutes per night reading. The homework packet also may include: one spelling paper, a home activity for shared reading, and 1-2 math assignments.

### **Grade Two**

Homework in second grade should require about 20 minutes to complete, with an additional recommended 15 minutes of either independent or shared reading. Homework may consist of: daily spelling practice and one other task in the area of reading, math, or writing.

### **Grade Three**

Homework in third grade should require about 30 minutes to complete. Homework may consist of: spelling practice three to four days per week, math practice four days per week, and occasional other language arts assignments. Twenty minutes per night of reading (independent or shared) is also recommended.

### **Grade Four**

Homework in fourth grade should require no more than 45 minutes to complete. When possible, opportunity will be given for students to begin some homework assignments in class. Homework should consist of: 15 minutes of daily spelling practice, 15 minutes of math practice, and independent reading with a 1-2 sentence summary.

### **Grade Five**

Homework in fifth grade should comprise no more than 45-60 minutes per night maximum. Homework may consist of the following: spelling practice three times per week, nightly math practice, and occasional brief writing or social studies assignments. Nightly independent reading is also recommended.

## **LIBRARY SERVICES**

Our school library has a collection of over 8,000 books and videos. Students in grade one through five visit the library with their classroom teacher. Students may take out books for one week at a time. The online District Library Media Site, at <http://www.plymouth.k12.ct.us> lists Internet resources for all ages, including our new online library catalog, Destiny. With Destiny you can look up books and browse our collection from anywhere in the world, with an Internet connection.

## **LOST AND FOUND**

PLEASE WRITE YOUR CHILD'S NAME ON HATS, COATS AND SWEATERS. In the event an item is lost, it is placed in the lost and found box located in the cafeteria. Students should check this area for any lost item. Every year, many pieces of clothing remain unclaimed from the Lost and Found box. If you discover missing clothing from your child's wardrobe, it would be a good idea to check at school.

## **OPEN HOUSE CURRICULUM NIGHT / CONFERENCES**

Open House Curriculum Night for Plymouth Center School will take place on **Thursday, September 14<sup>th</sup>**. Formal conferences will be scheduled in October and March. However, teachers are generally available for conferences with parents on Monday through Thursday from 3:10 – 3:35 P.M. Please send a note or email to the teacher or phone the office to arrange a conference.

## **RECESS**

Recess is part of the daily school program. It provides an important break for fresh air, to exercise, and to socialize. Recess is held outdoors unless it is extremely cold or stormy. All children participate in recess unless there is a medical reason for non-participation. In such case, a note should be sent by the parent/guardian to the child's teacher explaining why the child should miss recess.

### **Rules for the Use of the Playscape**

1. Only one student at a time may play at each station. Students should not jump from one station to another.
2. Students must sit on their bottoms and travel feet first when sliding. There is to be no walking up the slide. Students using the slide must first check to make sure the area at the bottom of the slide is clear before riding down.
3. No running, chasing, or ball playing in the playscape area.
4. No pushing. Each student must wait for his or her turn.
5. Students may not hang by the knees from any playscape equipment.
6. If students display unsafe behavior, they must leave the playscape area.
7. One staff member must directly monitor the playscape at all times.
8. A general rule for all staff members – if you think what students are doing may be unsafe, stop them

### **REPORT CARDS/GRADING**

Report cards will be distributed three times per year in kindergarten through grade five. Midterm progress reports will be distributed three times a year, as well. Grades are intended to be a reflection of students' demonstration of mastery of concepts and skills presented within the marking period. These grades do not represent a numerical average of a collection of grades; rather, they are based on current performance in relation to established standards as described in the grading rubric (criteria). Homework completion record and effort will be indicated in separate performance categories. Behaviors that affect learning also will be noted in a separate category. Grades in the special areas (i.e. art, music, P.E.) will be based on a specific rubric reflective of the students' demonstration of the concepts and skills in that subject area. These grades are not intended to reflect "talent" or natural ability, but will reflect students' response to instruction in each subject.

