

Student Handbook

2022 – 2023



76 Simonds Avenue, Canton, Connecticut 06019
860-693-7707

Mr. Andrew DiPippo, Principal

Dr. Ruth Kidwell, Assistant Principal

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Vision of the Canton Public Schools Graduate



CREATIVE THINKER

I can

- Demonstrate curiosity and interest
- Generate and explore innovative ideas and solutions
- Take chances with the possibility of failure
- Respond to outcomes with adaptability and resilience



COMMUNICATOR

I can

- Seek opportunities to share with those with different perspectives
- Listen, speak, and write respectfully with my audience in mind
- Choose appropriate methods of communication
- Utilize a variety of media



COLLABORATOR

I can

- Contribute my ideas toward a common goal
- Promote discussion and respond in ways that lead to positive outcomes
- Listen to and consider different perspectives
- Adapt and compromise with others



CRITICAL THINKER

I can

- Examine existing assumptions or beliefs
- Identify and define problems or tasks
- Develop open-ended questions to drive learning
- Seek and evaluate information from a variety of viewpoints or sources
- Synthesize information in order to draw conclusions
- Determine strengths and challenges through self-reflection and feedback



COMPASSIONATE CITIZEN

I can

- Be kind
- Empathize with the needs of others
- Act with integrity
- Understand the local, national, and global impact of my actions
- Contribute my time, talents, knowledge and resources to benefit others
- Take ownership of my academic, civic, and social responsibilities



Overarching Belief:

Canton High School is committed to the pursuit of lifelong learning with the highest standard of integrity, respect for individual points of view, and a broad understanding of community and global diversity, promoted through curiosity, collaboration, and perseverance.

Curiosity

We provide a challenging learning environment that engages independent learners in thinking, discovery and creativity, preparing our students to be productive in a dynamic and diverse global community.

- We provide an engaging curriculum that encourages inquiry and creativity that promotes problem solving, innovation and deeper content area knowledge.
- We offer students curricular choice and opportunities that are relevant to their individual passions and drive.
- We encourage students to explore a rich variety of extracurricular activities that promote personal development, empathy for others, and informed respect for differences.

Collaboration

We offer varied opportunities for students to develop their ability to communicate, cooperate, and join together to solve problems.

- We encourage the sharing of ideas and the perspectives of many in our courses and activities, always respecting individual differences.
- We foster an environment of trust that enables creativity, teamwork, and progress, with the expectation that all contribute to the process and product.
- We develop individual leaders who self-advocate and identify strengths in others while working together toward common goals.

Perseverance

We support students in multiple opportunities to achieve success, with the knowledge that passion and persistence build the confidence needed to meet continuing challenges.

- We simultaneously challenge students with a rigorous curriculum while providing them the supports and resources they need in order to succeed.
- We support a growth mindset by providing opportunities for students to push beyond their perceived abilities and talents.
- We encourage each other to remain optimistic and motivated through struggle, as we foster a culture of initiative, self-advocacy, and determination.

NON-DISCRIMINATION POLICY

The Canton 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, 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, gender identity or expression, or any other basis prohibited by state or federal law 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.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

Legal Reference: Title IX of the Education Amendments of 1972,
20 U.S.C. § 1681, *et seq.*
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, *et seq.*
Americans with Disabilities Act, 42 U.S.C. § 12101, *et seq.*
Connecticut General Statutes § 10-15c and § 46a-81a, *et seq.* - Discrimination on basis of sexual orientation
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, *et seq.*

Policy adopted: March 13, 2012

Policy revised: March 24, 2015

CANTON BOARD OF EDUCATION

Canton, Connecticut

***Full listing of all CBOE Policies can be viewed at <http://z2policy.cabe.org/cabe/Z2Browser2.html?showset=canton>**

BOARD OF EDUCATION:

4 Market Street, Suite 100, Canton, CT, 06019
 Mr. Louis M. Daniels, Chair
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 Mrs. Kim Sullivan, Secretary
 Mr. Russell Bush
 Mrs. Erika Hayes
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 Atty. Ryan O'Donnell
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CENTRAL SERVICES ADMINISTRATION:

4 Market Street, Suite 100, Canton, CT, 06019
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 Mr. Kevin D. Case, *Superintendent of Schools*
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PUPIL PERSONNEL SERVICES:

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CANTON HIGH SCHOOL ADMINISTRATION:

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 Mr. Andrew DiPippo, *Principal*
 Dr. Ruth Kidwell, *Assistant Principal*

CHS FACULTY AND STAFF:**ART DEPARTMENT**

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ATHLETIC DEPARTMENT

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 Mrs. Kimberly Marze, *Library Aide*

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 Mr. Brian Jones
 Mr. Daniel Ravita

NETWORK ADMINISTRATION

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 Mr. Daniel Lagace Mr. Elias Olsen
 Mr. Nicholas Allen Mr. Joseph Van Doran

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 Mr. Benn Gawitt Mr. Anthony Pereiro
 Ms. Jean Moran Mr. Eric Tucker

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 Mr. Michael Furey, *School Counselor*
 Mrs. Jennifer Theodoratos, *School Counselor*

SECRETARIAL STAFF

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 Mrs. Lisa Davidson, *Main Office*
 Mrs. Sherri Dadomo, *Main Office*
 Ms. Paula Means, *PPS Office*
 Ms. Tina Murelli, *PPS Office*
 Ms. Linda Vogt, *PPS Office*
 Mrs. Lori Wallace, *Main Office*

SOCIAL STUDIES DEPARTMENT

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 Mr. James Annunziato Mrs. Kerry Hartley
 Ms. Colleen Barnhart Mr. Tim O'Donnell

SPECIAL EDUCATION – PUPIL SERVICES

Ms. Lori DeVito, *Social Worker*
 Ms. Brigitte Hoagland, *Psychologist*

Teachers

Ms. Victoria Rich, *Chair – 11* Mr. Brian Mailman – 10
 Ms. Jillian Lacher – 9 Ms. Julie Monaco – 12

Para-Educators

Mr. Joe Bowman
 Mrs. Ruth Ann Golis
 Mr. Peter Royer

SUPPORT STAFF

Mrs. Rebecca Davis, *ESL Tutor*
 Ms. Kristina DiGiuseppe, *Literacy Coach*
 Mrs. Vicki Holbrook-Duran, *Speech Pathologist*
 Mrs. Robyn Jones, *In-House Substitute*
 Mrs. Diana Lawler, *SRBI Tutor*

TECHNOLOGY EDUCATION

TBD
 Mr. Brandon Richard

WORLD LANGUAGES DEPARTMENT

Mrs. Véronique Subrizi, *Chair*
 Mrs. Tara Smith
 Ms. Maria Sokola
 Mrs. Michelle Traub
 Mrs. Tian Zhang

DEMONSTRATION OF PERFORMANCE STANDARDS

In order to graduate, students must meet the Language Arts, Mathematics and Science portion of the following policy:

Language Arts

Each student must demonstrate completion of the district’s performance standard in Language Arts by meeting at least one of the following criteria:

1. Completion of State Exam
2. Achievement of a “C-“ or better on specific assessments embedded in grades 11 and 12 English or social studies classes which are aligned with the skills measured by the common core state standards.

Mathematics

Each student must demonstrate completion of the district’s performance standard in Mathematics by meeting at least one of the following criteria:

1. Completion of State Exam
2. Achievement of a “C-“ or better on specific assessments embedded in grades 11 and 12 Math classes which are aligned with the skills measured by the common core state standards.

Science

Each student must demonstrate completion of the district’s performance standard in Language Arts by meeting at least one of the following criteria:

1. Successful completion of Next Generation Science Standard assessment.
2. Achievement of a “C-“ or better on specific assessments embedded in grades 11 and 12 science classes which are aligned with the skills measured by the Next Generation Science Standard assessment.

ACADEMIC INFORMATION

A. Graduation Requirements

Graduation from our public school implies (1) that students have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with their respective abilities to achieve, (2) that they have satisfactorily passed any examinations, satisfactorily demonstrated the district’s performance standards, and participated statewide mastery examinations, established by the faculty and approved by the Canton Board of Education, and (3) that they have fulfilled the legally mandated number and distribution of credits. Graduation shall not be held until 180 days and 900 hours of actual school work are completed.

The Canton Board of Education, in establishing a graduation date, may establish for any school year a firm graduation date for students in grade twelve which is no earlier than the one-hundred-eighty-fifth day in the Canton Board of Education’s adopted school calendar. After April first in any school year the Canton Board of Education may establish a firm graduation date for the school year which, at the time of such establishment provides for at least 180 days of school.

The Principal shall submit to the Canton Board of Education through the Superintendent his/her detailed requirements and standards to agree with the goals of our schools as adopted by the Canton Board of Education. It is expected that the faculty will apply measures of achievement to provide evidence that each student has progressed far enough toward school goals to warrant graduation according to the terms of paragraph #1 above.

The Canton Board of Education, in recognition of its responsibility for the education of all youths in the school system, including those who

do not successfully complete the assessment criteria listed above, and those who drop out of school, shall make available to all the school district’s youths a course of study or alternative programs for meeting standards that will enable them to acquire a high school or vocational school diploma.

The Canton Board of Education shall award a high school diploma to any World War II veteran or veteran of the Korean Hostilities requesting such diploma who left high school for military service as defined in the statutes.

Promotion and Graduation

A diploma can be earned by accumulating at least twenty-five (25) credits in a four-year period.

This includes fulfilling all state and local requirements as outlined here. Students will be promoted or retained subject to these requirements:

To Grade	Earned Credits Needed
10	6
11	12.5
12	17.5

Graduation Minimum of 25 credits

Students who transfer to Canton High School following their sophomore year may be allowed to graduate with less than the number of required credits provided that they were meeting the promotion requirements at the school they were attending in grades 9 and 10. However, the students must meet the graduation requirements specified by Connecticut General Statutes and the course and credit requirements for grades 11 and 12 at Canton High School.

Required Programs

The Connecticut General Assembly has prescribed certain requirements which all state high school graduates must fulfill. These requirements have been further defined and acted upon by the Canton Board of Education. A summary of requirements follows:

CT SDE Graduation Requirements	CHS Graduation Requirements	Credits
Humanities – 9 credits	English	4
	Social Studies	3.5*
	World Language	2
STEM – 9 credits Science, Technology, Engineering, Mathematics	Mathematics	4
	Science	3
	STEM Electives	2
Physical Education/Health Health and Safety	Health & Wellness/P.E.	1.5
	Digital Citizenship <i>OR</i> Health/Safety Pathways	.50
Capstone Experience	Canton Mastery Project	1
Fine Arts	Visual, Music and Performing Arts	.5
Electives	Additional Electives	3.0
	TOTAL CREDITS:	25

Economics/Finance may apply to apply toward Humanities OR STEM credit

- (1) All students will be required to take a minimum of six classes each semester (for seniors, the minimum is five). Externships, teaching assistantships, independent study, and online courses are above and beyond the minimum requirements.

Must include:

- a. .5 Economics/Finance
- b. 1.0 US History

c. .5 Government OR 1.0 Comparative Gov't

In addition, also beginning with the graduating class of 2020, the Canton Board of Education will provide adequate student support and remedial services for students beginning in grade seven (7) (2014-2015 school year). Such student support and remedial services shall provide alternate means for a student to complete any of the high school graduation requirements, previously listed, or end of the school year examinations, if such student is unable to satisfactorily complete any of the required courses or exams. Such student support and remedial services shall include, but not be limited to:

- (1) allowing students to retake courses in summer school or through an on-line course;
- (2) allowing students to enroll in a class offered at a constituent unit of the state system of higher education, allowing students who received a failing score, as determined by the Commissioner of Education, on an end of the school year exam to take an alternate form of the exam; and
- (3) allowing those students whose individualized education plans state that such students are eligible for an alternate assessment to demonstrate competency on any of the five core courses through success on such alternate assessment.

The Canton Board of Education shall grant a student credit towards meeting high school graduation requirements for (1) completing a world-language course provided by a non-profit organization and (2) passing a subject area proficiency test identified and approved by the Commissioner of Education. Up to four (4) credits for a private non-profit world language course shall be granted if the student achieves a passing grade on a test prescribed by the Commissioner of Education. In other subject areas, credit shall be granted, based upon successful passage of the subject area proficiency tests prescribed or identified and approved by the Commissioner of Education, * regardless of the number of hours spent by the student in a public school classroom learning the subject matter.

The fulfillment of the mandated two (2) credit world language requirement, beginning with the class of 2020 can include the successful completion of a world language course in grades six (6), seven (7), or eight (8) or a successfully completed approved online course.

Successful completion of Algebra I in Middle School can also be awarded high school credit.

SUBJECT	2021 and Beyond
Spanish I	1 credit
Spanish A	.5 credit
Spanish B	.5 credit
Spanish II	1 credit
Algebra I	1 credit

All credits earned toward meeting any of the graduation requirements through the successful completion of online courses must fulfill the requirements established in policy #6172.6, "Interactive Distance Learning."

Beginning July 1, 2012, the Canton Board of Education shall create a student success plan for each enrolled student, beginning in grade six. Such plan shall include a student's career and academic choices in grades six (6) to twelve (12) inclusive.

* The Commissioner, per statute, must prescribe or identify and approve the examinations within available appropriations.

Note: On or after July 1, 2014, the SDE shall commence development or approval of the end of the school year examinations.

- (cf. 5121 – Examination/Grading/Rating)
- (cf. 6111 – School Calendar)
- (cf. 6146.2 – Statewide Proficiency/Mastery Examinations)
- (cf. 6172.6 – Interactive Distance Learning)

Legal Reference: Connecticut General Statutes- 10-14n Statewide mastery examination. Conditions for reexamination. Limitation on use of test results. 10-16(1) Graduation exercises. (As amended by PA 96-108, An Act Concerning Student Use of Telecommunication Devices and the Establishment of Graduation Dates) 10-221a High school graduation requirements. (As amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation, P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses and Other Subject Areas, P.A. 10-111, An Act Concerning Education Reform in Connecticut and P.A. 11-135, An Act Concerning Implementation Dates for Secondary School Reform 10-133a Promotion and graduation policies

Policy adopted: May 22, 2012
 Policy revised: June 9, 2015
 Policy revised: December 13, 2016
 Policy revised: June 12, 2018
 Policy revised: January 8, 2019
 CANTON BOARD OF EDUCATION Canton, Connecticut

B. Early Graduation

A student may graduate early from high school upon completion of Board of Education requirements provided that the program has been approved by the principal at least one year in advance of the expected date of completion.

C. Course Selection

During the second semester, students will receive information and instruction on course selection. Courses are chosen in accordance with teacher recommendations along with parent/guardian and counselor approval. Counselors will review all student requests to assure alignment with graduation requirements.

D. Schedule Change/Withdrawal From a Course

1. Schedule Change

Student schedules are created based on requests and may be difficult to change after school has begun. Students must request schedule changes within the first ten (10) school days of the semester by doing the following:

- a. schedule an appointment with their school counselor,
- b. complete a Course Change Request form and obtain required signatures,
- c. return the form to their school counselor at which time the schedule change(s) will be made.

All requested course changes will be considered on a space-available basis. Students must remain in their original course until the change has been made by their counselor.

2. Withdrawing From a Course

- a. Students should contact their school counselor at the first consideration of a course drop as it may have broader credit implications or may be possible at all. Mau supports are in place for students to maintain their schedules and achieve success, therefore, a course withdrawal is considered a last resort except for extraordinary circumstances. A student may withdraw from a course without grade appearing on the transcript no later than five (5) school days past the published midpoint of the 1st quarter of a course. After that point, a WP (Withdraw/Passing) or WF (Withdraw/Failing) will appear on the official school record including report cards and transcripts. No course may be dropped if it will cause a student to fall below the minimum schedule load. In the case of a senior dropping a course, colleges must be

notified of any changes in a student's schedule that differs from the transcript provided with applications, regardless of when the course was dropped.

- b. Students will not receive credit for courses dropped. In cases of extenuating circumstances, a conference with the student, parent, teacher, school counselor and an administrator will be held. Student privileges may be affected by dropping a course.

E. Grading Scale

1. At the end of each marking period, parents will receive a report card indicating their child's academic progress.

The system is as follows:

A+	97 - 100	
A	93 - 96	Excellent
A-	90 - 92	
B+	87 - 89	
B	83 - 86	Above Average
B-	80 - 82	
C+	77 - 79	
C	73 - 76	Average
C-	70 - 72	
D+	67 - 69	
D	63 - 66	Below Average
D-	60 - 62	
F	0 - 59	Failing

2. Incomplete work is indicated on the Report Card as "I." Students will have a maximum of ten (10) school days from the date report cards are issued to make up the work unless additional extension is approved by the teacher or an administrator. If the work is not completed in the specified time, the incomplete work will be considered a zero and computed as such for the report card.
3. The Honor Roll will normally be available one week (five school days) from the date of report card issuance. Eligible students with incomplete work will be added to the honor roll as grades are submitted.

