

Harry S. Fisher Elementary School

79 North Main Street, Terryville, CT 06786
Phone (860) 314-2770 Fax (860) 314-8008

STUDENT/PARENT HANDBOOK 2018-2019



“HOME OF THE WILDCATS”

Plymouth Public Schools Mission Statement

The Mission of Plymouth Public Schools is to Challenge, Inspire, and Prepare all students for success in an ever-changing and complex world.

Dr. Martin Semmel, **Superintendent of Schools**

(860) 314-8005

Harry S. Fisher Elementary School Mission Statement

Harry S. Fisher Elementary School is united in its partnership with students, families, and the community in its ongoing quest for excellence. Our school community will support the diverse needs of all students through a positive and nurturing atmosphere. Students will grow intellectually and socially as they become active participants in the school community and lifelong learners.

Phone: (860) 314-2770 HARRY S. FISHER ELEMENTARY SCHOOL Fax: (860) 314-8008

Our students *Step Up to the PLATE to Get on BASE* by:

Practicing Self Control		Believe
Living Respectfully		Achieve
Acting Responsibly	to	Succeed
Treating others with Empathy		Excel
Expressing Gratitude		

Principal: Mrs. Kimberly Loveland

Administrative Assistant: Ms. Mindi Davidson

FACULTY

Kindergarten	Grade 1	Grade 2
Ms. Kim Dumonski	Mrs. Suzette Andrade	Mrs. Allison Curtiss
Ms. Catherine Triarhos	Mrs. Amy Battisto	Ms. Joanna Kacprzyk
Mrs. Joan Zabek	Mrs. Carolyn Celentano	Mrs. Emily Salvatore
Grade 3	Grade 4	Grade 5
Mrs. Sandra Dunn	Mrs. Candi Clukey	Mrs. Joy Kyle
Mrs. Rhonda Mazur	Mrs. Jennie Fowler	Mrs. Denise Przystawski
Mrs. Casey Platt	Mrs. Denise Seamour	Ms. Julie Simonsen
Special Education	Physical Education	General Music
Ms. Kathy Rossi	Mr. Jerry Curtiss	Mrs. Anne DeMichiel
Ms. Sarah Johnson	Art	Instrumental Music
Mrs. Melissa Colman	Mrs. Shari Kohl	Mr. Robert Carter
Mrs. Vicki Rees		
	School Psychologist	Social Worker
School Nurse	Ms. Jessica McDonnell	Ms. Jill Levandoski
Mrs. Patricia O'Brien		
	Reading Interventionists	Math Interventionist
Speech Pathologist	Mrs. Corinne Mazon	Mrs. Dina Schaffrick
Mrs. Alysa Oling	Mrs. Nicole Levesque	Library Tutor
Ms. Kaitlin Gentile		Mrs. Judy Cumiskey

Head Custodian: Mr. Mark Lyons **Night Custodians:** Ms. Tina Raboin, Mr. Antonio Losacano
Cafeteria Staff: Ms. Laura St. Amand , Cafeteria Manager
PTA Officers: Mrs. Marie Courtemanche, President, Mr. Randy Picard, Vice-President, Mrs. Joanne Picard, Treasurer

SCHOOL DAY HOURS

REGULAR SCHOOL DAY

Grades Kindergarten through Five 8:40-3:10

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

Grades Kindergarten through Five 8:40-12:45

*****2 HOUR DELAYED OPENING*****

Grades Kindergarten through Five 10:40-3:10

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. ****

AFTER SCHOOL DISMISSAL

Kindergarten will be dismissed using the doors at the end of the kindergarten hallway and to the far right of the front of the building. Bus students in grades one through three will be dismissed from school via the front doors on the upper level. Bus students in grades four and five will be dismissed from the side doors on the south side of the building.

All walkers will be dismissed with their classrooms and will go towards the fenced in playground by Kindergarten. Parents picking up walkers are asked to wait outside by the fenced in playground for their child(ren). Please remember a child will be put on their regularly assigned bus unless the classroom teacher receives a note from the parent informing us of a change.

ASBESTOS NOTIFICATION (40 C.F.R. 763.93 (g)(4))

Federal Law and State of Connecticut Regulations of the Environmental Protection Agency (EPA) require school districts throughout the State of Connecticut to give annual written notice of the availability of asbestos management plans. These plans are available for inspection upon request.

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.

ASSEMBLIES

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom.

ATTENDANCE/EXCUSES/DISMISSAL/TARDIES/TRUANCY

Connecticut General Statute §10-184 requires all parents/guardians of children between the ages of five and eighteen to cause their children to attend school regularly. A student should not be absent from school without a parent's consent and it is expected that parents will allow their children to be absent only for health or other extenuating circumstances.

Please call the school before 9:00 on a day when your child will be absent or tardy. It is essential that we receive parent notification! An automated phone call will be made to your home in the event that the school does not receive a phone call regarding your child's absence.

Excuses: An absence shall be considered "excused" when a child does not attend school due to illness or injury, death in the immediate family, religious obligation, an emergency, or other exceptional circumstances. Written excuse for such absences should be submitted to school officials by the child's parent or guardian. When a student's absence due to illness or injury reaches five consecutive school days, a note from the child's physician will be necessary for excuse. All other absences, with or without written explanation, shall be considered unexcused. All absences must be reported or clarified no later than 48 hours (two school days) after it occurred.