### **SCHOOL PROGRAM**

The staff and administration at Plymouth Center School are most willing to assist you regarding any questions or concerns that you may have about our school. If, at any time, there are questions concerning the school, its policies, procedures or programs, please feel free to contact the appropriate people.

### **PRE-SCHOOL/KINDERGARTEN REGISTRATION**

Pre-school/kindergarten registration is announced and held during the month of March. New students should register two weeks before the start of school if they have not registered by March. Parents are required to bring the following documentation: Birth Certificate, Transfer Card if coming from another school, record of pre-school physical as required by state law, and proof of residency. The registration process can be completed online at the district website via infosnap ([plymouth.k12.ct.us](http://plymouth.k12.ct.us)).

### **PLYMOUTH CENTER SCHOOL RULES**

(To be reviewed with your child)

- Politeness and respect for all are expected at all times.
- Property must be treated with respect. Desks should be kept neat and clean. The lavatory must be kept clean. Littering, writing on the walls, and defacing of property are not allowed.
- For reasons of safety, running is only allowed during physical education or specific recess games.
- Toys, dolls, electronic devices, sunglasses, balls, and other such items should not be brought to school. These items create a needless distraction. If a toy is brought in for purposes of sharing, the item should be put away after immediately afterward. Only items supplied by the school may be used on the playground.
- Cell phones are prohibited during the school day.
- Students may not sell items at school to raise money for an outside agency.
- Students may not leave school to raise money for an outside agency.
- Students in line are to move through the school in a quiet and orderly fashion.
- Fighting is not permitted. It is important that students at this age learn strategies for dealing with anger and frustration. Fighting is not an acceptable response to these emotions.
- It is the responsibility of students to maintain the condition of their books. Students must cover their books in September and keep them covered throughout the year. Parents will be charged for lost, damaged, or defaced books.

## **SEARCH AND SEIZURE**

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk when there is reason to believe that the student's desk or locker contains material which presents a serious threat to the maintenance of discipline, order, safety, and health in school.

This document serves as advance notice that School Board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

## **SPECIAL EDUCATION PROGRAMS**

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

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parental involvement.

## **STUDENT RECORDS**

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

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

## **TITLE I COMPARABILITY OF SERVICES**

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

## **TRANSPORTATION, BUS ROUTES AND SCHEDULES**

In late August, the bus schedule will appear in the local newspaper. Please encourage your child to use the bus system. In doing so, the bus company may sufficiently determine if there are any problems, such as overcrowding.

An adult must be present at the bus stop for kindergarten students. If no one is at the bus stop, the child will be returned to school. If you have any questions regarding the bus route, schedule, pickup points, times, or bus drivers, please contact the business manager, Phillip Penn, at (860) 314-2768.

### **Bus Rules for Students**

- The bus driver may assign seats.
- Be courteous. No swearing or screaming.
- Do not eat or drink on the bus. No littering. Keep the bus clean.
- No fighting or hitting.
- Remain seated at all times.
- No smoking

- Keep your hands and head inside the bus. Do not throw anything out of windows.
- Keep the aisle clear.
- Do not destroy property. No graffiti.
- Do not distract the driver while driving
- No cell phones or other electronic devices, including gaming devices

Consequences of these rules being broken: punishment is at the discretion of the school principal, which may include suspension from riding the bus. Serious or repeated misbehavior might be cause for suspension or expulsion from school.

Please be aware that video cameras may be installed by the bus company and used to videotape student behavior.

## **VISITORS**

Parents are welcome to visit the school. Please check in at the office window, sign in, and pick up a visitor's badge when first entering the building. If you wish to visit your child's classroom, please notify us in advance so that we can make the necessary arrangements with the individual teacher.

**PLEASE NOTE:** Parents bringing in materials for their children must leave those items with office staff, once the school day is underway.