F. PowerSchool/Grading Portal

In an effort to foster student achievement and enhance communication with students and their parents, the Canton Public Schools has implemented PowerSchool's Grading Portal. The "Grading Portal" enables students and their parents to view grades, attendance record, and teachers' comments via a secure internet site. Information accuracy on the Portal is the shared responsibility of the school, teachers, students, and parents/guardians. The Portal is available to every student, parent, and/or legal guardian of a student enrolled in the school district provided that the district has a signed usage agreement and the associated regulations are followed. Use of the "Grading Portal" is subject to electronic monitoring by the district.

Additional periodic communications can be obtained by contacting the teacher directly. Parents are asked to e-mail (or call) the teacher to address specific concerns regarding grades or missing grades after first discussing issue with their child. Additionally, department chairs are available for consultations. Parents having general concerns about their children, whereby work in several subjects seems to be below expectations, are urged to contact the appropriate school counselor.

G. Pass/Fail Option for Juniors/Seniors

In an effort to encourage students to take courses outside of their strengths, electives that they might not normally choose, or higher level courses which might stretch their abilities, a pass/fail option is available.

Upon earning the minimum number of credits for graduation in a given subject area, students in grades 11/12 will be allowed to select the pass/fail option in that particular area. If, for instance, a

student has earned 3.5 credits in social studies, that particular student could select to put a fourth social studies course on pass/fail.

1. A student must complete and return the application for a pass/fail option as follows:
 - a. For yearlong courses, no later than five (5) school days after the close of first quarter report cards;
 - b. For semester courses, no later than five school days after the distribution date for the first interim reports. Once made, this decision is irreversible.
2. A course with a pass/fail option will only affect the Grade Point Average (GPA) if the student fails the course; a passing grade will have no influence on the student's GPA.
3. The pass/fail option will be limited to one credit per year.
4. AP courses may not be taken as Pass/Fail option.

H. Final Exams

1. All students must take and complete final exams when administered in order to pass the course (*unless the Senior Final Exam Policy prevails. See #4 below*). Final examinations will be valued as 12% of the total grade for full year and semester courses.
2. In case of absence, final examinations must be made up. The student's school counselor must be contacted immediately. An absence note must be presented before the exam can be taken.
3. Senior Final Exam Exemption Policy
 - a. Only seniors are eligible.
 - b. A student must have obtained a minimum of 90 average or better in a course.
 - c. Full year and semester quarter courses qualify for this policy.
 - d. This policy does NOT exempt students from taking the final in any A.P. courses.
 - e. A qualifying student reserves the right to take a final exam if he/she so desires. Once a decision is made it is final. A student may not take an exam and then ask that the grade not be recorded on the report card.
 - f. No final exam grade will appear on the report card if exempt.
 - g. A student must also meet the attendance requirements to be eligible for this policy.

I. Course Credit

To achieve credit for a course, a student must complete the following:

1. Attain a final grade average of "D-" or better.
2. Satisfy attendance requirements as specified in the section entitled "Attendance Policy."
3. Satisfy specific requirements for credit in certain courses.

J. External Credit

1. Recovery Credit

- a. If a student does not receive a passing grade for a course, the student will be allowed to retake the course in an approved summer school or other external program. The student must have a grade of 50 or above in order to participate in summer school. A passing grade will then be recorded as "P" on the student's transcript and credit will be awarded. The grade will not be calculated into the weighted GPA. All recovery credit must be approved by the director of school counseling prior to beginning the course by obtaining the necessary paperwork from the School Counseling Department. Transportation and fees are the responsibility of the student and parent/guardian.
- b. The new course grade will not replace the initial grade. Both grades will be included on the official transcript

2. Enrichment Credit

Students may, with prior approval from the director of school counseling, seek external credit in an area of personal interest from an approved program. Interested students will obtain the

required paperwork prior to enrolling. A passing grade is recorded as “P” and elective credit awarded. The grade will not be calculated into the weighted GPA.

3. Transfer Credit

Students transferring from other schools will be awarded credit in alignment with Canton and State graduation requirements. Grades will be recorded as “P” (Pass) and are not calculated in the weighted GPA. Every attempt will be made to connect credit earned from differing systems in other states/countries with those of Canton High School/Connecticut.

4. External Credit Transcripts

In all cases, the addition of credit to the Canton High School transcript will be awarded upon receipt by the school counseling department of the official transcript from the program indicating the student's successful completion of the course. The school counseling department will maintain a copy of the external transcript provided by the student, and will, upon request, include the copy showing original grades with college application documents.

K. Grade Point Average (GPA)

In the absence of class rank, the school counseling department will:

1. Include a GPA distribution chart with each student's transcript, in the form of a school profile.
2. For consistency and legal purposes, it is important that Canton High School follow the same protocol for each student. No class rank will be reported, to colleges, institutions, parents or students with two exceptions:
 - a. ROTC or Military Scholarships
 - b. A request from an institution awarding the scholarship, informing us that to withhold class rank would be harmful to the student; in which case, a percentile may be shared.

L. Grade Weighting

1. Definition

Grade weighting is a system of evaluating student achievement based on the degree and level of difficulty of course selections in order to provide a fair and equitable class rank. Grade Weighting may also serve as an incentive for students to take a more challenging program.

2. Grading/Assessment Systems

Evaluation of student progress is a primary responsibility of the teacher. A close working relationship between home and school is essential. Regular communication with parents or guardians, utilizing a variety of means, about the academic progress of their student is a basic component of this working relationship. It is the responsibility of the school and individual staff members to keep parents or guardians well informed.

Regularly used progress reports, combined with scheduled parent-teacher conferences, and other communication vehicles are a part of a process used for continuous evaluation of student performance.

The grading and reporting systems as developed by the administration and faculty are subject to the approval of the Superintendent.

3. Weighted Grades

The curriculum contains a wide variety of courses at various levels of academic challenge. Students are allowed considerable choice and are encouraged to strive for academic excellence. A system of grade weighting recognizes the differences in student achievement. Grade weighting encourages and rewards students for selecting courses at more challenging levels of difficulty.

A grade weighting/class ranking system shall be implemented for the high school in accordance with the guidelines set forth and published annually in the high school parent/student handbook.

Parents and students shall be advised annually, via the schools' parent/teacher handbook, and the schools website, of this position and the specifics of the weighted grading program.

4. Rank In Class

Rank in class will be determined numerically.

(cf. 5124 - Reporting to Parents)

(cf. 6141.5 - Advanced College Placement)

Legal Reference: Connecticut General Statutes

P.A. 99-81 An Act Concerning Weighted Grading for Honors Classes.

5. Canton High School uses the following quality point scale to calculate grade point average (GPA):

Quality Point Scale			
	AP	Honors	College Prep
A+	5.33	4.83	4.33
A	5.00	4.50	4.00
A-	4.67	4.17	3.67
B+	4.33	3.83	3.33
B	4.00	3.50	3.00
B-	3.67	3.17	2.67
C+	3.33	2.83	2.33
C	3.00	2.50	2.00
C-	2.67	2.17	1.67
D+	2.33	1.83	1.33
D	2.00	1.50	1.00
D-	1.67	1.17	.67
F	0	0	0

This system is used to determine the cumulative GPA which is sent to colleges.

M. Requirements for Honor Roll

To qualify for Honor Roll, students must be enrolled in six (6) academic courses that meet daily (at least 5 during their senior year). All graded courses are included in determining Honor Roll each marking period. Students cannot be considered for Honor Roll with any incomplete grades. The requirements for honor roll placement are as follows:

High Honors:

All A's (A+, A, A-) or all A's plus one B (B+, B, B-)

Honors:

Any combination of A's and B's with one C (C+, C, C-) grade allowed

N. Special Academic Programs / Advanced Courses or Programs Eligibility Criteria for Enrollment Purpose

1. Advanced Placement courses are offered in Biology, Calculus, Chemistry, English Language, English Literature, Environmental Science, Government, Music Theory, Physics, Spanish, Statistics, United States History and World History. These are intensive college level courses designed to prepare students for the “Advanced Placement Tests” for which some colleges may award credit (see individual colleges). Students may not take AP courses Pass/Fail. Students enrolled in an AP course are strongly encouraged to take the AP exam.

2. Advanced Courses or Programs Eligibility Criteria for Enrollment Purpose CBOE 6141.51

Purpose

The Canton Board of Education believes in the basic principle that academic rigor and the opportunity to accelerate learning are powerful motivators for students to meet intellectual challenges and excel in the academic environment. The Board supports advanced courses and

programs that promote academic acceleration. All students at the high school level will be provided an opportunity to participate in a rigorous and academically challenging curriculum.

The Canton Board of Education encourages students to pursue rigorous, challenging academic coursework such as, but not limited to, honors classes, dual enrollment, dual credit, advanced placement classes, International Baccalaureate courses, and the Cambridge International Program.

The Canton Board of Education, to encourage student participation in advanced courses or programs, will communicate information about advanced courses or programs to students and parents; offer district-wide counseling to students about the benefits of advanced level courses and programs; and annually report on District progress toward increasing students' readiness and participation for advanced courses or programs.

The benefits of advanced coursework opportunities are not limited to one particular model.

Definitions

An "advanced course or program" is defined as an honors class, advanced placement class, International Baccalaureate program, Cambridge International Program, dual enrollment, dual credit, early college or any other advanced or accelerated course or program offered by the Board of Education in grades 9-12, inclusive.

"Prior academic performance" means the course or courses that a student has taken, the grades received for each course, and a student's grade point average.

Procedures/Criteria/Guiding Principles

The Canton Board of Education is aware that minority students are chronically underrepresented in advanced level high school courses and programs of similar rigor. Low awareness of advanced courses and programs, insufficient preparation, and fear of social isolation prevent low-income and minority students from enrolling in such courses or programs. Further, other barriers to participation include the failure to identify students with potential, insufficient motivation and incentives on behalf of teachers and/or students, and funding.

An emphasis on equity must include a focus on increasing student's access to rigorous learning opportunities to assist all students to be prepared for success after high school. The following District and school-level principles will contribute to fostering greater equity in student participation in advanced courses or programs:

1. Provide a course sequence and foundation-building in earlier grades, ensuring high expectations for all students, that makes later advanced coursework a viable option;
2. Create multiple access points to advanced courses and programs, allowing students to access these programs at various points of their high-school experience;
3. Use only enrollment access criteria that are educationally necessary;
4. Use multiple methods by which a student may satisfy eligibility criteria for enrollment, including but not limited to:

- a. Recommendations from teachers, administrators, school counselors, or other school personnel;
 - b. Criteria not exclusively based on a student's prior academic performance;
 - c. Use of a student's prior academic performance must rely on evidence-based indicators of how a student will perform in an advanced course or program;
 - d. GPA improvement over time;
 - e. Scoring near benchmark on local assessments;
 - f. Student interests and persistence.
5. Offer a robust set of student supports, which can include tutoring, access to technology, and support from school counselors, that help all students succeed in advanced courses or programs; and
 6. Publish and disseminate materials that encourage all students to participate in advanced courses and programs and making these materials available in multiple languages.

In order to access advanced courses or programs students need to complete sufficiently difficult coursework at the middle school level. This equitable course enrollment policy is based on rigorous learning opportunities for all students in elementary and middle grades. High school students willing to accept the challenge of a rigorous academic curriculum shall be admitted to an advanced course or program as defined in this policy. Students who have successfully completed the prerequisite course work or have otherwise demonstrated mastery of the prerequisite content knowledge and have permission from the course instructor to participate will be allowed to enroll in advanced courses or programs offered by the District. The student must request the course or program through the guidance counselor. District administrators and guidance counselors shall advise students and parents/guardians of the opportunity to participate in advanced courses or programs as defined in this policy. When students' success plans are prepared and revised, the academic component shall include appropriate preparatory courses and advanced course and program participation. Teachers shall also encourage students to take challenging courses.

The Canton Board of Education seeks an equitable course enrollment policy that limits prerequisites and entrance requirements to those that are directly related to a student's potential for success. Therefore, multiple measures must be used to identify students for advanced coursework so that no single measure excludes their participation. Advanced courses or programs must comply with applicable District policies and state standards and this policy must be in accordance with SDE promulgated guidance. The Superintendent or his/her designee shall ensure the development and/or identification of program stipulations, eligibility criteria, student attendance and discipline standards/expectations and criteria for continuation in advanced courses or programs, and shall ensure the development and/or identification of procedures for students encountering difficulty and/or wishing to drop advanced courses.

1. Evaluation

The Canton Board of Education will review annually data on student participation in advanced courses or programs, the data shall be disaggregated by gender, ethnicity, and free/reduced lunch participation. Such data will be used during the planning process for course and program offerings in the upcoming school year.

(cf. 6141.4 – Independent Study)
(cf. 6141.5 – Advanced College Placement)
(cf. 6172.1 – Gifted and Talented Students)
(6141.52 – Challenging Curriculum Policy)

(cf. 6141.7 – Honors Programs)
 (cf. 6172.6 – Virtual/Online Courses)
 Legal Reference: Connecticut General Statutes
 P.A. 21-199 Section 3
 10-221r Advanced placement course program. Guidelines.
 District Guidance for Developing an Advanced Course Participation
 Policy Policy adopted: June 7, 2022

3. Supplementary Courses for Credit

- a) College Courses - Students completing a three (3) credit college course may substitute the course for one half (1/2) Canton High School course credit provided the course meets the specific requirements of the State Department of Education Students planning to enroll in a college course must obtain prior approval for credit from the School Counseling Department or the Administration in advance of signing up (*see Section K – “External credit”*)
- b) Continuing Education/Adult Education – Students planning to enroll in a Continuing Education or Adult Education course may substitute a one-semester course for one-half (1/2) of Canton High School course credit providing the course fulfills the State Department of Education requirement for course credit. Students planning to enroll in Continuing Education or Adult Education courses must obtain prior approval from the School Counseling Department or Administration.
- c) Tutorials - Students involved in special tutoring situations may receive Canton High School course credit if they meet the following conditions:
 - 1) Satisfactorily complete Canton High School subject area final exam.
 - 2) Complete course credit requirements set forth by the Connecticut State Department of Education.
 - 3) Receive approval of the CHS principal.
 - 4) Other Special Arrangements – Students or parents seeking to explore other special arrangements because of special needs must meet with the principal to discuss possible options.

O. Homework **CBOE 6154**

The Canton Public Schools defines homework as any school work that students spend time on outside of class. This includes completing nightly assignments, studying for assessments, and working on long-term projects.

Purpose of Homework:

The Canton Public Schools’ Community believes that meaningful homework provides students time for independent learning that:

- prepares them for and reinforces the learning, activities, and discussions that take place in the classroom;
- gives them an opportunity to demonstrate mastery of skills taught in class;
- informs families and involves them in curricular activities and keeps families aware of the topics that are taught, how their child is progressing, and how to support their child’s work at home;
- informs teachers about students’ levels of understanding so that they can adjust instruction;
- builds students’ responsibility, independence, perseverance, and time management skills;
- assists students in improving their work habits and organizational skills;
- fosters students’ love of learning;
- gives students the opportunity to understand their own learning styles.

21st Century Skills: Today’s students must learn to locate, analyze, collaborate, interpret, and communicate information and solve

problems logically. To succeed in the 21st Century, everyone will need to be proficient in all of these skills and will have to use technology to demonstrate proficiency. Colleges, universities, and the business community are clear that these skills are truly “essential” to the success of all students as they pursue post-secondary education and careers. These skills are strengthened through homework/independent learning.

The 21st Century skills are defined as the following:

1. Use real-world digital and other research tools to access, evaluate, and effectively apply information appropriate for authentic tasks.
2. Work independently and collaboratively to solve problems and accomplish goals.
3. Communicate information clearly and effectively using a variety of tools/media in varied contexts for a variety of purposes.
4. Demonstrate innovation, flexibility, and adaptability in thinking patterns, work habits, and work/learning conditions.
5. Effectively apply the analysis, synthesis, and evaluative processes that enable productive problem-solving.
6. Value and demonstrate personal responsibility, character, cultural understanding and ethical behavior.

Amount of Homework:

- Homework should not be busy work, and assignments should not be given to merely address the amount of time indicated for homework assignments, but should be purposeful and tied directly to the curriculum. It should help to determine mastery of the objectives needed per grade level based on the Canton Community Expectations for Learning.
- Homework may only be assigned on Monday, Tuesday, Wednesday, and Thursday, (with the exception of Honors, UCONN Early College Experience, and AP Courses) excluding long-term assignments.
- With the exception of summer vacation assignments, teachers may not use scheduled vacation time during the school year to assign homework and projects.
- Any summer assignments given K-12 will be approved by the department chair, principal, and assistant superintendent.
- All students are strongly encouraged to read either with family support or independently.
- The following homework assignment schedule necessitates a teacher recognizing each individual student’s ability, needs and interests:

Homework Assignment Schedule	
K-3	Homework is not to exceed twenty (20) minutes of Reading/Math literacy skills per night.
Grade 4	Homework is not to exceed thirty (30) minutes per night.
Grade 5	Homework is not to exceed forty-five (45) per night.
Grade 6	Homework is not to exceed one (1) hour per night.
Grades 7-8	Homework is not to exceed twenty (20) minutes per class per night. (Not to exceed 80 minutes per class per week). High School Equivalent courses may not exceed thirty (30) minutes per night. (Not to exceed 120 minutes per week for these classes).
Grades 9-12 UCONN E.C.E and AP	Homework is not to exceed thirty (30) minutes per class per night. (Not to exceed 120 minutes per class per week). UCONN and Advanced Placement may require up to forty (40) minutes per night per class. (Not to exceed 220 minutes per class per week).