Planned Extended Absences

If a student expects to be absent for an extended time, the parent is to submit a letter to the principal requesting approval for the absence. Upon administrative approval, the student should discuss with his or her teachers the assignments that he or she will be expected to complete during this period.

Completion of missed class work is the responsibility of the student, not the teacher. Unless a student has an extended illness, all make-up work will be completed within five days after the student returns to school.

Certification of Chronic Illness

Parents are advised to monitor the number of absences, which have accumulated because of medical reasons. When absences for medical reasons are frequent, it may be advisable to seek documentation from a doctor that a chronic illness exists. Doctor's notes need to specifically address dates of absences.

Dismissals

The office should be notified in writing for any changes to a child's daily schedule. In order to prevent confusion at dismissal, please avoid making last-minute telephone calls indicating changes in transportation home.

Early dismissal requests

Early dismissals from school are granted only by the school nurse, the Principal, or the Head Teacher (in the principal's absence). If a parent or legal guardian wishes to have a child dismissed early, he/she must submit a signed, dated note to the teacher or have called the school and spoken to an administrator may receive permission to leave the building prior to the end of the school day (3:10). The note should state the reason for the request, the time of dismissal, and also indicate the person who will be meeting the child. The child should be met in the office. Upon arrival at the office, the adult picking the student up must sign the child out and may be asked to provide proper identification.

Late Arrival Policy

Students who arrive to school after 8:40 a.m. must secure a tardy slip from the main office. Tardies will be excused for medical, dental, religious and legal reasons as well as family emergency/crisis with proper documentation.

Truancy-Annual Notification of Obligations under C.G.S. §10-184

Regular and punctual student attendance is essential to the educational process. Connecticut General Statutes Section 10-184 provides that "[e]ach parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school in

the district wherein such child resides is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. The parent or person having control of a child seventeen years of age may consent, as provided in this section, to such child's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form. The school district shall provide such parent or person with information on the educational options available in the school system and in the community, and shall include an attestation on the withdrawal form from a guidance counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community. The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age and the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The school district shall provide the parent or person with information on the educational opportunities available in the school system.”

The regular attendance of students at school is, by law, the responsibility of each student's parent or guardian. Those who miss classes on a regular basis may suffer long-term negative consequences in that they are unlikely to master the skills necessary to succeed in school and life. By state statute, truancy is defined as four (4) unexcused absences from school in any one month. A student is considered habitually truant when he/she continues to accumulate four (4) unexcused absences in any month or ten (10) unexcused absences in one academic year. The law requires that school personnel attempt to notify by telephone the parent or guardian of any student absent from school. Further, appropriate school staff is required to hold a meeting with the parent of the student within ten (10) days of a known truancy. A written complaint must be filed in Superior Court of each habitual truant. Judges are empowered to place habitual truants in temporary custody if there is a strong probability that the student will not attend school. Parental fines could be imposed by the court for students truant from school.

BEFORE SCHOOL REGULATIONS

Students who walk to school should walk on the sidewalks. If it is necessary to cross the street, students must follow the directions of the crossing guard.

Students should arrive at school after 8:30 A.M. Please be careful to observe this arrival time. There is no supervision on the school grounds prior to 8:30 A.M. When the bell rings, all students will enter the building and report directly to their classroom.

BICYCLES

Students may ride bicycles to school with written parental permission. Students must have locks and are expected to secure the bike in the bike rack by the front door.

Connecticut State law requires that all children under the age of 12 wear a helmet when riding a bicycle. Students who ride a bicycle to school without wearing a helmet will lose bicycle privileges. Skateboards, scooters, and roller blades are not to be used for school transportation.

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 at: <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 POLICY

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

Prohibition against Bullying and Retaliation

A. The Board expressly prohibits any form of bullying behavior on school grounds; at a school sponsored or school-related activity, function or program whether on or off school grounds; and 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 Board of Education.

B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.

C. In addition to prohibiting student acts which constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.

D. Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

Definition of Bullying

"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:

1. Causes physical or emotional harm to such student or damage to such student's property,
2. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
3. Creates a hostile environment at school for such student,
4. Infringes on the rights of such student at school, or
5. Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written 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.

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 in 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.

CAFETERIA

All eating is to be done in the cafeteria. Food is not permitted elsewhere in the building. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

All cafeteria services are in compliance with the National School Lunch Program and offer to students nutritionally balanced lunches daily.

The cost of lunch for the 2018-2019 school year is \$2.80 for elementary students. The price of milk is \$.50. Prices are subject to change.

Students are able to purchase breakfast every day. The cost of breakfast is \$1.60. The breakfast menu will be distributed to students monthly.

We encourage you to deposit money in your child's account if they are purchasing items a la carte to help speed the amount of time spent waiting in line in the lunch room. Money left in an account at the end of the school year will stay in your child's account for the following school year.