## **EMERGENCY ACTION (FOR VISITORS' AWARENESS)**

### **Medical:**

Shut door (must be locked)  
 Remain in classroom  
 Continue instruction  
 Wait for ALL CLEAR

### **Evacuate:**

Visual sweep  
 (Report anything suspicious)  
 Exit building  
 Wait for instruction  
 Seek shelter as needed

### **Lockdown:**

Shut door (must be locked)  
 Pull shades – Lights out  
 Hide out (out of sight)  
 Maintain silence  
 Take action against intruder as last resort

Use Judgment – Call 911

## **WEB SITES**

School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The Principal or his/her designee will approve all material posted on the school's web page.

## **YEARLY CLASS PLACEMENT**

The classes at Plymouth Center School are grouped heterogeneously. The individual strengths and needs of each student are carefully considered in each placement. Also considered are the number of boys and girls in each class. If a parent feels that additional information for the class placement is needed, a letter outlining this information may be sent to the principal **prior to June 1<sup>st</sup>**.

**Please note:** It is very important that parents not request particular teachers in the letter. Letters will be shared with grade-level teacher teams during placement planning.

**THE PRINCIPAL RESERVES THE RIGHT TO MAKE THE FINAL PLACEMENT OF ANY CHILD WITHIN A CLASSROOM.** All teacher assignments will be made available one week prior to the start of school.

# PLYMOUTH BOARD OF EDUCATION, STATE, AND FEDERAL INFORMATION

5144.1

## Students

### Discipline/Punishment

#### Use of Reasonable, Physical Force

**Reasonable physical force may be used, to the extent that a teacher or other person entrusted with the care and supervision of a minor for school purposes believes it necessary to:**

- A. Protect him/herself or others from immediate physical injury.**
- B. Obtain possession of a dangerous instrument or controlled substance, upon or within the control of such student.**
- C. Protect property from physical damage.**
- D. Restrain student or remove student to another area to maintain order.**

**Physical force may not be used as a disciplinary measure.**

#### **Connecticut's Complaint Resolution Procedure**

Federal regulations require that state education agencies adopt written procedures for the receipt and resolution of any complaint which alleges that the state education agency, or an agency or consortium of agencies, has violated a federal statute or regulation that applies to the following programs: Title I, Title II, Title III, Title IV and/or Title V.

The complaint Resolution Procedure is listed in its entirety on the Plymouth Public Schools Website (<http://www.plymouth.k12.ct.us>) under the District Information heading.

## Student Conduct

### 1. Philosophy of Discipline

Discipline begins in the home with the responsibility of parents to develop a positive attitude toward study and behavior. No code established or action taken by school officials can be effective without parental acceptance of this primary responsibility. Discipline continues in the classroom with the relationship between the teacher and the student.

The school district is unequivocally committed to the principle that disorderly and disruptive behavior should not be permitted to interfere with the right of other students to pursue an education. While the teacher should handle most discipline problems, student and parent the administration and the Board of Education have the responsibility to support and maintain the enforcement of discipline within the building.

All students will be required to conduct themselves at all times in accordance with established codes of student conduct. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/or expulsion only as a last resort. In this connection, students are reminded that:

1. The exercise of any of the student's rights must be weighed against the rights of another individual or group.
2. No student has the right to disrupt the educational process within a school.
3. All students will have the right to due process procedures in matters of suspension, transfer, and expulsion.



## II. Student's Rights and Responsibilities

One of the goals of school systems throughout America is the development in students of an appreciation of the democratic way of life. To achieve this goal the staff, students and parents must work cooperatively to avoid the extremes of regimentation and authoritarianism on the one hand, and anarchy and irresponsibility on the other. To this end, every student has certain rights and responsibilities. The following statements are basic to student-school relationships:

1. Provided no libelous and obscene expressions are used, and the activity does not disrupt the school program, the rights of students with respect to freedom of speech, press and assembly will be respected.
2. The High School will establish a representative student government with leadership elected by the students.
3. All students have the right to an education without regard to race, religion, sex, national origin, or disability.
4. Students may be searched, according to a decision of the Supreme Court of the United States, if there are "reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school." (Board Policy 5145.12).
5. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students, their property and school property with reasonable care for the Fourth Amendment rights of Students. (Board Policy 5145.12).
6. Every member of the school community, including students, parents and staff has the responsibility to promote regular attendance, orderly conduct and behavior, freedom from fear of insult or injury, and maximum opportunities for learning on the part of each student.