In addition:

- Projects, essays, and other long-term assignments (2 weeks or longer) should have progress checkpoints. Fewer checkpoints should occur as students advance to prepare them for independence by senior year.
- Whenever possible, all teachers should collaboratively plan for homework assignments, including studying for assessments and working on long-term projects, to avoid conflicts with tests and quizzes and to prevent excessive amounts of homework across subject areas.
- If a student is absent, either because of illness or bereavement, the school must provide additional time for homework completion. Students should contact their school counselor to coordinate assignment completion.
- In the case of unexcused absences, make-up work is not permitted for credit. The student, however, should make up such assignments to help him/her with later school assignments. Excused absences are defined as:
 1. Illness
 2. Death in the family
 3. Observance of a religious holiday
 4. Family emergencies or other circumstances beyond the student's control
 5. School-sponsored field trip
 6. Other reasons, such as medical appointments, approved athletic events, college visits.
 7. While the district does not condone students missing school due to vacations, it does recognize that there are rare instances when a student must be absent due to parental vacation or travel requirements. In these cases, the student must notify the school administrator in advance of the absence(s).
 8. The time to make up this work may exceed the guidelines specified in this policy. Students are expected to devote this additional time to complete the make-up assignments.
- Teachers should provide feedback when returning homework assignments whenever possible to give instructional guidance to achieve mastery of skills and objectives.

Homework Design:

- Homework, whenever necessary, should be differentiated and provide opportunities for higher-order thinking.
- Homework should be part of the unit of study for each curriculum. A "common core" of embedded tasks and assignments should allow for homework completion to be unique to each student and prevent duplication of answers whenever possible.
- Access to daily assignments should be available by using syllabi or teacher websites.

Parent Engagement:

- A partnership between homework/independent learning and classroom learning is ideal. To achieve that goal:

Administrators – In enforcing the policy, will:

- Communicate the homework policy to parents, teachers, and students.
- Monitor the effective use of homework given by teachers.
- Support and allow time for collaboration among teachers, students, and parents in the effective implementation of the homework policy.

Teachers – In assigning homework, will:

- Adhere to the stated homework assignment schedule.
- Make the purpose of the homework clear to students and parents. Is it practicing a skill? Is it studying for a test? Is it working on an essay or long-term assignment? Is it checking for understanding to inform the teacher's instruction?
- Homework should be developmentally appropriate, relevant to the curriculum standards and tied to mastery or intellectual challenge.
- Make the evaluation criteria clear. Much homework is simply checked for completion. For longer assignments or projects, the teacher will provide a guide to the weighting of each part or a rubric for the completed work.
- Promote students' feelings of self-worth and competence. Students should have the tools to complete the assignment, e.g., textbooks, worksheet, etc. Students should also have the knowledge necessary to complete the work independently, although it may take effort to complete. Students may need to read the text or supplemental materials, problem solve, create, analyze, and more.
- When possible, customize tasks to fit student learning styles, interests, and needs. This could involve a choice of projects to demonstrate learning: a written report, a PowerPoint presentation, a brochure, etc., or tasks for review: flashcards, Study Island, recitation, or creating a table.
- Review homework and provide timely and appropriate feedback, keeping in mind that the timeliness can be affected by the length and intellectual complexity of the assignment. Teachers should adhere to department/school guidelines for posting grades to the grading portal.
- Collaborate with one another to ensure that students have the necessary time and access to resources.
- Utilize an effective means to communicate assignments and how much time should be spent.

Parents – Parents are an integral part of learning support as a student matures and develops independent strategies. Although the parent's role diminishes as students get older and develop personal responsibility, parents may need to increase or decrease their support depending on circumstances. In general, we expect parents to make every effort to:

- Provide a suitable environment for independent learning.
- Remind students that homework is their responsibility to complete independently.
- Encourage students to ask their teacher(s) clarifying questions concerning their homework.
- Communicate with the teacher(s) if homework assigned is not within the homework assignment schedule.
- Monitor activities so that sufficient time is provided for homework.
- Review parent portal, progress reports and report cards.
- Parents should have access to their students' homework participation/completion via Parent Portal access, parent conferences, e-mail requests, and parent resource website to enhance at home learning.

Students – In completing the homework, will:

- Understand that independent learning is part of the course requirement.
- Ask questions to clarify homework assignments before leaving class.

- Seek help, when needed, from teachers, parents, family members, or community resources.
- Complete and submit homework assignments by the due date.
- Ensure that their completed work reflects their abilities.
- Communicate with parents and/or teacher(s) if homework assigned is not within the homework assignment schedule.
- Complete all assignments honestly in accordance with teacher's directions.
- Share results of assignments with parents.
Nightly assignments should not be worth more than 15% of a marking period's grade (unless it is a requirement of a UCONN Early College Experience class to count homework more than 15%).
- Homework participation should be reflected in the work habits or the comment section of the student progress report.
- All assignments should be connected to in-class learning. This may result in a grade, an assessment at a later date, individual feedback or consultation, etc.
- If the purpose of an independent learning assignment is to check understanding and inform the teacher's instruction, an assignment probably will not receive a grade. That does not devalue the assignment. The assignment's value comes from the next level of instruction provided to individual students, small groups of students, or the whole class.
- Many assignments will be checked for "completion" in order to 1) validate the student's preparedness, 2) evaluate the student's progress on a longer assignment, or 3) check progress of the development of background information and skills over time.
- Some assignments will be graded daily. For example, a math teacher will let students know what errors they have made so they can correct their understanding.
- Assignments, usually projects or writing, may get specific feedback in the form of extensive comments or the use of a rubric. The purpose of this is to help the student improve through the process.

Legal Reference: Connecticut General Statutes
10-221 Boards of Education to prescribe rules,
policies and procedures.

Cherry Brook Primary, Canton Intermediate
School, Canton Middle School and Canton High
School Handbooks

Policy Adopted: February 27, 2003

Policy Revised: November 30, 2010

June 27, 2017

June 12, 2018

CANTON BOARD OF EDUCATION Canton, CT

P. Academic Integrity

Canton High School expects all students to uphold the standards of academic integrity in the submission of research-based work. We also expect students to appropriately learn how to credit the ideas and words of others by documenting accurately. We must help our students first understand the principles of academic integrity and then abide by them here in high school, and later in their education and professional pursuits.

1. Academic dishonesty is defined as stealing, deceiving, cheating, or defrauding in an academic or scholarly matter. "Simply changing the words of an original source is not sufficient to prevent plagiarism. If you have retained the

essential idea of an original source and you have not cited it, then no matter how drastically you may have altered the context or presentation, you have still plagiarized. Most cases of plagiarism can be avoided by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, can help to prevent plagiarism. When in doubt, consult with your teachers for citation requirements." "What is Plagiarism?" *Plagiarism.org*. iParadigms, 2014. Web. 5 Aug. 2016.

- a. Stealing--includes (but not limited to) the actual taking of materials or plagiarizing/copying whereby another's work is used and submitted as one's own.
 - b. Deceiving--includes (but not limited to) using projects and papers more than once without teacher consent, or having others do the student's work for him/her.
 - c. Cheating--includes (but not limited to) the inappropriate use of technology or other source material to access answers/information, crib sheets, wandering eyes, or deliberately taking a test late in order to find out what is included.
 - d. Defrauding--includes (but is not limited to) any act in which the student is pretending to possess knowledge that he/she does not have, or submit work that he/she did not complete.
2. Academic dishonesty in any form is not tolerated at Canton High School. Students found to be in violation of this policy can expect the following:
 - a. student-teacher conference
 - b. parent notification
 - c. required completion/re-submission of the assignment
 - d. grade no higher than a 55 on the re-submitted work if a student is found cheating on an in class assessment (test, quiz, etc.) they will receive a zero with no opportunity for re-take
 - e. an office referral submitted to school administration for record keeping purposes and kept on file until graduation
 3. When repeated patterns over the course of a student's high school career of academic dishonesty are referred to administration, the parents will be contacted. If, in the professional judgment of the administration, further action is necessary, the following may be implemented:
 - a. 2nd offense--Office Detention and/or loss of privileges
 - b. 3rd offense--3 hour Saturday detention
 - c. 4th+ Offense--Suspension from school and possible removal from the course with an "F" recorded on a student's permanent transcript.
 4. Final Exam--Any act of Academic dishonesty in connection with a final exam will result in "0" for the examination. The final exam cannot be retaken.

Q. Summer Reading and Writing Policy

The Canton Board of Education believes that learning is continuous throughout the entire year including the summer months. Therefore, it is the policy of this Board that all children entering grades 4-12 will be given a summer reading and writing assignment appropriate to grade level and ability. This assignment will be considered part of the educational program of studies of the Canton Schools.

1. Students are encouraged to read two (2) books. A summer reading list will available on the school website. The public library and local bookstores also maintain this list. Reading should be chosen from this list or those of a similar quality.
2. Honors and AP classes may have additional reading assignments.

ATTENDANCE POLICIES

Connecticut General Statute 10-184 mandates that all parents/guardians of children between the ages of seven and sixteen will ensure their children 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.

Consistency in Student attendance is an integral part of the education process. Absences, tardiness and/or early dismissals can have an adverse effect upon student performance.

Parents/guardians in need of assistance or support because their child is experiencing medical problems or having any type of difficulty are encouraged to contact the school nurse or their student's school counselor.

Level	Total Days Absent *	Acceptable Reasons for a Student Absence to be Considered Excused	Documentation Required within 5 Days
1	One (1) – nine (9)	Any reason that the student's parent/guardian approves	Parent/Guardian note
2	Ten (10) and above	-Student illness (<i>Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of absence length</i>) -Student's observance of a religious holiday -Death in the student's family or emergency beyond the control of the student's family -Mandated court appearances (<i>additional documentation required</i>) -Lack of transportation that is normally provided by a district other than the one the student attends (<i>parental documentation is not required for this reason</i>) -Extraordinary educational opportunities approved by district administrators (<i>opportunities must meet certain criteria – see below</i>)	Parent/Guardian note and additional documentation in some cases (<i>see details of specific reason</i>)

A. Attendance Reporting

- ATTENDANCE/ABSENCES/TARDINESS Parents/Guardians are asked to notify the school by 8:00 a.m. to notify of their child's absence and the reason for the absence. Please note that calling in does NOT excuse an absence or late arrival.
- Upon student returning to school from an absence, written notice from parent/guardian is **required** in order to excuse the absence (to the maximum allowed by state guidelines). Acceptable forms of written notice are as follows:
 - A handwritten note from a parent or guardian,
 - An email from a parent/guardian on-file email address to CHSattendance@cantonschools.org
- All absences will be considered unexcused until written notice from a parent/guardian is sent in to school as outlined above. If a student absence is not verified with appropriate documentation within 5 school days, the absence will be considered unexcused.

B. Attendance Policy

According to Board Policy 5113.2, an "excused absence" is an absence from a regularly scheduled school day, accompanied by written notice (email from parent/guardian to CHSattendance@cantonschools.org or handwritten note from a parent/guardian) for:

- Reasons of health, including illness, incapacity or doctor's visits. The district reserves the right to require a physician's or other

appropriate certification for absences in excess of five consecutive days or a total of fifteen days in any school year.

- Religious holidays
- Court appearance
- Funeral
- Approved school activities
- Family emergencies
- Suspension or expulsion
- Pre-notification of limited absences from school for special activities with parental consent.

C. Absences Due to Family Vacation/Travel

Parents are discouraged from taking students on vacation while school is in session. Such absences are disruptive to schooling and should be avoided if at all possible. If an absence due to vacation is unavoidable, the student is responsible for making up any work that has been missed due to their absence. Teachers are not expected to give students work in advance of their missed days. However, if a student is given work in advance of their vacation; it is fully expected that the assignments will be completed upon their return.

- A student who will miss time due to travel/family vacation must notify in advance their teachers, the Assistant Principal and the CHS Main Office of the dates of their absence.
- Disciplinary action will not be taken, but the number of days will be counted towards the total number of absences in determining course credit.
- The time limit for makeup work is one school day for each approved day.

If a student's absence is not verified with appropriate documentation within 5 school days, the absence will be considered unexcused.

The Connecticut State Board of Education has adopted definitions of excused and unexcused absences and guidelines for implementing the statutory policies and procedures regarding truancy. The policy defines a two level system of criteria for excusing absences. The first nine absences in a school year may be excused with a note from the parent or guardian. The tenth and each subsequent absence require a more specific set of reasons and documentation to qualify the absence as excused. For student illness, verification of the absence will need to be provided by a medical professional.

**note the total number of absences includes both excused and unexcused absences*

D. Attendance Requirements for Course Credit

In addition to fulfilling academic requirements, a student must meet the attendance requirement in order to receive credit for a course.

- Attendance requirements are outlined below:
 - Full Year Course - no more than ten (10) absences a semester.
 - Full Year Course - no more than twenty (20) absences in a year.
 - Semester Course - no more than ten (10) absences a semester.
- Notification
 - When a student has reached or exceeded 5 absences per semester in a full year course, or 5 absences in a semester course both the student and parent/guardian will be notified in writing. This is a warning which should be strongly heeded.
 - When a student has exceeded the allowed number of absences for a course - 11 or more per semester in a full year course, or 11 or more in a semester course--the following will occur.
 - The student and parent/guardian will be notified in writing.
 - The administration will withdraw credit.
 - It is the student's responsibility to request**, in writing, to meet with the Appeals Board. This must be done within the time constraints set forth in the loss of credit

letter. Additionally, the letter must include a brief reason why the student feels an appeal request may be warranted.

- 4) If an appeal is requested and the student does not attend the Appeals Board meeting, the result would be definitive loss of credit.

3. Meaning of Withdrawal of Course Credit

Students who exceed the maximum number of absences for a course will not receive credit toward graduation for the course. Should a student receive no credit for a course as a result of absences, the academic grade given to that student will be recorded on the report card and permanent record. The permanent record and transcript, however, will show a "0" next to that course in the column which reflects the number of credits earned toward graduation. An explanation will be given with the permanent record transcripts to explain that no credit was given for a course despite the fact that the student was given a passing grade. Thus, the permanent record will accurately tell any person not associated with the school how a student performed while at Canton High School.

4. Attendance Appeals Board

Students who have credit withdrawn may appeal the decision to an Attendance Appeals Board. This Appeals Board exists for the purpose of considering appeals for granting of credit. The Attendance Appeals Board will be composed of up to three (3) teachers, the student's counselor and an administrator. The Attendance Appeals Board will consider the circumstances affecting the student's absences. The burden of proof for substantiating the reasons behind the absences will rest with the student filing the appeal. The Appeals Board will be inclined to disallow appeals in which student absences resulted from class cutting, truancy, excessive tardiness, or other unexcused causes. The decision of the Appeals Board is Final

E. Truancy

Responsibility for ensuring that students attend school rests, by state statute, with the parent or other person having control of the child. Truancy is herein defined as "being absent from school without a valid excuse." A truant is defined as any student with four unexcused absences from school in any month, or ten unexcused absences in a school year. A habitual truant is defined as any student with twenty (20) unexcused absences in a school year. Truancy is a violation of state statute. A meeting with the parent/guardian of the truant child and the appropriate school personnel may be held. At the teacher's discretion, truants may make up missed work but the work will receive no value. It will carry a "0" grade. A student who is identified as a "truant" may be subject to the following consequences:

- The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level.
- Promotion to the next grade may be contingent upon the student successfully completing a summer school program.

F. Late Arrivals

1. Late Arrival to School

Students are expected to arrive to school on time.

- a. Students arriving late to school should have parent/guardian communicate the reason and expected time of arrival to the office.
- b. Students arriving late to school are required to provide written notice detailing the reason they are tardy to school.
- c. Students must sign in at the main office and obtain a late pass to class.

****NOTE** Issues with private transportation or oversleeping do not excuse tardiness**

- d. Students accumulating three (3) unexcused tardies to school will be assigned a 90 minute office detention.

- e. Students accumulating ten (10) unexcused tardies will be assigned an Extended 3-hour detention.
- f. Extended (3-hour) detention will be assigned for every ten (10) tardy arrivals to school

2. Tardiness to Class – "A Little Late is Too Late"

Definition: A student who is not in the classroom when the bell rings is tardy.