Lunch is a time where students are able to practice their social emotional skills and continue to grow their abilities to communicate and bond with their classmates. We encourage this independence and identify this as a critical time for peers to interact in a less structured environment. If you intend to eat lunch with your child, please communicate this to the main office prior to 9:30 AM so arrangements can be made for you to join your child.

All students at Fisher Elementary School have a daily snack time. If your child wishes to bring a snack, we ask that the snack consists of one child size serving of a healthy food from one of the basic food groups. **If your child has a food allergy, be sure to inform the classroom teacher and the nurse along with stating the specific allergy on the school forms. ENERGY DRINKS ARE DISCOURAGED ON SCHOOL PROPERTY.**

CAFETERIA RULES:

- Appropriate table manners are required
- Students must stay in their seats until dismissed
- Quiet voices are to be used
- Students should not share food
- If you drop it, pick it up

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students are expected to adhere to rules distributed in the classroom. Violation of these rules may result in loss of computer privileges. Any expenses incurred by the school system because of damage done to the computers, software, or printers will be paid by the student. *All students must have a "Network/Internet Acceptable Use" form on file prior to utilizing any of the school computers.*

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 school psychologist include helping the student function more successfully within the school environment. The district's comprehensive counseling program strives to assist students in acquiring critical skills in the academic, career, and personal/social aspects of development.

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

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

Counselors distribute a form that outlines the counseling services that are available within the school day at the beginning of the school year. A group description is included with the form and parents are welcome to sign their child up for a group at any time. Parents/guardians may contact the counseling staff at school at any time by calling 860-314-2770.

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)

Each school will have (1) one automatic external defibrillator (AED) and (2) 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 communications. 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 school policy.

Publications prepared by or for the school may be posted or distributed, with prior approval by the principal. 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 that 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.

DRESS CODE GUIDELINES:

- No unsafe footwear. Shoes must have straps or backs; heels must be low. NO flip flops.
- No halter or spaghetti strapped tops. Tank tops must provide appropriate cover - the stomach may not show.
- Shorts must reach to the bottom of the wearer's fingers when arms are held straight down.
- Appropriate outerwear must be worn during cold weather. Students not dressed appropriately for cold weather will not be allowed to participate in outdoor activities.
- No hats or headscarves are to be worn in the school building except those worn pursuant to established religious customs.
- Students should not wear face-coverings or sunglasses in the school building.

EARLY CLOSING

Please check local television or radio media for information regarding potential early closings due to inclement weather. It is important that each child be instructed as to what to do if school is dismissed early for any reason. The School Messenger telephone contact system will also be utilized to notify parents regarding schedule changes due to inclement weather.

ELECTRONIC DEVICES AND GAMES (Radios, Cell-Phones)

Students are not permitted to possess such items as radios, CD players, DVD players, cameras, 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 iPods and cell phones are prohibited during the regular school day. These items must be stored in lockers or backpacks upon entering the building.

EMERGENCY PROCEDURES

As a result of the work done by the town wide Task Force Committee that reviewed the security, safety and emergency practices of all schools, emergency cards were created to inform every household of the *Emergency Procedures in the Event of a School Emergency*. Below is a copy of the information printed on the card.

- *Check Channel 16
- *Check website: Plymouth.k12.ct.us
- *Call: 860-314-4784 for voice message
- *District will issue Phone Alert Message
- *Proceed to designated staging area

SCHOOLS WILL NOT BE ACCESSIBLE

In the event of an emergency, parents are directed to Terryville Fairgrounds where they will receive more information.

EQUAL EDUCATIONAL OPPORTUNITIES & SEXUAL HARASSMENT POLICY

In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and the Civil Rights Act of 1987, the Plymouth Board of Education adopts the following Equal Educational Opportunity and Sexual Harassment Policies.

Equal Education Opportunity

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of age, sex, race, religion, national origin, pregnancy, parenthood, marriage, or any reason related to his/her individual capabilities. The Equity/Title IX Coordinator has the responsibility to monitor the implementation of this policy. Further implementation of this policy is a responsibility of all district administrators in accordance with the procedures set forth in the attached regulations.

Under Section 504 of The Rehabilitation Act Of 1973

The Rehabilitation Act of 1973, commonly referred to as Section 504, is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which

substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. The 504 building coordinator is the Principal. The district wide coordinator is the Director of Special Education.

The address for the Office of Civil Rights is:

U.S. Department of Education
Office of Civil Rights, 8th Floor
5 Post Office Square, Suite 900
Boston, MA 02109-3921

Non-Discrimination Statement

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

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

resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability, pregnancy, gender identity or expression.

Complaint Procedure

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

If the complainant is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. At any time, a complainant alleging race, color or national origin discrimination or harassment has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 8th Floor, Post Office Square, Suite 900, Boston, MA 02109-0111 (Telephone number (617) 289-0111).