### Discipline

Most discipline problems should be handled between the teacher, student and parent. While discipline is an individual matter, the school district is unequivocally committed to the principle that disorderly and disruptive behavior should not be permitted to interfere with the right of other students to pursue an education. All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and its students. Every reasonable effort will be made to keep students within the schools' sphere of influence, using suspension and/or expulsion only as a last resort. In this connection, students are reminded that:

1. The exercise of any of the student's rights ceases when it infringes upon the rights of another individual or group.
2. Students are responsible to learn the Board's rules and regulations and conduct themselves in accord with them. No student has the right to disrupt the educational process within a school.

Unacceptable student behavior includes, but is not necessarily limited to: thefts; obscene and/or profane language or gestures; disobedience; unauthorized walkouts or sit-ins; striking or assaulting staff members or other students; blackmail, extortion and threats; unauthorized possession of weapons; unauthorized distribution, possession, sale or consumption of illegal drugs, alcoholic beverages or a controlled substance; destruction of property; cutting classes or school; violation of bus rules; disruption of school routine- gross misbehavior, gross insolence or disrespect; violation of regulations on smoking and dress; deliberate refusal by students to identify themselves to staff unauthorized entrance into any school building; possession or ignition of fireworks or explosive materials; making false bomb threats, etc.

3. The procedural rights of all students will be respected in matters of suspension, transfer or expulsion.

### Suspension - the Temporary Removal from the School and/or Program.

1. **In School Suspension:** Students may simply be excluded from class or activity participation by the principal or his designee up to five (5) days when it is felt to be in the best interest of the student involved that, although actions warrant suspension, he be kept within the scope of the building and program.
2. **Out-Of-School Suspension:** Students may be temporarily removed from school up to ten (10) days when it is felt the interests of the students and the school program would be better served.

3. Suspension may be invoked provided: A. The student has had an opportunity to respond before suspension becomes effective. B. Reasonable efforts have been made to notify the student and his parents of the reasons for the suspension; notification will be subsequently confirmed in writing. C. The student is permitted to make up class work that was not done due to the suspension.

4. A student who is subject to suspension more than ten (10) times or an aggregate of fifty (50) days suspension will be scheduled for an inquiry by the Superintendent of Schools who will determine any necessary alternatives to the student's status and will recommend a course of action to the Board of Education.

The recently passed legislation of P.A. 07-122, "An act Concerning Suspension and Expulsions by Local and Regional Boards of Education" and P.A. 07-66, "An Act Concerning In-Schools Suspensions" impact school suspensions and expulsions. Beginning in July 2008 the law regarding suspension and expulsion will allow school administration to shorten and waive suspension periods for students who have not previously had either a suspension or expulsion imposed on them if the students complete an administration-specified program and meet any other administration required conditions.

The legislation allows a Board of Education to take the same action with regard to expulsion for such students, provided the student is being expelled for the first time and has never been suspended, if they complete a Board specified program and requirements. The Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board.

Existing law already allows school administrators to determine suspension periods and Boards to determine expulsion periods, but only specifically allows for modification, on a case-by-case basis by Board, where the law required a student to be expelled for a year because he/she possessed a weapon or sold drugs.

The new legislation prohibits the programs from charging students or their parents or guardians a fee to participate. In addition, the law requires local Boards to expunge the required notice of the disciplinary action from the student's cumulative record when it has been waived or shortened pursuant to the bill and the student graduates from high school, or if the Board or administration chooses, completes the specified program and requirements, whichever is earlier. Under previous law, the notice, except for a notice of an expulsion based on possession of a firearm, must be expunged when the student graduates from high school.