- a. If students have been detained in the office or by a teacher, they will be given a pass from the appropriate adult prior to proceeding to the next class.
- b. Reasons for **excused** tardiness are the following: illness, doctor's appointment, or pass from a staff member.
- c. Students who are unexcused tardy to class within a marking period will be disciplined using the following policy:
 - 1st unexcused tardy = verbal warning
 - 2nd unexcused tardy = 30-minute teacher detention and parent contact by teacher
 - 3rd unexcused tardy = office referral, parent contact (by administration) and 90-minute detention
 - 4th unexcused tardy = 90-minute detention
 - Each additional unexcused tardy = 3-hour extended detention
 - An unexcused tardy of more than 15 minutes qualifies as a full class 'cut'.

G. Class Cuts (Skipping)

1. Students who are less than fifteen (15) minutes late to class will be subject to the CHS Tardy Policy outlined in section F.
2. Students will be subject to the unexcused absence "cut" policy when they are 15 minutes or more to class on an 8-period day or late 30 minutes or more to class on a block schedule day.
3. An unexcused class absence (cut) occurs when a student absences himself/herself from an assigned class or area. If an unexcused absence occurs, the administration will take the following action:
 - a. Assign detention on the first "cut."
 - b. Assign multiple detentions and/or suspension on additional "cuts."
 - c. Require a parent/guardian conference if "cutting" becomes excessive
4. If a student absences himself/herself from class the teacher will normally be required to take the following action:
 - a. Record a "0" for all work missed during that "cut."
 - b. An unexcused class absence (cut) also occurs when a student is more than fifteen (15) minutes late to a class or assigned area, or if a student is unexcused late to school and more than fifteen (15) minutes are missed from class.

H. Waived Absence

Absences from class incurred by students involved in activities approved by the administration will not be counted as absences under the student attendance policy. Examples of waived absences include independent study programs, interscholastic athletics, school-sponsored field trips or approved visits to the school social worker, administration, or guidance counselor.

I. Early Dismissal

Students who need to leave school before the end of the school day will take the following steps before leaving the building:

1. Present a note from home to the attendance secretary, signed by a parent/guardian, prior to the second class period for approval.
2. Present the signed note to the classroom teacher at the beginning of the period in which the student will leave.

3. Report to the school office to “sign-out” prior to leaving the school building. The signed note will be given to the attendance secretary for recording.
4. Failure to present a note to the office prior to signing out may result in suspension. All students, **including those 18 years or older**, are subject to this policy.

J. Emergency Response

Student participation as volunteers in the Town of Canton Emergency Services (Fire/EMS) is both a recognizable service to the community as well as an earned honor. The administration at CHS commends such students, but also reminds them of their obligation to their schooling. It is with this in mind that a policy is established that any student who desires to leave school on an emergency response call must:

1. Have an official permission-to-respond slip on file in the school office.
2. Sign in upon his/her return to school.
3. Never abuse such privilege by not returning to school immediately after the emergency is over.
4. Be a student in good standing with regard to academics, discipline and attendance.

K. Junior/Senior Late Arrival and Early Dismissal Privilege

Seniors and Juniors are eligible for late arrival privilege provided the following conditions are met:

1. A parental permission slip is on file in the High School office.
2. Students are required to sign-in upon arrival to school in the Main Office.
3. The student does not have an assigned first period of the day class, or in-school suspension.

4. Students must be on time for their first scheduled class of the day
5. The student remains in good academic and behavioral standing. Students must be passing ALL classes, follow all school rules, and have no major disciplinary infractions.

Seniors and Juniors are eligible for early dismissal privileges provided the following conditions are met:

1. A parental permission slip is on file in the High School office
2. Students must sign out and exit through the Main Office entrance
3. The student does not have an assigned last period of the day class, in-school suspension or after-school detention
4. Students must leave school grounds and not return during the regular school day with the exception of school sponsored after school activities.
5. **The student remains in good academic and behavioral standing. Students must be passing ALL classes, follow all school rules, and have no major disciplinary infractions.**

Late Arrival and Early Dismissal from Canton High School is considered a **privilege and not a right**. In order for students to maintain these privileges they are required to sign off on and abide by the rules and procedures listed on the Privilege Form.

CHS Administration will periodically review student status to determine if they will be allowed to maintain Late Arrival or Early Release privileges.

WARRIOR WAY EXPECTATIONS				
At Canton High School, all students are expected to be Respectful, Responsible and Role Models				
Expectations	Academic Setting (Classroom, LC, Gymnasium, Computer Lab)	Hallway	Cafeteria	Restroom
Respectful	<ul style="list-style-type: none"> • Listen when anyone else is speaking • Use appropriate language, tone, and volume • Be polite and positive • Be considerate of property and personal space • Follow adult directions 	<ul style="list-style-type: none"> • Use appropriate language, tone, and volume • Be aware of people's personal space • Walk on the right side of the hallway 	<ul style="list-style-type: none"> • Use appropriate language, tone, and volume • Be aware of people's personal space • Follow adult directions 	<ul style="list-style-type: none"> • Be considerate of property and personal space • Use only for intended purposes
Responsible	<ul style="list-style-type: none"> • Be prepared • Arrive on time • Use technology for educational purposes • Engage in the learning process • Demonstrate academic integrity 	<ul style="list-style-type: none"> • Pay attention to your surroundings • Use technology safely • Exhibit safe behavior 	<ul style="list-style-type: none"> • Clean up after yourself • Follow sign out procedures • Exhibit safe behavior 	<ul style="list-style-type: none"> • Clean up after yourself • Flush • Follow sign out procedures • Return to class in a timely manner • Exhibit safe behavior
Role Model	<ul style="list-style-type: none"> • Be an ally • Be kind • Be truthful and accountable • Encourage academic integrity 	<ul style="list-style-type: none"> • Be an ally • Be kind • Report inappropriate behavior 	<ul style="list-style-type: none"> • Be an ally • Be kind • Leave your area as you found it or better 	<ul style="list-style-type: none"> • Be an ally • Be kind • Leave your area as you found it or better

STUDENT CONDUCT AND RESPONSIBILITIES

There can be little doubt that a high correlation exists between well-behaved students and good academic performance.

We at Canton High School believe that student behavior policies, which are clearly stated and consistently enforced, will result in an appropriate school environment. We further believe that part of the development of the whole person is the acquisition of self-discipline. Therefore, we feel that each student is responsible and should be held accountable for his/her behavior.

A. Disciplinary Procedures

Referral of a student to the administration is used as a last resort, and only after teachers have exhausted all other appropriate preventative and corrective measures. Once a student reaches an administrator's office the seriousness of the case will speak for itself. The case will be dealt with as fairly as possible. In many instances, parents/guardians will be contacted.

B. Behavior

1. Hallway/Stairwell

- a. Students passing through the halls should conduct themselves in a quiet, respectful manner. Rowdiness or roughhousing will not be tolerated.
- b. Students are not to congregate in the hallways.
- c. During all lunch periods students are not to be in the hallways without a pass.
- d. The hallways are not a place for public displays of affection.
- e. Appropriate language should be used at all times while in the hallways
- f. Students are not to sit on the floor in the hallways or the common areas during passing time.
- g. Uncooperative students are to be addressed by the staff and, if necessary, referred to the administration.

2. Study Hall

All students will be assigned to a study hall when not scheduled for a class. The following rules will be in effect during study hall:

- a. Study hall is to be reasonably quiet.
- b. Students are to bring a sufficient amount of work so that their time is spent constructively.
- c. Attendance is to be taken each day.
- d. Cuts are to be reported promptly to the appropriate office.
- e. Students are not allowed to leave the study hall except for the following conditions.
 - 1) A pass from their content area teacher.
 - 2) A pass from their school counselor, social worker or school psychologist

3. Cafeteria

- a. All students, whether buying or carrying lunch, are required to report on time to the cafeteria during their assigned lunch wave.
- b. Students are allowed to eat lunch outside in the designated picnic area when supervision is provided.
- c. Any behavior deemed inappropriate by the cafeteria supervisors is subject to further disciplinary action.

4. Smoking

Canton Board of Education policy prohibits smoking by students, staff, or visitors on school grounds at all times. No students will be permitted to possess or use tobacco anywhere on school property. Students who are caught smoking, show evidence of smoking, or possess tobacco or other smoking paraphernalia on school grounds, school buses, or in vehicles

on school grounds are subject to the following:

- a. Students possessing tobacco or other smoking paraphernalia – including **electronic cigarettes (e-cig / e-cigarette)**, personal vaporizers (PV) or **electronic** nicotine delivery system will be assigned extended detention.
- b. Students who are caught or show evidence of smoking:
 - 1) First Offense - student will be assigned an extended detention and a conference will be required involving student, parent/guardian, and an administrator.
 - 2) Second Offense - student will be suspended and a conference will be required involving student, parent/guardian, and an administrator.
 - 3) Third Offense - student will be suspended out of school for two school days. A re-admittance conference involving student, parent/guardian and administrator will be required.
 - 4) Fourth Offense - student will be suspended out of school for three school days. Additionally, any student under the age of 16 will be referred to the Canton Juvenile Review Board; any student over the age of 16 will be referred to the Canton Police Department and risk being issued a fine of \$65 by the police. A re-admittance conference involving student, parent/guardian, and administrator will be required.
 - 5) Subsequent smoking infractions beyond the fourth offense may lead to a ten (10) school day out-of-school suspension and other sanctions including expulsion.

5. Field Trips

All field trips are considered school activities. Students who are on a field trip are subject to all the rules and regulations of the school.

6. Overnight Trips

Please Note: There is an application process that each student must undergo before a delegation is determined or final trip approval is granted.

Qualifications

Students at CHS are offered an array of opportunities involving overnight stays. These overnight field trips have an educational value and offer the student learning opportunities beyond the classroom walls. Because these trips are extracurricular, they should be viewed as privileges and not entitlements. Students must realize that whenever they venture beyond school grounds, they represent our school, our town, our state, and very often our country. Understandably, standards for participation on overnight trips should be very high as the responsibilities and liabilities are great. Students who choose to use alcohol and other drugs pose a particularly difficult challenge to chaperones and other students; the basic issue being that of safety. Listed below are some qualifications for participation as well as consequences for those students who use alcohol or drugs during the 8 months (248 days) prior to the departure of the trip. Please read them closely and be prepared to adhere to them before applying for participation on an overnight trip.

Participants should have an exemplary behavior record, both in the classroom as well as in the school community, and should have consistently demonstrated the following qualities:

- a. cooperativeness
- b. respect for authority
- c. responsibility
- d. ability to get along with others
- e. adherence to school rules
- f. good attendance record
- g. respect for school and town property

The trip coordinator will meet with staff chaperones, administrator(s), social worker and guidance counselors to determine if a student has or has not met the above standards.

Disqualifications

If a student fails to meet and maintain an exemplary behavioral record as outlined above, then he/she may be removed from the trip roster and, in such case, will be reimbursed in accordance with the rules established by the travel agency or trip coordinator.

A student will not be allowed to participate on an overnight trip if he/she has engaged in any of the following activities 8 months (248 days) prior to the departure date:

- possessed or used any alcoholic beverage or drug during the school day, on school property, at a school-sponsored activity, or while being transported to and from school
- attended school or a school-sponsored activity or was on school property under the influence of alcohol or any other drug. "Under the influence" in this regulation means having ingested any amount of alcohol or other illegal drug
- been arrested or given a citation for an alcohol or drug offense, or been arrested for a crime while under the influence of alcohol or other drugs
- been arrested for misdemeanor or felony charges involving such action as assault, possession of a firearm, or distribution or sale of alcohol or any other drug

If a student is disqualified from the trip because of any of the reasons listed above then he/she will be reimbursed in accordance with the rules established by the travel agency or trip coordinator.

Consequences

If a student attends an overnight trip and violates school rules regarding alcohol and other drugs, then he/she will be:

- sent home at the expense of parents: expenses may include but are not limited to transportation costs, phone bills, etc.
 - suspended for a minimum of ten (10) school days outside of school
 - subject to other appropriate school sanctions as outlined in other school policies (i.e. athletic consequences)
- Students who violate other school rules and/or behave inappropriately, including leaving hotel premises without permission, may be sent home at the expense of parents/guardians and will be subject to regular disciplinary actions. In addition, other trip's rules may be established by chaperones which students should follow.

7. Dances

During the school year students are encouraged to attend school-sponsored dances. Proceeds go to the organization or class sponsoring the dance.

- a. Guests will be allowed but must be registered (no later than 2:30 p.m. on the day of the dance) with an advisor and be accompanied to the dance by a CHS student. CHS students are responsible for the behavior of their guests.
- b. Dances will end no later than 11:00 p.m.
- c. Respectful and polite behavior is expected at all times.
- d. Students attending dances are to remain in the building during the entire event. Once a student leaves the building he/she will not be readmitted and is expected to leave the school grounds.
- e. Alcohol and other drugs are not permitted.
- f. Any student observed in a parked car will be required to enter the dance or leave school grounds.
- g. Students are to dance appropriately (i.e. no moshing).
- h. No middle school students are allowed to attend high school dances.

8. Student Dress Code

Core Belief: The Canton Public Schools value student's individual choices in personal appearance and how they would like to be recognized by their teachers and peers, regardless of gender, race, or body type. Self-expression, through clothing, hair, and accessories are protected through a policy that acknowledges these choices. All students have the right to be treated fairly and not unnecessarily shamed or marginalized for their choices.

Health and Safety: This policy is developed to allow students freedom of expression, but to also maintain an institution of **safe, hygienic practices. Clothing that is judged by a teacher or an administrator to be in violation of this policy will not be permitted.**

A student MUST wear the following:

- Fully covered undergarments; *(bras, sports bras, bralettes, boxer shorts and briefs are considered undergarments and should not be visible or worn as outer clothing)
- Top (shirt, sweater, blouse, tank top, dress) that fully covers breasts
- Bottoms (pants, skirt, leggings, shorts, dress) that are down to the fingertip length of the legs and fully covers with opaque material the genital areas and all of a student's buttocks when standing, sitting, or bending;
- Footwear

A student MAY NOT wear any article of clothing or attire that includes:

- Hate speech, and/or any message that discriminates against a religion, race/ethnicity, sexual preference, gender, or other protected class;
- Profanity and/or violent language/imagery;
- Jewelry or anything else that can be used as a physical weapon;
- Sexually suggestive or pornographic language/imagery;
- Reference to or promotion of drugs or alcohol/paraphernalia;
- Clothing/headgear that prevents the student's face from being identified (may include hoodies).

Responsibilities: The responsibility for following the school's dress code policy rests primarily with the student and his or her parents or guardians.

Students: All students are responsible for complying with the Dress Code while on school premises, during school hours and at school activities.

Parents: Parents or guardians are responsible for ensuring student compliance with the Dress Code.

Staff: To equitably enforce the Dress Code, teachers, administrators and all school staff will be trained at the beginning of the school year to understand its purpose, goals and parameters, and how to consistently enforce it with minimal impact on student learning and self-confidence. Staff should be guided by the Dress Code and follow the letter and spirit of the policy guidelines.

Implementation

1. For a first occurrence, staff members or designated proxy (administrator, counselor, school nurse) will discreetly communicate with the student in a brief discussion about the dress code. For egregious violations, students will be asked to change or cover appropriately. Staff member will notify administration as a statement of record.

2. Second occurrence, staff will clarify expectations with student and alert administration who will notify parent/guardian.
3. Third occurrence, an administrator will set up a meeting with a parent/guardian and the student to discuss.
4. Subsequent offenses may result in further disciplinary actions.

9. **Pass System**

Students are required to have a signed, dated Hall Pass from an authorized staff member any time they are in transit during scheduled class time.

10. **Assemblies**

A variety of assemblies are scheduled throughout the year. Students are expected to enter the auditorium quietly and be courteous throughout the assembly. No food or drink is allowed in the Auditorium. Cell phones and electronic devices should be switched off and put away.

11. **Cell Phones/Laser Pointers**

Canton High School believes that use of cell phones in school should be limited during the school day to maintain focus on learning while minimizing distractions and disruptions in the classroom. Although students are allowed to carry their cell phones to school, use of those phones is not permitted during classroom instructional time without explicit permission of the teacher. Cell phones will be off and out of sight during all instructional periods. **Teachers, at their discretion, may require students to place electronic devices in receptacles until the end of class.** Cell phones may be used in the cafeteria, hallway passing time, or a student's study hall. Parents/guardians contacting students should understand that phone calls and text messages to the student throughout the school day are disruptive to the educational environment. If parents need to contact their child as a matter of urgency, they should call the CHS main office.

Policy Violations will result in the following:

First offense - The classroom teacher will instruct the student to put away the phone and submit a discipline referral to the main office for documentation.

Second offense - The classroom teacher will instruct the student to put away the phone and submit a discipline referral to the main office, resulting in a 30-minute teacher detention.