Notification of Procedures for Requesting an Initial Evaluation of a Child (Regs. Conn.State Agencies 10-76d-7(a)(2))

Each board of education shall make available information, understandable to the general public, concerning the procedures for requesting an initial evaluation of a child to all parents and professional staff of such board. Such information shall include, but not be limited to, a description of the general education interventions that are provided to meet the needs of individual children before a referral for special education evaluation is requested. Such information shall identify at least one person in each school building that parents or professional staff of the board may contact regarding school policies and procedures for special education referrals and evaluations. The board may include such information in the student handbook, on the board's website or in another location to afford parents and staff access to such information

Your Right to Request Information Concerning Teacher and Paraprofessional Qualifications

As a parent of a student enrolled in Harry S. Fisher Elementary School, under the No Child Left Behind Act of 2001, you have a right to request the following information concerning the qualifications of teachers and paraprofessionals who work with your child:

1. Whether your child's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether your child's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether your child is provided services by paraprofessionals, and, if so, the paraprofessionals' qualifications.

Prohibition against Sex Discrimination and Sexual Harassment

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

Definitions

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

Sexual harassment: In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) Is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's education program. Sexual harassment can be verbal, nonverbal or physical.

Complaint Procedure

1. It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to

promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints.

2. As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she should make a written complaint to the building principal, or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.

3. The complaint should state the:

A. Name of the complainant,

B. Date of the complaint,

C. Date(s) of the alleged harassment/discrimination,

D. Name(s) of the harasser(s) or discriminator(s),

E. Location where such harassment/discrimination occurred,

F. Names of any witness(es) to the harassment/discrimination, and

G. Detailed statement of the circumstances constituting the alleged harassment/discrimination.

4. Any student who makes an oral complaint of harassment or sex discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. In appropriate circumstances, due to the age of the student making the complaint, a parent or school administrator may be permitted to fill out the form on the student's behalf.

5. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.

6. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools or designee. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator.

7. Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to investigate the complaint. The Title IX Coordinator or designee shall consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.

8. The Title IX Coordinator or designee shall make a written report summarizing the results of the investigation and proposed disposition of the matter. Consistent with state and federal law and as deemed appropriate by the Title IX Coordinator or designee, the findings of the investigation shall be shared with persons involved in the investigation.

9. If the student complainant is dissatisfied with the findings of the investigation, he or she may file a written appeal to the Title IX Coordinator, or, if he or she conducted the investigation, to the Superintendent of Schools, who shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment or sex discrimination. The Title IX Coordinator or Superintendent of Schools may also investigate the complaint further. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant, in writing, as soon as possible. If after a thorough investigation, there is reasonable cause to believe that sexual harassment or sex discrimination has occurred, the district shall take appropriate corrective action in an effort to ensure that the harassment/discrimination ceases and will not recur. Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of filing a complaint.

Title IX Coordinator

The Title IX Coordinator for the Plymouth Board of Education is: Mr. Mark Hedrick whose office is located at Eli Terry Jr. Middle School and whose telephone number is 860-314-2790.

CT State Department of Education Complaint Resolution Procedure

Elementary and Secondary Education Act

34 Code of Federal Regulations (CFR) Part 299(10)(a)

I. Filing of Complaint

A. Violation of Law

A written complaint may be filed by an organization or individual with the Connecticut Commissioner of Education

alleging that the state educational agency (SEA) or an agency or consortium of agencies is violating a federal statute or regulation that applies to the following applicable programs:

1. Part A of Title I (Improving Basic Programs Operated by Local Education Agencies).
2. Part B, Subpart 1 of Title I (Reading First).
3. Part B, Subpart 3 of Title I (Even Start Family Literacy Programs.)
4. Part D of Title I (Children and Youth Who Are Neglected, Delinquent, or At Risk of Dropping out).
5. Part A of Title II (Teacher and Principal Training and Recruiting Fund).
6. Part D of Title II (Enhancing Education through Technology).
7. Part A of Title III (English Language Acquisition, Language Enhancement, and Academic Achievement Act).
8. Part B, Subpart 4 of Title III (Emergency Immigrant Education Program).
9. Part A of Title IV (Safe and Drug-Free Schools and Communities).
10. Part A of Title V (Innovative Programs).

B. Review of an Appeal

A written complaint may be filed by an individual with the Connecticut Commissioner of Education appealing the decision of an agency or consortium of agencies based on prior written complaint presented by an individual to such agency or consortium of agencies.

C. Content of Complaint: The complaint shall be in writing, signed by the complainant and contain the following:

1. A statement that the SEA or an agency or consortium of agencies has violated a requirement of federal statutes or regulation regarding the applicable program, or in the case of an appeal, a statement of aggrievement with the decision rendered by the agency or consortium of agencies based on a prior written complaint.
2. A clear and concise description of the facts on which the statement is based and the specific alleged violation or aggrievement.
3. A description of prior efforts to resolve the complaint, including information demonstrating that the SEA, agency or consortium of agencies has taken action adverse to the complaint or has refused or failed to take action within a reasonable period of time.
4. Complainant's and respondent's name, address and telephone number.
5. Other materials or documents containing information which support or clarify the statement.

II. Review of Complaint

A. Analysis

Within three business days of the receipt of the complaint, the Commissioner shall assign a review official. Within five business days of the assignment, the review official shall determine whether the complaint has been properly filed in accordance with Section I. If necessary, the review official shall interview the complainant.