## **BULLYING**

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

Bullying is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school sponsored activity which acts are repeated against the same student over time.

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 acts 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 suspensions, expulsion, and/or referral to law enforcement officials.

A comprehensive program, involving everyone in the schools and community, to address bullying at all school levels is essential to reducing the incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom, and individual.

The Plymouth Board of Education's Program:

1. Permits anonymous reports of bullying by students and written reports by parents or guardians;

2. Requires teachers and other school staff to notify school administrators of bullying acts they witness and students' reports they receive;
3. Requires school administrators to investigate parents' written reports and review students' anonymous reports;
4. Requires each school to maintain a publicly available list of the number of verified bullying acts that occur there;
5. Requires each school to have an intervention strategy for school staff to deal with bullying, including language about bullying in student codes of conduct; and
6. Requires notice to parents or guardians of all students involved in a verified act of bullying. The notice must describe the school's response and any consequences that may result from further acts of bullying.

The Board expects prompt and reasonable investigation of alleged acts of bullying. The principal of each school or his/her designee is responsible for handling all complaints of alleged bullying.

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 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. In addition, the Superintendent shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at each school and by ensuring inclusion of such information in student and parent handbooks.

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.

### **ASBESTOS INSPECTION RESULTS**

We have employed a safety consultant who is an accredited Asbestos Inspector and Asbestos Management Planner.

We have been informed we do have asbestos in various isolated areas including small amounts of non-friable asbestos in the vinyl floor tiles. However, all areas are well under control, and at the present time there is virtually no health risk to occupants. For further control, all areas will be periodically inspected and cared for under our Asbestos Management Plan.

A Management Plan, including the inspection report, is available in the Administrative Office for your review and inspection during office hours.

## **INSTRUCTION**

### **Homework**

#### **Overview**

The Plymouth Board of Education believes that homework is an extension of the school's instructional program and should be a reinforcement of the learning process. Homework is to be an integral part of the instructional process which encourages students to accept their responsibility as well as to increase their capacity for independent learning. To achieve this goal, homework should be viewed as having joint responsibilities shared among teacher, parents, and students.

#### **Homework Policy**

Homework is an integral part of the instructional program and the learning process that allows students to work independently to enhance their academic skills. It should be a meaningful and constructive exercise that extends the classroom learning experience. The regular practice of homework is self-motivated and enables students to function as individuals. Benefit is derived from homework when it is attacked with curiosity, interest and zeal.

Individual student capabilities determine the type, frequency and quantity of homework assigned daily. Assignments for students range from minutes to hours per subject depending on the demand of each academic subject.

### **Students**

#### **Weapons and Dangerous Instruments**

Possession of or bringing such weapons or dangerous instruments on school grounds may be a violation of criminal law and, therefore, any such act shall be reported immediately to the local law enforcement agency and the parent or

guardian notified, if possible. Students who violate this regulation shall be subject to appropriate disciplinary action as well as possible court action.

Any dangerous device or weapon may be seized by an employee of the school system under the power granted to the Board of Education to maintain order and discipline in the schools, and to protect the safety of students, staff and the public.

Every employee seizing any weapon or dangerous instrument under the provisions of this regulation shall report the incident to the Principal or Assistant Principal immediately and deliver the seized device to the Principal or Assistant Principal, together with the name(s) of persons involved, witnesses, location and circumstances of the seizure. If it is known that a student has possession of such a device but the device has not been seized, the employee should report the matter to the Principal or Assistant Principal, and the Principal or Assistant Principal shall take such action as is appropriate. The Principal or Assistant Principal shall report all violations of this regulation to the Superintendent or designee, and to the local law enforcement agency on approval of the Superintendent or designee.

The Principal or Assistant Principal also shall take disciplinary action as he/she may determine necessary, and shall report the incident to the parents or guardian of the student by telephone or in person, and follow this notification with a letter.