Third offense - The classroom teacher will instruct the student to put away the phone and submit a discipline referral to the main office, resulting in a 90-minute office detention and loss of phone privileges for three days.

After the third offense, parent/guardian will be invited in for a meeting with administration; The student may lose the privilege to have their cell phone in school for an extended period of time.

Any student who refuses to follow the instructions of a staff member or who continues to violate this policy will be considered insubordinate and will be subject to serious disciplinary consequences.

In no case will any personal communication device that provides for a wireless, unfiltered connection to the Internet or any device which has the capability to take photographs/videos/recordings of any kind be used for such purposes without the express permission of a teacher or administrator. Laser pens and pointers are prohibited in school. Students violating these restrictions will be subject to disciplinary action. Students may not use their devices to create, store, or share inappropriate photographs, videos, or text messages. Any violations of this policy will be reported to the administration and may be referred to the police. Students bring all electronic devices to school at their own risk.

Canton Public Schools, Canton High School, its facility and staff are NOT responsible for any damaged, missing, or stolen devices.

12. **Audio/Video/Camera Recording**

The use of any type of camera, phone, video or audio recording devices is strictly prohibited unless specific permission has been granted by a teacher or administrator. **Unauthorized use will result in disciplinary action up to and including suspension or expulsion**

13. **Bus Conduct**

The safe and efficient operation of school buses requires the cooperation of parents/guardians and students. Riding to and from school on the bus is a privilege, and each student is expected to respect the rights and safety of others on the bus. While the students are being transported, the bus driver is at all times in full charge of the bus and of all passengers riding therein. The following are a few reminders of what is expected:

- a. No smoking, foul language, or disruptive behavior will be permitted.
- b. Students must keep their heads, arms, and hands inside the bus at all times.
- c. Students will remain seated after boarding the bus.
- d. Students will not chase buses moving in the school parking lot. Once a bus is in motion it will not stop and allow any student to board.

14. **Substitute Teachers**

- a. Substitutes are to be considered guest teachers and are to be treated accordingly.
- b. Students should demonstrate exemplary behavior and cooperate fully with substitutes during school.
- c. Students who are uncooperative, disrespectful, or disruptive while under the direction of a substitute will be disciplined appropriately.

15. **Rest Rooms**

Students should not loiter, smoke in, write on, or damage the facilities in any way.

16. **Leaving School Grounds**

Leaving school grounds once arriving at school - whether this infraction occurs before class begins or during the school day - without prior parental/administrative approval will result in disciplinary action.

- 1st offense – parent contact, 3 hour detention
- 2nd offense – parent contact, in-school suspension, and suspension of parking privileges if applicable
- 3rd offense – parent contact and in-school suspension and revocation of parking privileges if applicable

C. Detention

Students who are assigned detention are expected to attend. Those students who “cut” detention are in open defiance of school/teacher authority and will be subject to further disciplinary action.

1. **In-School Detention**

- a. Students may be assigned in-school detention by the administration for infraction of school rules and/or regulations.
- b. Students who disrupt normal classroom activities to the extent that they must be removed from class may be assigned in-school detention.
- c. In-school detention may be held during the school day or at the end of the school day.
- d. Students who miss detention will be referred to the administration for further disciplinary action.

2. **After-School Detention**

- a. Teacher Assigned Detention
 - 1) Students who violate classroom rules and regulations and/or disrupt classroom order may be assigned detention by the classroom teacher.
 - 2) The student will usually serve the detention no later

than the following day.

- 3) It is the student's responsibility to notify a parent/guardian, coach and/or employer when detention is incurred.
- 4) Request for postponement of a detention will be honored if the request is made in writing and states the specific reason for the postponement. This note must be received by the person assigning the detention for approval before the detention date.
- 5) Students who miss detention will be referred to the administration for further disciplinary action.

b. Office Detention

- 1) Students may be assigned office detention by the administration for infractions of school rules and/or regulations.
- 2) Office detention will be held after school.
- 3) Students who miss detention may be subject to additional detentions or suspension.

D. Extended Detention

At the discretion of an administrator students may be assigned a detention in lieu of being suspended.

1. Extended detentions (3 hours) may be scheduled after school, on an evening or on a Saturday.
2. Students are to arrange for their own transportation to and from school on the assigned day.
3. Students are expected to arrive promptly.
4. Students must bring enough work with them so that they can spend the entire three hours productively.
5. Any student who fails to report to an assigned extended detention will be subject to further disciplinary action.
6. Food or drink is NOT allowed during detention.

E. Removal, Exclusion, Suspension and Expulsion/Due Process CBOE Policy 5131

Each student shall learn to respect the rights of others as individuals and as groups. The student shall learn the rules that govern appropriate behavior in his/her school and obey the rules established by the Board of Education for all students in all public schools of the town.

a. Areas of Responsibility

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

Principal - The Principal may implement necessary procedures and rules and regulations to render effective the policies of the Board of Education relating to standards of student behavior. The Principal may involve representatives of all areas of school personnel, students, parents and citizens of the community.

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

Parents - Parents shall be expected to cooperate with school authorities regarding the behavior of their children. Parents shall be held responsible for the willful misbehavior of their children.

I. Definitions

- A. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- B. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to

persons or property or a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.

- C. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
- D. **Removal** is the exclusion of a student for a class period of ninety minutes or less.
- E. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- F. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below. All suspensions shall be in-school suspensions unless the administration determines for any student enrolled in grades three through twelve, inclusive, that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.

A student enrolled in grades preschool to two, inclusive, may be given an out-of-school suspension if it is determined by the administration that such a suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons. In addition, a person's duty as a mandated reporter to report suspected child abuse or neglect is not limited by this section.

- G. **Expulsion** means the exclusion of a student, grades three to twelve inclusive, from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one calendar year.
- H. **School Days** shall mean days when school is in session for students.
- I. **Seriously Disruptive of the Educational Process** means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school. Notwithstanding the foregoing, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

II. Scope of the Student Discipline Policy

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

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

B. Conduct off School Grounds:

1. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and in violation of a publicized policy of the Board of Education. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section C.G.S. 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider whether such off-campus conduct involved the use of drugs.

2. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term "weapon" means any pistol or revolver, any dirk knife or switch knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, and any other dangerous or deadly weapon or instrument, including any sling shot, blackjack, sand bag, metal or brass knuckles, stiletto, knife, the edged portion of the blade of which is four inches and over in length or martial arts weapon as defined below at section VI.B.

III. Actions Leading to Disciplinary Action, including Suspension and/or Expulsion

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

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures.
4. Violation of smoking; dress; transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, or law enforcement authorities, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked.
8. A walk-out from or sit-in within a classroom or school building or school grounds.

9. Blackmailing, threatening or intimidating school staff or students.
10. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object. This also includes pellet guns and/or air soft pistols.
11. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
12. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
13. Unauthorized possession, sale, distribution, use or consumption of tobacco, drugs, narcotics or alcoholic beverages. For the purposes of this Paragraph 13, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
14. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (13) above.
15. The destruction of real, personal or school property such as cutting, defacing or otherwise damaging property in any way.
16. Accumulation of offenses such as school and class tardiness, class or study hall or failure to attend detention.
17. Trespassing on school grounds while on out-of-school suspension or expulsion.
18. Making bomb threats or other threats to the safety of students, staff members, and/or other persons.
19. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
20. Throwing snowballs, rocks, sticks and/or similar objects.
21. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
22. Leaving school grounds, school transportation vehicle or a school-sponsored activity without authorization.
23. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
24. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized or non-school related purposes.
25. Possession and/or use of a laser pointer.
26. Hazing.
27. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.
28. Any action prohibited by any Federal or State law which would indicate that the student presents a danger to any person in the school community or school property.

IV. Procedures Governing Removal

A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated

area and notify the Principal or his/her designee at once. A student may not be removed from class more than six times in one school year nor more than twice in one week unless the student is referred to the building Principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

V. Procedures Governing Suspension

A. The Principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. All suspensions shall be in-school suspensions unless the administration determines that for a student enrolled in grades three through twelve, inclusive, (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.

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

In such cases, the following procedures shall be followed:

1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the Principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
2. Evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the Principal, but only considered in the determination of the length of suspensions.
3. By telephone, the Principal or designee shall notify the parent or guardian of a student and the Superintendent of Schools not later than 24 hours of the suspension following the suspension and state the cause(s) leading to the suspension.
4. Whether or not home contact is made with the parent or guardian of such student, the Principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the Principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.

5. Notice of the original suspension shall be transmitted by the Principal or designee to the Superintendent of Schools or designee by the close of the school day following the commencement of the suspension.
6. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.
7. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record by the Board of Education if the student graduates from high school.
8. The decision of the Principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
9. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or his/her parents/guardians.

- B. In cases where the student has already been suspended, or such suspension will result in the student's being suspended, more than ten (10) times or fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to suspension, be granted a formal hearing before the Board of Education. The Principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing.

VI. Procedures Governing In-School Suspension

- A. The Principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the Principal or designee. Guidelines developed and promulgated by the Commissioner of Education will be utilized by the administration to help determine whether a student should receive an in-school or out-of-school suspension.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building Principal or designee.
- C. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.

VII. Expulsion Recommendation Procedure

- A. A Principal may consider recommendation or expulsion of a student enrolled in grades three through twelve, inclusive, in a case where he/she has reason to believe the student has engaged in conduct described at sections IIA. And IIB., above.
- B. A Principal must recommend expulsion proceedings in all cases against any student in grades preschool through grade twelve, inclusive, whom the administration has reason to believe:

1. Was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 USC 921 as amended from time to time; or
 2. Off school grounds, possessed a firearm as defined in 18 USC 921, in violation of C.G.S. 29-35, or possessed and used a firearm as defined in 18 USC 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under section 952 of the Connecticut General Statutes; or
 3. Was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in C.G.S. §21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. §§21a-277 and 21a-278.
 4. The following definitions shall be used in this section:
 - a. A “firearm” as defined in 18 USC 921 means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a muffler or silencer, or (d) any destructive device. As used in this definition, a “destructive device” includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or a similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will or may be converted to expel a projectile by explosive or other propellant having a barrel with a bore of more than ½” in diameter. The term “destructive device” does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
 - b. “Deadly weapon” means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. It may also include pellet guns and/or air soft pistols.
 - c. “Dangerous instrument” means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and
 - d. “Martial arts weapon” means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
 - e. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term “weapon” means any pistol or revolver, any dirk knife or switch knife or any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, and any other dangerous or deadly weapon or instrument, including any sling shot, blackjack, sand bag, metal or brass knuckles, stiletto, knife, the edged portion of the blade of which is four inches and over in length or martial arts weapon as defined above.
- C. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.
- If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board of Education can consider and act upon this recommendation.

VIII. Expulsion Hearing Procedure

A. Emergency Exception

Except in an emergency situation, the Board of Education shall, prior to expelling the student, conduct a hearing to be governed by the procedures outlined herein. Whenever an emergency exists, the hearing provided for above shall be held as soon as possible after the expulsion.

B. Hearing Panel

1. Expulsion hearings conducted by the Board of Education will be heard by any three or more Board of Education members. A decision to expel a student must be supported by a majority of the Board of Education members present, provided that no less than three affirmative votes to expel are cast.
2. Alternatively, the Board of Education may appoint an impartial hearing board composed of one or more persons to hear and decide the expulsion matter, provided that no member of the Board of Education may serve on such panel.

C. Notice

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor to his/her parent(s) or guardian(s) a reasonable time prior the time of the hearing.
2. The written notice of the expulsion hearing shall inform the student of the following:
 - a. The date, time, and location of the hearing.
 - b. A short, plain description of the conduct alleged by the administration.
 - c. The student may present as evidence, testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion, as well as notice that the expulsion hearing will be the student’s sole

- opportunity to present such evidence.
- d. The student may cross-examine witnesses called by the administration.
- e. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.
- f. The notice shall include information concerning legal services that are provided free of charge or at a reduced rate that are available locally (CT Legal Service or source of such services) and how to access such services.
- g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) do(es) not speak the English language or is disabled.
- h. The conditions under which the Board of Education is not legally required to give the student an alternative educational opportunity (if applicable).

D. Hearing Procedures

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board of Education members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer.
3. Formal rules of evidence will not be followed. The Board of Education has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The presiding officer will rule on testimony or evidence as to it being immaterial or irrelevant.
4. The hearing will be conducted in two parts. In the first part of the hearing, the Board of Education will receive and consider evidence regarding the conduct alleged by the administration.
5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
6. Each witness for the administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel and by Board of Education members.
7. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Board of Education. The student may also choose to make a statement at this time. If the

student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Board of Education. Concluding statements will be made by the administration and then by the student and/or his or her representative.

8. In cases where the respondent has denied the allegation, the Board of Education must determine whether the respondent committed the offense(s) as charged by the Superintendent.
9. If the Board of Education determines that the student has committed the conduct as alleged, then the Board of Education shall proceed with the second portion of the hearing, during which the Board of Education will receive and consider evidence regarding the length and conditions of expulsion.
10. When considering the length and conditions of expulsion, the Board of Education may review the student's attendance, academic and past disciplinary records. The Superintendent will make a recommendation as to the discipline to be imposed.
11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board of Education is considering length of expulsion and nature of alternative educational opportunity to be offered.
12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board of Education either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board of Education as to the appropriate discipline to be applied.
13. The Board of Education shall make findings as to the truth of the charges, if the student has denied them, and, in all cases, the disciplinary action, if any, to be imposed. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing.
14. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or his/her parents/guardians

IX. Board Policy Regarding Mandatory Expulsions

- A. In keeping with C.G.S. §10-233d and the Gun Free Schools Act, it shall be the policy of the Board of Education to expel a student enrolled in grades preschool through grade twelve, inclusive, for one full calendar year for: the conduct described in Section VI(B)(1), (2)

and (3) of this policy. The Board of Education may modify the term of expulsion on a case-by-case basis.

X. Alternative Educational Programs for Expelled Students

A. Students under sixteen (16) years of age:

Whenever the Board of Education expels a student under sixteen years of age, it shall offer any such student an alternative educational program.

B. Students sixteen (16) to eighteen (18) years of age:

The Board of Education will provide an alternative education to a sixteen to eighteen year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, except as follows. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen and eighteen who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity.

C. Students eighteen (18) years of age or older

The Board of Education is not required to offer an alternative educational program to expelled students eighteen years of age or older.

D. Students identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”)

If the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”), it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

XI. Notice of Student Expulsion on Cumulative Record

A. Notice of expulsion and the conduct for which the student was expelled shall be included on the students’ cumulative educational record. Such notice, except for the notice of an expulsion of a student in grades 9 through 12 inclusive, based on possession of a firearm or deadly weapon, may be expunged from the cumulative educational record by the Board of Education if the Board of Education determines that the conduct and behavior of the student in the years following the expulsion warrants an expungement. Such notice shall be expunged from the cumulative educational record by the Board of Education if the student graduates from high school.

B. If a student’s expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a Board of Education specified program and/or met other conditions required by the Board of Education, the notice of expulsion shall be expunged from the

cumulative educational record if the student graduates from high school or, if the Board of Education so chooses, at the time the student completes the Board of Education specified program and meets any other conditions required by the Board of Education.

C. In the case of a student in grades kindergarten to grade eight inclusive expelled for the possession of a firearm or deadly weapon, the Board of Education may expunge from the student’s cumulative education record the notice of the conduct for which the student was expelled if the Board of Education determines that the conduct and behavior of the student in the years following the expulsion warrants an expungement.

XII. Change of Residence During Expulsion Proceedings

A. Student moving into the school district:

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board of Education shall retain the authority to suspend the student or to conduct its own expulsion hearing.
2. Where a student enrolls in the district during the period of expulsion from another school district, the Board of Education may adopt the decision of the student expulsion hearing conducted by such other school district. The Board of Education shall make its determination based upon a hearing held by the Board of Education which shall be limited to a determination of whether the conduct which was the basis of the expulsion would also warrant expulsion by the Board of Education.

B. Student moving out of the school district:

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board of Education, the notice of the pending expulsion hearing shall be included on the student’s cumulative record and the Board of Education shall complete the expulsion hearing and render a decision. If the Board of Education subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student’s cumulative record.

XIII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act (“IDEA”)

A. Suspension of IDEA students:

Notwithstanding the foregoing, if the administration suspends a student identified as eligible for services under the IDEA, as reauthorized in 2004, (an “IDEA student”) who has engaged in conduct that violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The administration shall not later than the date on which the decision to take disciplinary action is made, notify the parents of the student of the decision to suspend and a copy of the special education procedural safeguards

must either be hand delivered or sent by mail to the parents on the date that the decision to suspend was made.