B. Dismissal of Complaint

The review official may dismiss the complaint in writing stating an explanation for such action. The grounds for dismissal shall include, but not limited to, the following:

1. The allegations fail to state a bona fide violation of federal statute or regulations by the SEA or an agency or consortium of agencies.
2. The allegations fail to state a bona fide aggrievement with the decision rendered by an agency or consortium of agencies based on prior written failure to file a proper complaint pursuant to Section I. Complaint.
3. The allegations were not caused by the actions or failure to act by the SEA, agency or consortium of agencies.

III. Notification of Complaint and Investigation

If a complaint is not dismissed, the review official shall forward the complaint to the respondent immediately along with a copy of the Complaint Resolution Procedures.

IV. Response to Complaint

Within 10 business days of the receipt of the complaint from the review official, the respondent shall file with the Commissioner a written response to the complaint.

A. Content of Response

The response shall address each and every allegation of the complaint and shall list the respondent's name, address and telephone number.

B. Interview

The review official or the respondent may request an interview to discuss the response and to resolve the dispute

informally.

V. Complaint Investigation

Upon completion of Section IV or the failure of the respondent to file a response, the review official shall conduct an investigation. All parties may be duly notified that an investigation has begun. At any time during the investigation, the review official shall attempt to resolve the dispute informally. Within 60 calendar days of the receipt of the complaint, an investigation of the complaint shall be completed and a written report shall be mailed to both parties. Information shall be gathered in a timely manner, while minimizing any inconvenience or disruption to the complainant or respondent. Concerning a review of an appeal of the decision of an agency or consortium of agencies, the review official may elect to disregard the procedures contained in this section using in lieu thereof the following abbreviated procedure.

1. Review all of the appropriate records and determine whether the decision of the agency or consortium of agencies shall be affirmed, reversed or modified.
2. Draft a letter of review of an appeal addressing, but not limited to, the issue in dispute, the facts found, the affirmation, reversal or modification of the lower decision and recommendation for improved practices, policies or procedures.

A. Data Collection

The complainant and respondent shall provide the review official with copies of all relevant records requested in writing. Telephone interviews of the complainant, respondent and others with knowledge of the allegations may be conducted. Pursuant to 34 CFR 99-35(a) the review official, acting on behalf of the SEA, is authorized to have access to education records in connection with an evaluation of federal or state-supported education programs or for the enforcement of or compliance with federal legal requirements which relate to those programs.

B. Independent On-Site Investigation

The review official may conduct an on-site visit to investigate the complaint if the official deems it necessary. Any on-site visit shall be coordinated with the respondent.

C. Complaint Investigation Report

The Complaint Investigation Report shall be completed by the review official and mailed to the parties within 60 calendar days of the receipt of the complaint by the SEA. The Commissioner may grant an extension for the completion of the report on written request of the review official or respondent if exceptional circumstances exist with respect to the particular complaint. Such extension shall be in writing and shall be mailed to the parties.

The report shall contain the following contents:

- Summary of all investigation activities including, but not limited to, date of receipt of complaint, allegations, parties interviewed, documents received and dates of on-site visits.
- Specific allegation of the complaint, the findings of fact, conclusions and final decisions rendered regarding each allegation, including citation to applicable federal statute or regulation.
- Specific corrective action plan that resolves the complaint or ensures future compliance of the respondent regarding the violation of federal statute or regulation.
- Recommendations for improved practices, policies or procedures shall be offered when no violation of federal statute or regulation is found.

D. Corrective Action Plan

If the Complaint Investigation Report finds that the respondent is violating federal statute or regulations, the respondent shall be requested to submit a corrective action plan within a specified period of time as determined by the review official. Respondent may request technical assistance from the SEA in order to prepare a plan to achieve compliance.

VI. Review of Final Decision

The complainant may file a written request with the Secretary of the U.S. Department of Education to review the final decision of the SEA. All local educational agencies shall disseminate information about the complaint procedures to teachers, staff, parents and appropriate private school officials or representatives.

Student Privacy Policy or PPRA Notice

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (*i.e.* students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include:

1. The right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
2. The right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum. Instructional material means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as

materials accessible through the Internet) but does not include academic tests or academic assessments;

3. To protect student privacy in compliance with the PPRA, the Plymouth school district has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-4605

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

FAMILY EDUCATIONAL RIGHTS & 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.

4. 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.
5. 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.

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 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.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or extracurricular purposes. 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.

FIRE/ CRISIS DRILLS

Fire or Crisis drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drill will be planned and conducted with the local law enforcement agency.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

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. 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.

In accordance with providing a safe environment for students with food allergies, Fisher Elementary School is requesting that cupcakes be eliminated from a birthday celebration during school hours. Birthdays may be celebrated with a healthy treat or a non-food token such as pencils or stickers. Your cooperation with this new practice is appreciated.

Food Allergies and/or Glycogen Storage Disease (Diabetes)

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

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 1st 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 1st 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 1st 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 1st 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 (e.g. pediculi cide 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

INSTRUCTION

Disabilities

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

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. Reading and developing literacy skills is a priority in the elementary curriculum. Students should read outside of school on a daily basis in addition to any other homework assigned.