#### **Reporting of Child Abuse and Neglect of Children and Mentally Retarded Persons**

Connecticut General Statute Section 17a-101, as amended by Public Act 96-246, requires certain educational personnel (school teachers, school principals, school guidance counselors, and school paraprofessionals) as well as licensed nurses, psychologists and social workers who have reasonable cause to suspect or believe that a child has been abused or neglected to report such abuse and/or neglect. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require **ALL EMPLOYEES** of the Board of Education to report suspected abuse and/or neglect, in accordance with the procedures of the Plymouth Board of Education.

#### **Sexual Harassment**

Harassment of a student by a staff member or another student on the basis of sex creates a harmful academic environment. It is the policy of the Plymouth Board of Education to maintain a learning environment free from harassment, insults or intimidation.

Any sexual harassment of employees by other employees, students to employees, employees to student or students to students is strictly forbidden and will not be tolerated regardless of the working or personal relationship between the parties. It is the policy of the Board of Education to maintain a learning and working environment for students and employees that is free from sexual harassment.

It shall be a violation of this policy for any staff member or any individual subject to the control of the Board of Education to harass a student through conduct or communications of a sexual nature as defined by the Board of Education. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined by the Board of Education.

#### **Civil, Legal Rights and Responsibility**

##### **Statement of Non-Discrimination**

In compliance with Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973, the Board of Education does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status, religion, sexual preference or disability in establishing and implementing hiring and employment practices and establishing and providing school activities and educational programs. Should you have concerns about potential Civil Rights violations, please contact them at:

Office for Civil Rights/ED  
8th Floor  
5 Post Office Square, Suite 900  
Boston, MA 02109-3921

**Pesticide Application on School Grounds  
Plymouth Board of Education  
Parent/Staff Notification**

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

The decision to apply pesticide in any building or on the grounds of any Plymouth public school is dependent on the results of periodic monitoring for pest populations.

No application of pesticide shall be made in any building or on the grounds of any Plymouth public school during regular school hours or during planned activities at any school except as provided by Connecticut statute or regulation.

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

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

*Plymouth Board of Education Policy 3524.1 (a)*

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the District receives the request for access. Parents or eligible students should submit to the school principal a written request that identifies the record (s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading or violates a student's privacy rights. Parents or an eligible student should write the school principal, clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her

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

The District will disclose a student's education record without consent to officials of another public school district or public charter school in which the student seeks or intends to enroll.

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

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

Unless notified by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student. Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic and video images, date and place of birth, major field (s) of study, grade level, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous education agency or institution attended.

An objection to the disclosure of directory information shall be good for only one year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless a parent or eligible student objects to such disclosure in writing. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligation under both state and federal law.

1110.2

Form

## PARENT PORTAL

**The Plymouth School District has developed the Parent Portal as a means to further promote educational excellence and to enhance communication with parents/guardians. The Portal allows parents to view their own child's records at any time. In response for the privilege of accessing the Plymouth School District Parent Portal, every parent/guardian is expected to act in a responsible, ethical and legal manner. The Portal is available to every parent/guardian of a student enrolled in the Plymouth School District.**

**Your usage of any Plymouth Public School sponsored Parent Portal indicates your acceptance of the following:**

1. **Parent/guardians will not share their passwords with anyone, including children.**
2. **Parents/guardians will not attempt to harm or destroy data of their children, of another user, School or District network or the Internet.**
3. **Parents/guardians will not use the Parent Portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.**
4. **Parents/guardians will not access data or an account owned by another parent/guardian.**
5. **Parents/guardians who identify a security problem with the Parent Portal should notify the District's Central Office immediately without demonstrating the problem to anyone else.**
6. **Parents/guardians who are identified as a security or harassment risk to the Parent Portal or any other District computers or networks, will be denied access to the Parent Portal.**

**Parent/guardian access to their children's records may be on a continuous basis as long as their children are enrolled in the District.**

## **NOTICE OF RECEIPT OF HANDBOOK**

I acknowledge that I have received a copy of the Plymouth Center School's Student/Parent Handbook and that I have reviewed the policies contained within with my child.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Homeroom Teacher