2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:

Notwithstanding any provision to the contrary, if the administration recommends for expulsion an IDEA student who has engaged in conduct that violated any rule or code of conduct of the District that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in placement:

1. The parents of the student must be notified of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. The District shall immediately convene the IEP team, but in no case later than ten (10) school days after the recommendation for expulsion or the suspension which constitutes a change in placement was made. The relevant members of the student's IEP team shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a direct manifestation of his/her disability.
3. If the IEP team finds that the behavior was a direct manifestation of the student's disability, the administration shall not proceed with the recommendation for expulsion. The IEP team shall consider the student's misconduct and revise the IEP to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
4. If the IEP team finds that the behavior was not a manifestation of the student's disability, the administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. The special education records and disciplinary records of the student must be transmitted to the individual(s) who will make the final determination regarding a recommendation for expulsion or a suspension that results in a change in placement.
7. The District has the authority, on a case-by-case basis, to determine whether the student should be

removed from the classroom and placed in an alternative setting, pending a manifestation determination.

8. School personnel may remove a disabled student who has violated the conduct code from his/her current placement for up to 10 school days without a hearing.

C. Transfer of IDEA students for Certain Offenses:

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or
3. Inflicted serious bodily injury to another person at school, on school premises or at a school function.

As used in this subsection XIIC., the term "dangerous weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.

The term "serious bodily injury" means a substantiated risk of death, extreme physical pain, protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIV. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Educational Accommodations under Section 504 of the Rehabilitation Act of 1973

A. Expulsion of students identified as eligible for educational accommodations under Section 504 of the Rehabilitation Act of 1973:

Notwithstanding any provision to the contrary, if the administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 of the Rehabilitation Act of 1973 (a "Section 504 Student") who has engaged in conduct that violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.
2. The District shall immediately convene the student's Section 504 team (504 team), for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion, in order to determine whether the student's behavior was a manifestation of his/her disability.

3. If the 504 team finds that the behavior was a manifestation of the student's disability, the administration shall not proceed with the recommendation for expulsion. The 504 team shall consider the student's misconduct and revise the 504 plan to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the administration may proceed with the recommendation for expulsion.

Packer v. Board of Educ. of the Town of Thomaston, 246 Conn.89 (1998). Public Act 98-139
Honig v. Doe, (United States Supreme Court 1988)
 Individuals with Disabilities Act, 20 U.S.C. 1400 et seq. as amended by the Individuals with Disabilities Education Act Amendments of 1997 (P.L. 105-17). Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794(a).
 20 U.S.C. Section 7114 No Child Left Behind Act
 P.L. 108-446 Individuals with Disabilities Education Improvement Act of 2004
State v. Hardy, 896 A.2d 755, 278 Conn. 113 (2006)

Policy Adopted: August 9, 2001
 Policy Revised: October 27, 2015 Canton, Connecticut

F. Sexual Discrimination/Sexual Harassment
CBOE 5145.5

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

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 educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive such that it interferes with or limits a student's ability to participate in or benefit from the school's program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

XV. Notification to Parents or Guardian

- A. The parents or guardian of any minor student either expelled or suspended or removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of expulsion, suspension or removal from class.
- B. The Superintendent of Schools shall forward to the student concerned and his/her parents, or the student if he/she has attained the age of 18, a copy of this Board of Education policy on student discipline at the time the Superintendent sends out the notice that an expulsion hearing will be convened.

XVI. An expelled student may apply for early readmission to school. The Board of Education delegates the authority to make decisions on readmissions to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XVII. Dissemination of Student Conduct and Discipline Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVIII. Compliance with Reporting Requirements

1. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
2. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
3. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in C.G.S. §53a-3, the violation shall be reported to the local police.

Legal References: Connecticut General Statutes
 4-177 – 4-180 Contested cases. Notice. Record, as amended
 10-233a through 10-233f Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122, PA 08-160, PA 09-82, PA 09-6 (September Special Session), PA 10-111, PA 14-229 and PA 15-96.
 10-233f In-school suspension of students.

Sexual Violence: Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Complaint Procedure

1. It is the express policy of the Canton Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Complaints should be filed as soon as possible, preferably within thirty (30) days of the alleged occurrence. 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 or his/her parent/legal guardian should make a written complaint to the Building Principal and copy to the Title IX Coordinator. 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,
 - G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
 - H. Remedy requested.
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, such as 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 his/her designee. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator.
7. The Title IX Coordinator or designee shall promptly investigate all complaints of sexual discrimination or sexual harassment against a student, regardless of whether the conduct occurred on or off-school grounds. The investigation shall be conducted discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.
8. Any student who makes a complaint shall be notified of the District's intent to investigate the complaint. In the event the student requests confidentiality or that an investigation not be conducted, the District will take reasonable steps to investigate and respond to the complaint to the extent possible, given the request for confidentiality or that the District not investigate the complaint. If the student insists that his/her personally identifiable information not be shared with the alleged perpetrator, the student will be informed that

the District's ability to investigate and/or take corrective action may be limited.

9. 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 promptly investigate the complaint. The Title IX Coordinator or designee shall:
 - a) offer to meet with the complainant within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
 - b) provide the complainant with a copy of the Board's sexual harassment policy and accompanying regulations;
 - c) consider whether any interim measures may be appropriate to protect the alleged victim, pending the outcome of the investigation;
 - d) investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
 - e) consider whether alleged sex discrimination or sexual harassment has created a hostile school environment, including consideration of the effects of off-campus conduct on the school;
 - f) communicate the outcome of the investigation in writing to the complainant, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within sixty (60) school days from the date the complaint was received by the Superintendent's office. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;
 - g) when sex discrimination or sexual harassment has been found, take steps that are reasonably calculated to end the discrimination, take corrective and/or disciplinary action aimed at preventing the recurrence of the harassment or discrimination, as deemed appropriate by the Superintendent or his/her designee, and take steps to remedy the effects of the sex discrimination or sexual harassment;
10. If the student complainant or alleged perpetrator is dissatisfied with the findings of the investigation, he or she may file a written appeal within thirty (30) calendar days to the Title IX Coordinator, or, if he/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 determine if further action and/or investigation is warranted. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant, in writing, within fifteen (15) school days following the receipt of the written request for review.

If a sex discrimination complaint raises a concern about bullying behavior, the Title IX Coordinator shall notify the District Safe School Climate Specialist or designee who shall coordinate any bullying

investigation with the Title IX Coordinator, so as to ensure that any such bullying investigation complies with the requirements of applicable Board policies.

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.

At any time, a complainant alleging sex discrimination or sexual harassment may file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111 (TELEPHONE NUMBER (617) 289-0111).

Copies of this regulation will be distributed to all students.

The Superintendent or his/her designee will review this policy and associated regulation with all students during the first month of the school year.

Title IX Coordinator

The Title IX Coordinator for the Canton Board of Education is Lori DeVito, whose office is located at Canton High School, 76 Simonds Avenue, Canton, CT 06019 and whose telephone number is (860) 693-7707.

Policy adopted: March 24, 2015 CANTON PUBLIC SCHOOLS
CANTON BOARD OF EDUCATION Canton, CT

G. Peer Sexual Harassment CBOE 5145.51

Peer sexual harassment is strictly forbidden in all schools within the Canton District, on school premises and during any school programs and activities. Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or making sexual comments directed at a person because of his or her sex, which interferes with the ability of a student to receive an education.

Students are expected to treat their fellow students with dignity and respect at all times on school property and in school programs and activities and to refrain from unwelcome physical or verbal conduct of a sexual nature.

Disciplinary action may result from violations of this policy. Violations of this policy shall be reported to teachers or administrators. Students are encouraged to report sexual harassment immediately. School personnel will take prompt and fair action to investigate any report promptly and to take the appropriate measures to stop the sexual harassment.

(cf. 5145.5 – Sexual Harassment)

Legal Reference:

Civil Rights Act of 1964, Title VII, 42 U.S.C. §2000-e2(a).

Equal Employment Opportunity Commission Policy Guidance (N-915.035 on Current Issues of Sexual Harassment, effective 10/15/88).

Title IX of the Education Amendments of 1972, 34 CRF Section 106.

Meritor Savings Bank FSB v. Vinson, 477 U.S. 57 (1986).

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998).

Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26, 1998).

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998).

Davis v. Monroe County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999).

Policy adopted: March 24, 2015
CANTON BOARD OF EDUCATION

Canton, CT

H. Racial Harassment of Students CBOE Policy 5145.42

The Board of Education is committed to safeguarding the rights of all students within the school district to learn in an environment that is free from racial* discrimination, including harassment. The Board recognizes that racial harassment of students can originate from a person of the same or different race of the victim including peers, employees, Board members or any individual who foreseeably might come in contact with students on school grounds or at school-sponsored activities. Racial harassment of students consists of different treatment on the basis of race and is recognized in two different forms:

1. when the district's employees or agents, acting within the scope of official duties, treat a student differently than other students solely on the basis of race; or
2. when the education environment is not kept free from discrimination because the harassing conduct is so severe, pervasive or persistent that it interferes with or limits the ability of a student to participate in or benefit from the services, activities or privileges provided.

The Board also prohibits any retaliatory behavior against complainants or any witnesses. Any student who believes that he/she has been subject to racial harassment should report the alleged misconduct immediately so that corrective action, up to and including discharge of an employee or suspension of a student, may be taken at once. The complainant shall not be discouraged from reporting an incident of alleged racial harassment. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect the occurrence of any racial harassment, will ensure that an investigation is promptly commenced by appropriate individuals.

The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of racial harassment. Such procedures are to be consistent with any applicable provisions contained in the district's policy manual, collective bargaining agreements, the tenure laws as well as other federal and state laws on racial harassment. Training programs shall be established for students and employees to raise awareness of the issues surrounding racial harassment and to implement preventative measures to help reduce incidents of racial harassment.

A copy of this policy and its accompanying regulation is to be distributed to all personnel and students and posted in appropriate places.

***For the sake of simplicity and clarity, the term "race" shall be used throughout this discussion to refer to all forms of discrimination prohibited by Title VI - that is, race, color, and national origin.**

I. Hazing

Hazing, harassment, intimidation, or any act that injures, degrades, or disgraces a student or staff member will not be tolerated. Any student who engages in such behavior is subject to disciplinary action including removal from class, exclusion from co-curricular and extracurricular activities, expulsion, or referral to law enforcement officials.

No person in charge of a school-sponsored activity will permit the above-mentioned behavior. Violations will result in disciplinary action.

J. Bullying

CBOE 5131.911

The Canton Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior.

Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited. The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an educational environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, discrimination, teen dating violence, intimidation and bullying.

Definitions

“Bullying” means an act that is direct or indirect and severe, persistent or pervasive which:

- A. causes physical or emotional harm to an individual,
- B. places an individual in reasonable fear of physical or emotional harm, or,
- C. infringes on the rights and opportunities of an individual at school.

Bullying shall include, but need 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.

“Cyberbullying” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

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

“Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

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

“Outside of the school setting” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

“School employee” means

- (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or
- (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

“School climate” means the quality and character of school life based on patterns of students’, parents’ and guardians’ and school employees’ experiences of school life, including, but not limited to, norms, goals, values, interpersonal relationships, teaching and learning practices and organizational structures.

“Positive school climate” means

- (A) a school climate in which the norms, values, expectations and beliefs that support feelings of social, emotional and physical safety are promoted,
- (B) students, parents and guardians of students and school employees feel engaged and respected and work together to develop and contribute to a shared school vision,
- (C) educators model and nurture attitudes that emphasize the benefits and satisfaction gained from learning, and
- (D) each person feels comfortable contributing to the operation of the school and care of the physical environment of the school.

“Emotional intelligence” means the ability to

- (A) perceive, recognize and understand emotions in oneself or others,
- (B) use emotions to facilitate cognitive activities, including, but not limited to, reasoning, problem solving and interpersonal communication,
- (C) understand and identify emotions, and
- (D) manage emotions in oneself and others.

“Social and emotional learning” means the process through which children and adults achieve emotional intelligence through the competencies of self-awareness, self-management, social awareness, relationship skills and responsible decision-making.

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
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”)
7. Targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

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

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

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

are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program, to improve the school climate, involving

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

1. Requires the development and implementation of a safe school climate plan by the Board of Education to address the existence of bullying and teen dating violence in its schools and requires at the beginning of each school year that students and their parents/guardians be notified of the process by which students may make such reports;
2. Permits anonymous reports of bullying by students to school employees and written reports of suspected bullying by parents or guardians and requires at the beginning of each school year that students and their parents/guardians be notified of the process by which students may make such reports;
3. Requires school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying and to file a written report not later than two school days after making such an oral report;
4. Requires the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written report, and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
5. Requires the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Requires each school to have a prevention and intervention strategy, as defined by statute, as amended, for school employees to deal with bullying or teen dating violence, including language about bullying in student codes of conduct and in all student handbooks;
7. Provides for the inclusion of language in student codes of conduct concerning bullying;
8. Requires each school to notify parents or guardians of all students involved in a verified act of bullying not later than forty-eight hours after the completion of the investigation of the results of such investigation and verbally and by electronic mail, that such parents/guardians may refer to the plan language explanation of the rights and remedies posted on the district's website. (available under CGS 10-4a and 10-4b);
9. Requires each school to invite the parents/guardians of a student against whom such act was directed to a meeting to communicate to such parents/guardians the measures being taken by the school to ensure the safety of the students against whom such act of bullying was directed and the policies and procedures in place to prevent further acts of bullying;
10. Requires each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting of the parents/guardians of the student against whom the act of bullying was directed, to discuss specific interventions undertaken by the school to prevent further acts of bullying;
11. Establishes a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to make such list publicly available; and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
12. Requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;

13. Prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
14. Requires the development of student safety support plans for students against whom an act of bullying was directed that addresses safety measures the school will take to protect such students against further acts of bullying;
15. Requires the principal of a school or the principal's designee, to notify the appropriate local law enforcement agency when such principal or the principal's designee believes that any acts of bullying constitute criminal conduct;
16. Prohibits bullying
 - (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and
 - (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
17. Requires, at the beginning of each school year, for each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
18. Requires all school employees to annually complete the training required by C.G.S. 10-220a, or 10-222j, as amended. Such training shall include identifying and responding to bullying and preventing and responding to youth suicide;
19. As required, the Board of Education shall approve the safe school climate plan developed pursuant to statute and submit such plan to the Department of Education for its review, analysis, cooperative assistance and approval not later than July 1, 2014; and
20. Requires that not later than thirty calendar days after approval by the State Department of Education, the safe school climate plan shall be made available on the Board's and each individual school in the District's Internet website and such plan is to be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

The Board expects prompt and reasonable investigations of alleged acts of bullying and teen dating violence. The safe school climate specialist of each school is responsible for handling all complaints of alleged bullying and teen dating violence. The safe climate specialist shall investigate or supervise the investigation of all reports of bullying and teen dating violence promptly.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying and teen dating violence. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

Prevention and Intervention Strategy

The District shall implement, as required by C.G.S. 10-222g, as amended, a prevention and intervention strategy which may include, but is not limited to:

1. 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 and teen dating violence identified by the Department of Education.
2. School rules prohibiting bullying, teen dating violence, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.

3. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying or teen dating violence is likely to occur.
4. Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school.
5. Individual interventions with the bully or student who commits teen dating violence, parents and school employees and interventions with the students against whom the acts of bullying and teen dating violence are directed, parents, and school employees.
6. School wide training related to safe school climate.
7. Student peer training, education and support.
8. Promotion of parent involvement in bullying and teen dating violence prevention through individual or team participation in meetings, trainings, and individual interventions.
9. Culturally competent school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation.

District Safe School Climate Coordinator

Annually, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

1. Implement the District's safe school climate plan;
2. Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying and teen dating violence in the schools of the district.
3. Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent to the Department of Education;
4. Respond to bullying and teen dating violence in District schools;
5. Meet with the safe school climate specialists at least twice during the school year to discuss bullying and teen dating violence issues in the District and make recommended changes to the District's safe school climate plan.
6. Successfully complete the mental health first aid training provided by the Commissioner of Mental Health and Addiction Services. (Such training only required once.)

The Specialist in each school shall:

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

Safe School Climate Committee

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

Such committee shall also include:

- (a) school personnel, including, but not limited to, at least one teacher selected by the exclusive bargaining unit representative for certified employees,
- (b) medical and mental health personnel assigned to such school, and
- (c) at the high school level at least one student enrolled at the school. The student is to be selected by the students in a manner determined by the school Principal.

The Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying and teen dating violence;

2. Identify and address patterns of bullying and teen dating violence among students in the school;
3. Implement the provisions of the school security and safety plan regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying or teen dating violence (defined in Connecticut General Statutes 10-222d) and report such information, as necessary, to the District Safe School Climate Coordinator and to the school's security and safety committee;
4. Review and amend school policies relating to bullying and teen dating violence;
5. Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;
6. Educate students, school employees and parents and guardians of students on issues relating to bullying and teen dating violence;
7. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying and teen dating violence; and
8. Perform any other duties as determined by the School Principal that are related to the prevention, identification and response to school bullying and teen dating violence for the school.