Homebound Instruction

Homebound instruction shall be provided when a child's condition will cause absence of at least two (2) weeks duration. A note from the child's physician is required stating that the child is unable to attend school for medical reasons. The expected date of return to the school program has to be included in the note. Homebound instruction may also be provided for the following reason(s): child is expelled or excluded from school for safety reasons; or a special education program is pending.

KINDERGARTEN REGISTRATION

Kindergarten registration is announced and held during the month of March. New students should register two weeks before the start of school in August if they have not registered by March. Registration is conducted on line by going to <http://plymouth.k12.ct.us> and clicking on the link for registration. Parents are required to provide the following documentation: Birth Certificate, record of pre enrollment physical as required by state law, immunization record, and 3 proofs of residency to complete the registration process.

LIBRARY

Our school library has a collection of over 8,000 books. Students in kindergarten 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.

LOCKED DOOR POLICY

For the safety and security of staff and students, doors will remain locked at all times. You must ring the bell at the main entrance and identify yourself. There is a security procedure in place that allows parents to drop off lunchboxes, instruments, sneakers, etc. through the drop off window so that you do not have to enter the building. If you require entrance into the building for another purpose, you will be buzzed in through the second set of locked doors. All visitors must report directly to the school office to be signed in and appropriately directed.

LOST AND FOUND

PLEASE WRITE YOUR CHILD'S NAME ON HATS, COATS, LUNCH BOXES, BACKPACKS, AND SWEATERS. In the event an item is lost, it is placed in the lost and found box located by the office. 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.

MAKE-UP WORK

Students are expected to make up all worked missed due to absence. School personnel will only be responsible for providing make up assistance to pupils whose absence is due to illness, religious observation, death in the family, or dangerous weather/ road conditions.

Upon returning to school after a period of suspension, the student shall be given a reasonable amount of time to complete all classroom work, including tests. Failure to make up work may result in a failing grade.

MANDATED REPORTERS

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.

OPEN HOUSE

Open House for Harry S. Fisher Elementary School will take place on September 10, 2018. A more detailed schedule will be sent home with your child within the first few weeks of school.

PARENT CONFERENCES

Formal parent teacher conferences will be scheduled in October and March. Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Teachers are generally available for conferences with parents on Monday through Thursday from 3:10 - 3:35 P.M. Parents and students, as well as teachers, counselors or administrators may initiate a conference. Please send a note to the teacher or phone the office to arrange a conference.

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.

PARENTAL INVOLVEMENT

Harry S. Fisher Elementary School concurs that education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are encouraged to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance

at parent-teacher conferences, participation in campus parent organizations, attendance at Board of Education meetings and being a school volunteer are strongly encouraged. The school welcomes volunteers and as a result has established a wide support base including not only parents, but senior citizens, retired teachers, college students, and high school students.

School-family-community partnerships are about working together for student success. A positive relationship between parent involvement and student achievement has been clearly demonstrated in research literature. Parent involvement also benefits parents themselves in terms of having a greater appreciation of their roles, strengthened social networks, access to information and materials, and motivation to continue their own education.

PESTICIDE APPLICATION (Conn. Gen. Stat. § 10-231c, 10-231d)

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 parent or guardians and/or staff in the event of immediate threat to human health, subject to notice provisions of applicable Connecticut statutory and regulatory provisions.

Plymouth Board of Education Policy 3524.1 (a)

Green Cleaning Products Notification (Conn. Gen. Stat. § 10-231g)

Conn. Gen. Stat. § 10-231g requires that on or before July 1, 2011, school districts must implement a “green cleaning program” for the cleaning and maintenance of school buildings. A written description of these green cleaning programs is available for inspection upon request or via the school district website.

Indoor Air Quality (Conn. Gen. Stat. § 10-220)

Connecticut General Statutes § 10-220 requires that for every school building constructed, extended, renovated or replaced on or after January 1, 2003, a board of education must provide a uniform inspection and evaluation program of indoor air quality. Results of this inspection and evaluation procedure are available for public inspection on upon request.

PROPERTY, LOCKERS, AND EQUIPMENT

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

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

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

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

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

Students should not attempt to repair school equipment but should notify the main office immediately if it isn't functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

PTA

The PTA is a self-governing body linked to the State and National PTA. The local unit is part of a nationwide system working to put children first. Through our own plans, activities, and programs we strive to meet the needs of the children and youth in our community. We are looking forward to a busy and productive school year. We seek your help in making this possible. We are here for the children. Please remember that you will be notified of any of our meetings and are invited to attend. We hope that you will join us in the PTA and put CHILDREN FIRST!

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.

RECESS RULES:

- Use playground equipment safely and appropriately
 - Students should not jump from one station to another
 - 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
 - Students displaying unsafe behavior must leave the playground area
- No food or drink is to be brought onto the playground
- No throwing of unsafe objects
- Follow directions immediately without question
- Inappropriate language will not be permitted
- Fighting, shoving and pushing between students will not be permitted
- Disrespect or failure to follow the direction of the adult will not be tolerated

REPORT CARDS

Report cards for kindergarten – grade 5 will be distributed three times a year with the last report card being distributed on the last day of school. Report card envelopes must be signed by a parent or guardian and returned to the child's classroom teacher. The final report card does not have to be returned.

SAFE SCHOOL CLIMATE SPECIALIST

For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school (or principal's designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

SAFE SCHOOL CLIMATE PLAN

The following information is directly from the Plymouth Board of Education Policy regarding the safe school climate plan.

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

B. The Committee shall: (1) receive copies of completed reports following bullying investigations; (2) identify and address patterns of bullying among students in the school; (3) review and amend school policies relating to bullying; (4) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; (5) educate students, school employees and parents/guardians on issues relating to bullying; (6) collaborate with the Coordinator in the collection of data regarding bullying; and (7) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying.

C. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student, including, but not limited to receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.

D. Not later than January 1, 2012, the Board of Education shall approve the Safe School Climate Plan developed pursuant to Board policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

Procedures for Reporting and Investigating Complaints of Bullying

A. Students and parents (or guardians of students) may file written reports (form A1) of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe Climate Specialist for review and actions consistent with the Plan.

B. Students may make anonymous reports of bullying to any school employee. Should a student request anonymity when making a report, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous complaint.

C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, **not later than one (1) school day** after such school employee witnesses or receives a report of bullying. The school employee shall then file a **written report (A1) not later than two (2) school days** after making such oral report.

D. The Safe School Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying, complete the Administrative Investigative Summary (A2), and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process (A3), unless the student and/or parent has requested anonymity.

E. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

Responding to Verified Acts of Bullying

A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify (A4) the parents or guardians of the students against who such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding **not later than forty-eight hours** after the investigation is completed. This notification (A4) shall assure parents that the school district has addressed the issue. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.

B. In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall also invite the parents or guardians of the student who commits any verified act of bullying and the parents or guardian of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying. The invitation may be made simultaneous with the

notification described above in Section A., as it must include a description of the school's response to such acts, along with consequences, as appropriate. Normally, separate meetings shall be held with the respective parents; however, at the discretion of the Safe School Climate Specialist and with written consent to the parents/guardians involved, the meeting(s) may be held jointly.

C. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.

D. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.

Notice to Law Enforcement

A. If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

B. If a bullying complaint raises concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national origin, sex, sexual orientation, age or disability), the Safe School Climate Specialist or designee shall also coordinate any investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.)

Documentation and Maintenance of Log

A. Each school shall maintain written complaints of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.

B. The Principal of each school shall maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request. Given that any determination of bullying involves repeated acts, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of bullying unless the specific actions that are the subject of each report involve separate and distinct acts of bullying. The list shall be limited to the number of verified acts of bullying in each school and shall not set out the particulars of each verified act, including, but not limited to any personally identifiable student information, which is confidential information by law.

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

Other Prevention and Intervention Strategies

A. Bullying behavior can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying", as defined above, will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint.

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

C. The following sets forth possible interventions which may also be utilized to enforce the Board's prohibition against bullying:

Non-disciplinary interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. If a complaint arises out of conflict between students or groups of students peer mediation maybe considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating or the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints, however, shall not be the basis for disciplinary action. In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy. Expulsion may be imposed only after a hearing before the Board of Education, a Committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board's Student Discipline policy. This consequence shall normally be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

Interventions for bullied students

The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address multiple incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following:

- a) Counseling
- b) Increased supervision and monitoring of student to observe and intervene in bullying situations
- c) Encouragement of student to seek help when victimized or witnessing victimization;
- d) Peer mediation where appropriate
- e) Student Safety Support plan.

General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school:

- a) Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education;
- b) School rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
- c) Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur.
- d) Inclusion of grade-appropriate bullying education and prevention curricula, which may include instruction regarding building safe and positive school communities including developing healthy relationships and preventing dating violence as deemed appropriate for older students;
- e) Individual interventions with perpetrator, parents and school employees, and interventions with the bullied students, parents and school employees;
- f) School-wide training related to safe school climate, which training may include Title IX/Sexual harassment training, Section 504/ADA Training, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;
- g) Student peer training, education and support; and
- h) Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
- i) Respectful responses to bullying concerns raised by students, parents or staff;
- j) Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying, with a focus in evidence based practices concerning same;

- k) Use of peers to help ameliorate the plight of victims and include them in group activities;
 - l) Avoidance of sex-role stereotyping;
 - m) Continuing awareness and involvement on the part of staff and parents with regards to prevention and intervention strategies;
 - n) Modeling by teachers of positive, respectful, and supportive behavior toward students;
 - o) Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- p) Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

D. In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of “bullying.”

Annual Notice and Training

- A. Students, and parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.
- B. The Board shall provide for the inclusion of language in student codes of conduct concerning bullying.
- C. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district’s safe school climate plan and require that all school employees annually complete training on the identification, prevention and response to bullying as required by law.

School Climate Assessments

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

Legal References:

- Public Act 11-232, An Act Concerning the Strengthening of School Bullying Laws
- Conn. Gen. State SS 10-222d
- Conn. Gen. State SS 10-233a through 10-233f
- Connecticut State Department of Education Circular Letter C-8, Series 2008 – 2009 (March 16, 2009)
- Policy Adopted: October 12, 2011 Plymouth Public Schools
- Regulation Approved: January 11, 2012 Terryville, Connecticut

SCHOOL TESTING

Standardized tests can assist both teachers and parents in assessing the academic progress of the child, and in diagnosing specific strengths and weaknesses. We administer the statewide Smarter Balanced Assessment Consortium (SBAC) in grades 3, 4, and 5.