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

Safe School Climate Plan

The Board of Education shall develop and implement a Safe School Climate Plan to address the existence of bullying and teen dating violence in its schools. Such plan shall:

1. Enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually of the process by which they may make such reports;
2. Enable the parents or guardians of students to file written reports of suspected bullying;
3. Require school employees who witness acts of bullying or receive reports of bullying to orally notify the Safe School Climate Specialist, or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
4. Require the Safe School Climate Specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed to receive prompt notice that such investigation has commenced;
5. Require the Safe School Climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
7. Provide for the inclusion of language in student codes of conduct concerning bullying;
8. Require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation of the results of such investigation, and verbally and/or by electronic mail, if such parents or guardians electronic mail addresses are known, that such parents or guardians may refer to the plain language explanation of the rights and remedies available under C.G.S. 10-4a and 10-4b published on the District's website;
9. Require each school to invite the parents or guardians of a student

who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the student's safety and to prevent further acts of bullying;

10. Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education, and in such manner as prescribed by the Commissioner of Education;

11. Direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;

12. Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;

13. Direct the development of student safety support plans for students against whom an act of bullying was directed that addresses safety measures the school will take to protect such student against further acts of bullying or teen dating violence;

14. Require the Principal of a school, or the Principal's designee, to notify the appropriate local law enforcement agency when such Principal, or the Principal's designee, believes that any acts of bullying constitute criminal conduct;

15. Prohibit bullying

(A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board and

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

16. Require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan; and

17. Require that all school employees annually complete the training described in C.G.S. 10-220a, as amended.

The Board of Education shall publish on the District's website the plain language explanation of the rights and remedies available under C.G.S. 10-4a and C.G.S. 10-4b.

The Board of Education, in consultation with the State Department of Education (SDE) and the social and emotional learning and school climate advisory collaborative, shall provide on the SBE's website training materials to school administrators regarding bullying prevention and intervention.

This policy shall be included in all student and faculty handbooks and shall be disseminated to the public in a manner to be determined by the Superintendent.

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

(cf. 0521 – Nondiscrimination)

(cf. 4131 – Staff Development)

(cf. 5114 – Suspension and Expulsion/Due Process)

(cf. 5131 – Conduct)

(cf. 5131.21 – Violent and Aggressive Behavior)

(cf. 5131.8 – Out-of-School Misconduct)

(cf. 5131.912 – Aggressive Behavior)

(cf. 5131.913 – Cyberbullying)

(cf. 5131.91 – Hazing)

(cf. 5144 – Discipline/Punishment)

(cf. 5145.4 – Nondiscrimination)

(cf. 5145.5 – Sexual Harassment)

(cf. 5145.51 – Peer Sexual Harassment)

(cf. 6121 – Nondiscrimination)

(cf. 6121.1 – Equal Educational Opportunity)

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records. Inspection and subpoena of school or student records.

10-220a Inservice training

10-222d Policy on bullying behavior as amended by PA 08-160, P.A. 11-232, P.A. 14-172 and PA 18-15 and PA 19-166.

10-222g Prevention and intervention strategy re bullying and teen dating violence

10-222h Analysis of school districts' efforts re prevention of and response to bullying in schools. School climate assessment instruments

10-222k District safe school climate coordinator. Safe school climate specialist. Safe school climate committee (as amended by PA 21-95, Section 14)

10-233 Review of school climate plans by Department of Education

10-233a through 10-233f

P.A. 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.

P.A. 19-166 An Act Concerning School Climates

P.A. 21-95 An Act Concerning Assorted Revisions and Additions to the Education Statutes

Policy adopted: February 23, 2022

K. Video Surveillance

CBOE Policy 5131.111

The Board of Education recognizes the district's responsibility to maintain order, discipline, safety and security on school property and in school vehicles. The Board also desires to afford students and staff privacy in respect to the records maintained by the district. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in furtherance of protecting the health, welfare, and safety of its students and staff. The students and staff of the district recognize that their security and safety depends upon the capacity of the district to maintain discipline, control building access, and that a certain amount of restraint upon the activities of students and building visitors is assumed and expected.

The Board of Education, having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order, discipline, safety and security, finds that it is appropriate to provide for the use of video surveillance in its transportation vehicles and on school grounds a follows:

1. The district shall notify its students and staff that live digital video surveillance may/will occur on any school property or on any transportation vehicle. The district shall incorporate said notice in the student handbooks and notice shall be posted in all school buildings and school vehicles;
2. The use of video surveillance equipment on transportation vehicles shall be supervised by the district transportation supervisor. The use of video surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or his/her designee;
3. The use of video recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records;
4. Video surveillance shall only be used to promote the order, safety, and security of students, staff, and property and shall not be used or disseminated for any other purpose.

(cf. 3541.313 Video Cameras on School Transportation)
Legal Reference: Title I – Amendments to the Individuals with Disabilities Act (PL 105-17)
Family Educational Rights and Privacy Act, Sec. 438, 20 U.S.C. Sec. 1232g (1988). Connecticut General Statutes 10-221 Board of Education to prescribe rules

Policy Adopted: October 14, 2008
Policy Revised: March 24, 2015
CANTON BOARD OF EDUCATION Canton, CT

L. Students -Alcohol Use, Drugs, and Tobacco including Performance Enhancing Drugs CBOE Policy 5131.6

Pursuant to the goal of the Board of Education to maintain a drug, tobacco and alcohol-free school district, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined in the Penal Code of the State of Connecticut.

This policy is established for the purpose of setting forth the Board of Education's support of State and Federal law and regulation governing the possession and use of illicit drugs and alcohol by students. Further, this policy sets forth the Board of Education's expectations in the event such use or possession occurs on and off school property, at a school-sponsored activity or event, or in any way related to the conduct of program and activities of the students involved in extracurricular/athletic activities.

Alcohol, tobacco, stimulants, street drugs, including but not limited to marijuana, heroin and cocaine; anabolic steroids, hormones and analogues, diuretics and other performance enhancing substances; including supplements and Creatin, are addressed by this policy and accompanying administrative regulations.

Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2 and bath salts are addressed by this policy.

A. Definitions

1. **“Drugs”** are defined as any substance other than food or water that is intended to be taken or administered (ingested, injected, applied, implanted, inhaled, etc.) for the purpose of altering, sustaining, or controlling the recipient's physical, mental, or emotional state. Drugs may include, but not be limited to, alcoholic beverages; controlled substances such as marijuana, hallucinogens, cocaine, barbiturates, amphetamines, narcotics; and non-authorized prescription drugs.
2. **“Controlled substances”** for purposes of this policy shall include all controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, and prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board of Education policy.

3. **“Under the influence”** for purposes of this policy shall include any consumption or ingestion of controlled substances by a student.
4. **“Electronic nicotine delivery system”** means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

B. Privacy Rights

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities to maintain health and safety. Seeking to locate drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable grounds for searches by school personnel. Privileged communication between a certified or paraprofessional employee and a student concerning drug abuse shall remain confidential except in cases where the employee is obtaining physical evidence of a controlled substance, and/or where there is an immediate threat to, or where students' health, safety and welfare may be jeopardized.

C. Illegal Activities

Use, possession, sale or distribution of drugs, including prescription drugs, drug paraphernalia and/or alcoholic beverages in violation of state law or Board of Education policy is prohibited at any time on school premises or at any school-sponsored activity. If a student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the police will be notified, his/her parent(s)/guardian will be contacted, he/she will be suspended from school, referred to a Student Intervention Team, and considered for expulsion. In cases of the illegal activity of possessing or selling drugs or alcohol, students will be referred to the appropriate law enforcement authorities. If a student is arrested and is awaiting trial for possession of, or possession of with intent to sell drugs, the student will not be allowed to attend school without the permission of the Superintendent, per the guidelines set forth in Policy #5114.

D. Notification of Policy

Annually, students will be notified through the student handbook, or through other means, of disciplinary sanctions for violation of this policy.

Principals shall include statements, appropriate to student maturity, in school handbooks and on District/school websites to the effect that:

1. the unlawful manufacture, distribution, sale, dispensing, possession or use of controlled substances, other illegal drugs, performance-enhancing substances, alcohol or tobacco including electronic nicotine delivery systems and vapor products, is prohibited in school, on school grounds, on school transportation and at school sponsored activities;
2. compliance with the standards of conduct stated in the handbook is mandatory;
3. a violation of its provisions will subject students to disciplinary action up to and including expulsion and referral for prosecution;
4. CIAC controlled activities at the high school and middle school levels sponsored by the District/school are included

in this policy and accompanying administrative regulations; and

5. CIAC may impose sanctions beyond those applied by the District for the use of performance-enhancing substances, as defined in this policy, by athletes.

E. Drug-Free Awareness Program

The Superintendent shall assure that the school District provides a drug-free awareness program for students including the following topics:

- health and safety-related dangers of drug abuse;
- review of the Board of Education's policy of maintaining drug-free schools;
- notification of the availability of drug counseling and rehabilitation programs; and
- official penalties for drug abuse violations in schools.

F. Drugs and Alcohol

It is the policy of the Board of Education to prevent and prohibit the use (except as duly authorized through the school nurse), possession, distribution or sale of any drug, drug paraphernalia, or alcohol by any student at any time on school property, at school-sponsored events or on school-provided transportation. The District provides (1) a supportive environment for recovering chemically dependent students during and/or after their involvement in a treatment program for chemical dependency; and will provide (2) assistance to those students who are affected by drug/alcohol possession or use by others. Any student in District schools found to be using, selling, distributing, in possession of or under the influence of intoxicants, mood altering drugs or substances, or look-alike drugs, or in possession of any related drug paraphernalia during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school-provided transportation, or otherwise off school grounds when such student's conduct violates the substance abuse policy or is seriously disruptive of the educational process shall be subject to disciplinary consequences.

Pursuant to Policy #5145.124, a breathalyzer test is approved for use at school-sponsored events/activities such as dances and proms at the middle school and high school levels.

G. Inhalant Abuse

In addition to the prohibitions pertaining to alcohol, drugs and tobacco contained in this policy, no student shall inhale, ingest, apply, use or possess an abusable glue, aerosol paint or substance containing a volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to directions for use, cautions or warnings appearing on a label of a container of the glue, paint aerosol or substance; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination or elation, or change, distort, or disturb the person's eyesight, thinking process, balance or coordination.

For purposes of this policy, inhalants are defined as follows, but not limited to:

3. Nitrous Oxide – Laughing Gas, “Whippets,” CO₂ Cartridge
4. Amyl Nitrite – “Locker Room,” “Rush,” “Poppers,” “Snappers”
5. Butyl Nitrite – “Bullet,” “Climax”
6. Chlorohydrocarbons – Aerosol Paint Cans, Cleaning Fluids

7. Hydrocarbons – Aerosol Propellants, Gasoline, Glue, Butane

Further, no student, 18 years of age or older, shall intentionally, knowingly or recklessly deliver or sell potentially abusable inhalant materials as listed above to a minor student.

No student shall intentionally use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the body an abusable glue, aerosol paint or substance or other substance that contains a volatile chemical.

Any student in the District schools found to be in possession of, using, distributing, or selling potentially abusable inhalant materials shall be subject to disciplinary action as outlined in this policy, up to and including suspension and a recommendation for expulsion. Violators of this policy may also be required to complete an appropriate rehabilitation program. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

The Board of Education shall incorporate into the curriculum at all levels education pertaining to potential inhalant abuse which is appropriate for students given their age, maturity, and grade level. Inhalant abuse educational programs/information shall be included in drug prevention educational programs/information for parents/guardians.

H. Performance-Enhancing Drugs (including food supplement)

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use, possession, distribution or sale of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity/program, other than use for a valid medical purpose as documented by a physician. Bodybuilding and enhancement of athletic ability and performance are not considered valid medical purposes.

School personnel and coaches will not dispense any drugs, medication or food supplements except as in compliance with Connecticut State law, District policy and as prescribed by a student's physician, dentist, physician assistant or advanced practice registered nurse.

Students shall be made aware of the dangers of steroid abuse and that such abuse, unauthorized possession, purchase, or sale will subject them to disciplinary action and CIAC sanctions. It is the expectation of the Board that District schools, as members of the Connecticut Interscholastic Athletic Association (CIAC), require all athletes playing in CIAC-controlled sports to be chemical free.

I. Disciplinary Action

The Board of Education believes that involvement in extracurricular activities, including athletics, is essential to the development of well-rounded students. However, participation in extracurricular activities and athletics is a privilege and not a right. Students who violate this policy will be subject to disciplinary action which includes, but is not limited to, suspension or expulsion, and/or a program recommended by the Student Intervention Team. Student athletes who violate this policy, who participate in CIAC-controlled activities shall also be declared ineligible for such activities in accordance with

CIAC policy and regulation. In addition, all students may be subject to further disciplinary action including suspension from extracurricular activities per Board of Education Policy and Regulations. Any disciplinary actions imposed will ensure that similar violations will be treated consistently. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

The following guidelines for reporting alleged violations are to be followed:

- If an employee suspects student possession, use, abuse, distribution or sale of controlled substances, other illegal drugs, performance-enhancing drugs, alcohol, or tobacco/tobacco products the employee shall refer the matter to the Principal or his/her designee. The Principal or designee will notify the student's parent/guardian, recommend a specific assessment, as appropriate, and contact law enforcement personnel as appropriate.
- If an employee obtains physical evidence of a controlled substance, other illegal drug, drug paraphernalia, performance-enhancing drugs, alcohol, tobacco products or tobacco paraphernalia from a student in school, on school grounds, on school-provided transportation or at a school-sponsored event, the employee shall turn the student and the controlled substance over to the school principal or designee. The Principal will notify the student's parent(s)/guardian(s), recommend a specified assessment as appropriate, notify law enforcement personnel and shall surrender possession of the controlled substance to the proper authorities within the time period required by state law.

Students who violate this policy will be subject to disciplinary action as outlined below:

1. Drugs/Controlled Substance Usage by Students

a. First Offense:

The student will be immediately suspended from school for ten (10) school days with a possible recommendation to the Board of Education for expulsion. Expulsions may last 11 to 180 school days. In accordance with the Canton Board of Education Policy #5114: students offering for sale, or possessing with intent to sell, a controlled substance on or off school grounds shall be expelled for one full calendar year.

- The school will contact the parent/guardian in order to inform them of the incident. A conference will be held with the student's parent/guardians and the building administrator to discuss the extent of the problem and share concerns and suggestions for parent/guardian action. In the event that the student is in possession of alcohol or controlled substances/drugs or in possession of related paraphernalia, the police will be contacted.
- If a student holds a leadership position (eg: student council president, team captain, class officer, etc.) he/she will be required to give up that position for the season/year.
- The building administration will revoke the student's privilege of participating in or

attending any school sponsored activity for a period of fifteen (15) consecutive calendar days falling within the beginning and end of the school year calendar and commencing with the date of the suspension.

- The student will be required to participate in a substance abuse counseling and treatment program (at no cost to the School District). This treatment program must be certified in writing to the school administration by a doctor or counselor. The student must be part of a program in order to continue to participate in extracurricular activities.
 - There will be a mandatory meeting with the student's coach or activity advisor and school administrator prior to rejoining the team or activity.
- b. Second Offense: (in the same year or subsequent years)
- The student will be immediately suspended from school for ten (10) school days with a possible recommendation to the Board of Education for expulsion. Expulsions may last 11 to 180 school days. In accordance with the Canton Board of Education Policy #5114: students offering for sale, or possessing with intent to sell, a controlled substance on or off school grounds shall be expelled for one full calendar year.
 - The school will contact the parent/guardian in order to inform them of the incident. A conference will be held with the student's parent/guardians and the building administrator to discuss the extent of the problem and share concerns and suggestions for parent/guardian action. In the event that the student is in possession of alcohol or controlled substances/drugs or in possession of related paraphernalia, the police will be contacted.
 - The building administration will revoke the student's privilege of participating in or attending any school sponsored activity for a period of 30 consecutive calendar days falling within the beginning and end of the school year calendar and commencing with the date of the suspension.
 - There will be a mandatory meeting with the student's coach or activity advisor and school administrator prior to rejoining the team or activity.
- c. For an additional violation in the same or subsequent years, the student will be suspended from all extracurricular activities for 365 calendar days.
- d.

2. Tobacco/E-Cigarette Use by Students

There shall be no smoking or any other unauthorized use or possession of tobacco, tobacco products, including chewing tobacco or tobacco paraphernalia, and electronic nicotine delivery systems or vapor products by students in any school building or school vehicle at any time or on any school grounds, or at any time when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, extracurricular event,

field trip, or school related activity such as a work-study program. An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, chemicals, or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.