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.

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.

SECURITY CAMERAS

Security cameras are located in public areas throughout our building to record activity that is in view, and to ensure the safety and well-being of our students and staff. School administrators and security personnel have access to this recorded information.

SPECIAL EDUCATION

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

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents 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. Parents will be informed regarding the use of scientific, research-based interventions.

STUDENT CONDUCT

SCHOOL RULES: (To be reviewed with your child)

- Walk at all times in the building.
- Keep hands, feet, and objects to yourself.
- Show respect for everyone and property at all times (language & actions).
- Politeness and respect for all are expected at all times.
- Toys should not be brought to school. If a toy is brought in for purposes of sharing, the item should be put away immediately afterward.
- Use of cell phones is prohibited.
- Students may not sell items at school to raise money for an outside agency.
- Fighting is not permitted. It is important that students at this age learn strategies for dealing with anger and frustration.
- It is the responsibility of students to maintain the condition of their books. Parents will be charged for lost, damaged, or defaced books.

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, students, parents, 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 school.
3. All students will have the right to due process procedures in matters of suspension, transfer, and expulsion.

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 rights 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.

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. 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 immediately and deliver the seized device to the 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 Head Teacher, and the Principal or Head Teacher shall take such action as is appropriate. The Principal or Head Teacher 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 Head Teacher 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.

STUDENT RECORDS

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

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

The principal is custodian of all records for currently enrolled students at the assigned school.

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. If you have any

questions regarding the bus route, schedule, pickup points, times, or bus drivers, please contact the Business Manager Mr. Philip Penn at 860-314-2768.

BUS RULES FOR STUDENTS:

- The driver may assign seats
- Board the bus in an orderly manner without pushing or the crowding of other students.
- 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
- Keep your hands and head inside the bus - Do not throw anything out 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

These rules of conduct are established to ensure student safety and are for the benefit of each individual student. Students are encouraged to comply with these Bus Rules for Students which contribute significantly to safety and the efficient operation of our transportation system. These rules apply at bus stops, while riding the bus to or from school, and during school related activities.

Consequences of Misbehavior on the Bus – Punishment is at the discretion of your school principal. That may include suspension from riding the bus. Serious or repeated misbehavior might cause suspension or expulsion from school. If a child is unruly on the bus and refuses to obey the driver, such child shall be taken to his destination and the school administration shall be advised. The first offense will result in a warning to the child from school administration. The next offense will result in notification of the parent regarding the unruly bus behavior. A third offense may result in suspension from the school bus for a period of time determined by the administrator. The parent is then responsible for their transportation to and from school. If any child misbehaves so as to endanger the safety of the other passengers, he/she may be put off immediately for an indefinite period.

The staff at the school and at the bus company is requesting that your child's bus stop remain as consistent as possible. Being picked up and dropped off at the same place every day is the best way to ensure your child's safety. In the event of a transportation change, however, a 24 hour notice is to be given to the school unless it is an emergency, in which case a call should be made to the main office no later than 2:45 p.m. in order for the request to be honored.

PLEASE REMEMBER STUDENTS IN KINDERGARTEN WILL BE BROUGHT BACK TO SCHOOL IF THERE IS NO ADULT WAITING FOR THEM AT THEIR BUS STOP. If the usual adult is unable to be at the bus stop, please inform the school with the name of the individual who will be waiting for your child so the bus company can be notified.

Please be aware that video cameras have been installed by the bus company to monitor student behavior.

VACATIONS

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered "unexcused absences."

VISITORS

Parents and other visitors are welcome to visit Plymouth Schools. **All visitors must first report to the Main Office.** Visits to individual classrooms during instructional time shall be permitted only with the principal's approval and advanced notice. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

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

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

For safety reasons, visitors should be careful whenever driving cars onto the school grounds. Please honor the posted designated drop-off and pick-up areas.

If an emergency occurs while you are visiting school, please note the classroom Emergency Action plan is as follows:

Medical:

Shut door (must be locked)
Remain in classroom
Continue to instruct
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)
Hide out (out of sight)
Maintain silence
Take action against intruder as a last resort
Use Judgment – call 911

WEB SITES

School events and activities are posted on the Fisher Elementary School website and can be obtained by going to <http://www.plymouth.k12.ct.us>.

Teachers also have individual web sites posted which can also be found on the same website.

WELLNESS POLICY

It is the policy of the Board of Education to promote the health and well-being of district students. In furtherance of this policy, the Board has created an Advisory Council on Wellness to review any available state or federal guidance on wellness issues and to assist in formulating recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among district students. This Advisory Council involves parents, students, representatives from the school food authority (i.e. any private company employed to provide food services), school administrators, the board of education, and members of the public and may also involve teachers of physical education and school health professionals. Complete goals and guidelines are available upon request or from the district website.

YEARLY CLASS PLACEMENT

The classes at Harry S. Fisher 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 BY JUNE 1.

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 and will be posted on the front doors of the school.