Students who violate this policy will be subject to disciplinary action as outlined below:

- a. First Offense:
The student will be assigned an extended detention and a conference will be required involving student, parent/guardian, and an administrator.
- b. Second Offense: (in the same year or subsequent years)
The student will be suspended and a conference will be required involving student, parent/guardian, and an administrator.
- c. Third Offense: (in the same year or subsequent years)
The student will be suspended out of school for two (2) school days. A re-admittance conference involving student, parent/guardian and administrator will be required.
- d. Fourth Offense: (in the same year or subsequent years)
The student will be suspended out of school for three school days. Additionally, any student under the age of sixteen (16) will be referred to the Canton Juvenile Review Board; any student over the age of sixteen (16) will be referred to the Canton Police Department and risk being issued a fine. A re-admittance conference involving student, parent/guardian, and administrator will be required.
- e. Subsequent smoking infractions beyond the fourth offense may lead to a ten (10) school day out-of-suspension and other sanctions which could include expulsion.

3. Medical Marijuana

The conditions which follow are applicable to a District student, eighteen (18) years of age or older, who holds a certificate authorizing the palliative use of marijuana issued by the Connecticut Department of Consumer Protection (DCP) for the medical use of marijuana as set out in P.A. 12-55, "An Act Concerning the Palliative Use of Marijuana."

The District will not refuse to enroll a student or otherwise penalize a student for being a medical marijuana certificate holder unless failure to do so would cause the school to lose a monetary or licensing benefit under federal law or regulations.

A student medical marijuana certificate holder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all students attending Canton schools.

A student medical marijuana certificate holder shall not:

- Undertake any task under the influence of marijuana that would constitute negligence;

- Possess or engage in the medical use of marijuana
- On a school bus;
- On the grounds of any preschool, elementary or secondary school;
- Smoke marijuana on any form of public transportation or in any public place;
- Operate, navigate, or be in actual physical control of a motor vehicle while under the influence of marijuana, except that a qualifying certified marijuana user for medical purposes shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment;
- Use marijuana in manner not authorized by P.A. 12-55; or
- Offer to give, sell, or dispense medical marijuana to another student or other individual on school property, in school-provided vehicles, at school events, or when functioning as a representative of the school

If Canton school officials have reasonable belief that a student may be under the influence, in possession of, or distributing medical marijuana, in a manner not authorized by the medical marijuana statute, law enforcement authorities will be informed.

A student who violates any portion of this policy shall be subject to disciplinary action and applicable criminal prosecution.

- (cf. 5114 – Suspension/Expulsion)
- (cf. 5131 – Conduct)
- (cf. 5131.61 – Inhalant Abuse)
- (cf. 5131.62 – Steroid Use)
- (cf. 5131.612 – Surrender of Physical Evidence Obtained from Students)
- (cf. 5131.8 – Out of School Grounds Misconduct)
- (cf. 5131.92 – Corporal Punishment)
- (cf. 5144 – Discipline/Punishment)
- (cf. 5145.12 – Search and Seizure)
- (cf. 5145.121 – Vehicle Searches on School Grounds)
- (cf. 5145.122 – Use of Dogs to Search School Property)
- (cf. 5145.124 – Breathalyzer Testing)
- (cf. 5145.125 – Drug Testing-Extracurricular Activities)
- (cf. 6164.11 – Drugs, Alcohol, Tobacco)

Legal Reference: Connecticut General Statutes

- 1-21b Smoking prohibited in certain places.
- 10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
- 10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.
- 10-220b Policy statement on drugs.
- 10-221(d) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs.
- 21a-240 Definitions dependency producing drugs.
- 21a -240(8) Definitions "Controlled Drugs," dependency producing drugs
- 21a-240(9) Definitions "controlled substance."
- 21a-243 Regulation re schedules of controlled substances.
- 53-198 Smoking in motor buses, railroad cars and school buses.
- P.A. 11-73 An Act Regulating the Sale and Possession of Synthetic Marijuana and Salvia Divinorum.

P.A. 12-55 An Act Concerning the Palliative Use of Marijuana.
 P.A. 14-76 An Act Concerning the Governor's Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention.
 P.A. 15-206 An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products.
 Federal Regulation 34 CFR Part 85 Drug-free Schools & Communities Act.
 20 U.S.C. Section 7181 et. seq., No Child Left Behind Act.
 Synthetic Drug Abuse Prevention Act of 2012. (part of s.3187, the Food and Drug Administration Safety and Innovation Act)
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Veronia School District 47J v. Acton, 515 U.S. 646. (1995)

Board of Education of Independent School District No 92 of Pottawatomie County v. Earls 01-332 U.S. (2002).

Policy adopted: June 12, 2012 CANTON PUBLIC SCHOOLS
 Policy Revised: March 12, 2013
 Policy Revised: May 6, 2014
 Policy Revised: October 27, 2015
 CANTON BOARD OF EDUCATION Canton, Connecticut

M. Use of Passive Alcohol-Detecting Device at School Sponsored Activities

1. Once a decision has been made by the school administration to use an alcohol-detecting device at a school-sponsored activity, the following steps will be followed:

- a. Students will be notified prior to any extracurricular or school-sponsored event where an alcohol-detecting device may be used. Prior notification may include, but not limited to, student/parent handbook, student assembly, morning announcements, advertisements on tickets, and written notification distributed to students.
- b. Every student will be required to state his/her name and repeat a phrase while the passive alcohol-detecting device is in use by an administrator or an administrative designee.
- c. If a student refuses to take the passive alcohol-detecting device, then the student will be denied entry to the event and parents will be immediately contacted.
- d. If alcohol is detected by the passive alcohol-detecting device, the student will be taken to a private area, and, after 10 minutes, an additional reading will be taken.
- e. If the student tests positive for a second time, his/her parents will be contacted, the student will be removed from the event, and appropriate disciplinary consequences will follow, including a ten (10) day suspension and possible recommendation to the Board of Education for expulsion. *See Drug and Alcohol Regulations for additional information.*

2. Use of Passive Alcohol-Detecting Device Without Prior Notification, Including During the School Day

If there is reasonable suspicion (indications of reasonable suspicion may include, but are not limited to, such characteristics as alcohol odor, slurred speech, unsteady gait, lack of coordination, presence of an alcohol container, bloodshot or glazed eyes) that a student consumed or was under the influence of alcohol, then:

- a. an administrator and/or an administrator designee will take the student to a private area and will question and observe the student.
- b. if the administrator or an administrator designee thinks the student is under the influence of alcohol, then the student will be asked to state his/her name and repeat a phrase while the passive alcohol-detecting device is in use.
- c. if the student refuses the request, the judgment of the administrator will stand, and appropriate disciplinary consequences will follow, including a ten (10) day suspension and possible recommendation to the Board of Education for expulsion, and parents will be contacted.
- d. if the passive alcohol-detecting device is used and no alcohol is detected, then another test will be performed. If the test is negative for the second time, parents will be notified and the student will be allowed to return to the school-sponsored event and/or resume the regular school day program.
- e. if the passive alcohol-detecting device is used and the student is tested positive, then another test will be administered.
- f. if the student tests positive for a second time, his/her parents will be contacted, the student will be removed from the event and/or the regular school day program and appropriate disciplinary consequences will follow, including a ten (10) day suspension and possible recommendation to the Board of Education for expulsion. *See Drug and Alcohol Regulations for additional information.*

Police/Medical Emergencies:

1. Police will be contacted if a student is in possession of drugs/alcohol.
2. If a student is sick as a result of alcohol/drug consumption, the school nurse will be contacted for an evaluation during the school day; for activities outside the school day or if the nurse is unavailable during the school day, the police/EMT personnel will be contacted.

Training

Administrators and the school nurse will be trained in the use of the passive alcohol-detecting device. Administrators new to the district will be trained by previously trained school personnel.

Calibration

The passive alcohol-detecting device will be calibrated as often as suggested by the manufacturer.

Records

Results of the passive alcohol-detecting device will be maintained in confidential, administrative disciplinary records.

N. Search and Seizure/Use of Dogs to Search School Property CBOE Policy 5145.122

The Board may permit the administration to invite law enforcement agencies or other qualified agencies or individuals to sweep school property with dogs trained for the purpose of detecting the presence of illegal substances, when necessary to protect the health and safety of students, employees or property *or* to detect the presence of illegal substances or contraband, including alcohol and/or drugs. The use of trained canine sniffing dogs and their associated law enforcement personnel is for the purpose of "alerting" on property only, and is subject to the following:

1. Prior to the opening of each school year, the Superintendent will review with the administration all policy involving police in schools.
2. Parents and students shall be notified of this policy through its inclusion in the student/ parent handbook, and the Superintendent and Principal or their designees, shall explain the policies and procedures followed in sweeps and searches to students and staff at an assembly to be held within the first two weeks of the school year. Once notification has been given to parents and students through the handbook and assembly respectively, the school district will have

met its obligation to advertise the sweep and search policy and associated procedure. Additional notices need not be given and actual times or dates of planned sweeps need not be released in advance.

3. Prior to initiating dog sweeps in any given year, the Superintendent shall obtain consent of the Board. The Board may grant consent only after review of the Superintendent's report (to include past practice and results), as well as, relevant policy and regulation.
4. The Board and Superintendent shall authorize the sweep. Immediately prior to the sweep, an announcement will be made for students and staff to, "stay put" in their classrooms while the sweep is taking place. The Superintendent and Principal shall be present while the sweep is taking place. Representatives from school administration shall accompany dogs and handlers while on schools premises.
5. All school property which students have access to during the day, such as lockers, classrooms, parking areas and storage areas may be swept.
 - a. Dogs shall not be used in rooms occupied by persons except for demonstration purposes. The handler and representative from school administration will always be present with the dogs.
 - b. When used for demonstration purposes, the dog may not sniff any student and/or staff.
6. Individual(s) shall not be subjected to a search by dogs.
7. Only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, that locker or vehicle will be identified for later search. Upon completion of the sweep, the Administration or Principal will request that the police and canine handlers leave the school premises. Administration or the Principal will then search the identified property, in the presence of the student having the use of that item or place or responsibility for it, or in the presence of a witness if the student is not available.
8. Searches that disclose evidence of misconduct shall result in disciplinary consequences in accordance with Board Policy #5131.6(a).

(cf. - 5145.12 Search and Seizure)

Legal Reference: Connecticut General Statutes
10-221 Boards of education to prescribe rules.
New Jersey v T.L.O., 53 U.S.L.W. 4083 (1985)
PA 94-115 An Act Concerning School Searches.

Policy Adopted: January 11, 2001
Policy Amended: January 29, 2009
CANTON BOARD OF EDUCATION Canton, CT

O. Weapons and Dangerous Instruments Canton BOE Policy 5131.

Weapons Possession

A student who is in possession of an instrument which is ordinarily or generally considered to be a weapon, who is on school grounds before, during, or after a school sponsored function, will be subject to the penalties outlined in the School Weapons Policy listed below:

The Board of Education determines that possession, concealment, and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district. Possession and/or use of any dangerous or deadly weapon, firearm, or destructive device in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited.

A "dangerous weapon" is any weapon, device, instrument, material, or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury. A "deadly weapon" is any instrument, article, or substance specifically designed for and

presently capable of causing death or serious injury. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun; slingshot; bludgeon; brass knuckles or artificial knuckles or any kind; knives having a blade greater than two inches, any knife the blades of which can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially opened position; martial arts weapon; destructive device.

Pursuant to federal law, the term firearm includes, but is not limited to: any weapon designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or destructive device. A student who violates this policy will be reported to law enforcement authorities.

A "destructive device" is considered any device with an explosive, incendiary, or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily for use as a signaling, pyrotechnic, line-throwing, safety, or similar device.

The possession or use of any such weapon or device will require that the proceedings for the suspension and/or expulsion of the student involved will be initiated immediately by the principal. If the student is found to have possessed a firearm or other dangerous weapon as defined by Connecticut General Statutes 53a3 in violation of 29-35 or 53-206, in or on the real property of a school or at any school activity as defined in Connecticut General statutes 10-233a, he/she must be expelled for one calendar year. The Board of Education or hearing board may modify the period of expulsion on a case-by-case basis. To comply with federal law, any finding of an exception shall be reduced to writing. All legal restrictions and requirements will be adhered to pertaining to special education students.

The Board of Education shall consider a student's conduct off school grounds that is seriously disruptive of the educational process or is violation of publicized policies of the Board of Education as grounds for expulsion.

(cf. 5114 - Suspension/Expulsion: Due Process)
(cf. 5145.12 - Search and Seizure)

Legal Reference:

Connecticut General Statutes
10-221 Boards of Education to prescribe rules.
10-233a through 10-233f - Expulsion as amended by PA 95-304
53a-3 Definitions.
53a-217b - Possession of firearms and deadly weapons on school grounds
53-206 Carrying and sale of dangerous weapons.
PA 94-221 An Act Concerning School Discipline and Safety.
GOALS 2000: Educate America Act
18 U.S.C. 921 Definitions.
USCA 7151 No Child Left Behind
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§7101-7117.

Policy Adopted: October 23, 2003
Policy Revised: May 14, 2013
CANTON BOARD OF EDUCATION Canton, CT

P. Class A Misdemeanor / Felony Arrest

The Conduct Risk Assessment Team (CRAT) will meet on all reported student felons or Class A misdemeanors to consider the risk of danger posed by such student to other students, to school employees, to school property and/or to himself/herself while at school. The purpose of the committee will be to effectuate an

appropriate modification of such student's educational plan or placement and for disciplinary purposes if it is deemed this would be in the best interest of the school to do so.

Q. Connecticut Laws and School Discipline

Students should be aware that several Connecticut laws can have an impact on their ability to attend public school. The content of these laws is summarized below. (Copies of the State Statutes are available upon request.)

1. It is illegal for students to bring firearms, knives, dangerous weapons or dangerous instruments to school. These items should never be brought on to school grounds. Being in possession of such items in school may result in arrest by the police and suspension and expulsion from school.
2. Students who illegally possess a firearm outside of school or who use a firearm, dangerous weapon or dangerous instrument in the commission of a crime and are arrested by the police for such an act will be reported to school officials by the police. Such actions may result in suspension or expulsion from school.
3. Students who possess, distribute or sell illegal drugs in school or outside of school are subject to arrest by police. Such actions are reported by the police to school officials and may result in suspension or expulsion from school.
4. All felonies and Class A misdemeanors committed outside of school are reported to school officials by the police. School officials are required by Connecticut state law to meet and determine if it is safe for students involved in these activities to remain in school

STUDENT SUPPORT PROGRAMS AND SERVICES

A. School Counseling Services

The School Counseling Department functions to assist all pupils. Teachers, parent/guardians, administrators, and guidance personnel should participate cooperatively in the guidance program. Major functions of the School Counseling Department include the following:

1. Provide personal, educational, and career counseling to aid students in gaining insight into themselves and their abilities in order to assist them in decision-making and to help them plan realistically for future years.
2. Utilize all possible means, such as test scores, research data, staff input, personal interviews, and reference materials in guiding and advising students in accordance with the student's own ambitions, abilities and interests.
3. Assist students in setting up and maintaining course schedules throughout their high school career.
4. Make available to staff and administration updated records and information which will aid them in better understanding and dealing with the students in their care.
5. Interpret guidance services for the community.
6. Help parents/guardians come to a greater understanding of their children and the school.
7. Act as the vehicle for appropriate referrals to psychological services and social agencies.
8. Determine specific student needs through the counseling process and research data and recommend to the staff and administration possible adjustments to curriculum, teaching, and school policies
9. Play a major role in advising students as to post-secondary employment and education; suggest appropriate colleges and universities to students and their parents/guardians.
10. Write recommendations and prepare transcripts to assist in the secondary and post-secondary placement of students.

B. Health Services

The health room is located on the second floor near Stairwell C. The school nurse or nurse's aide is available during the entire regular school day.

Services offered:

1. Hearing tests – Grades 7 & 8, or if requested by a parent or teacher.
2. Vision Screening – Grades 7 & 9, or if requested.
3. Scoliosis Screening – Grades 7, 8, & 9
4. Medications - are given to students by the school nurse as directed by the student's physician after authorization for medication forms are signed by the physician and the parent/guardian. Students are allowed, in grades 7-12, to self-medicate and carry their own medication(s) if the proper forms are submitted to the health office. Emergency supplies are available for diabetics. The school is also supplied with medication in the event of an allergic reaction to a bee sting or food allergy.
* See *Canton BOE Policy 5141.21 Administering Medication for additional information.*
5. Immunizations - state law requires all students be immunized against polio, DPT, measles, rubella, mumps, hepatitis B, and varicella (chicken pox).
6. Physical Exams – are required for entering seventh (7th) grade and again for incoming eleventh (11th) grade. When financial need exists, parents are advised to contact the school nurse who will arrange for a physical exam with the school physician. Sports physicals are required yearly for students participating in athletics.

C. School Psychologist

The services of a professionally certified school psychologist are available to students who have learning or school related problems. The role of the psychologist is primarily to:

1. Administer and interpret tests of intelligence and personality.
2. Provide counseling when appropriate.
3. Serve as a consultant to staff and parents/guardians on a wide range of school related issues.

Students may be referred to the psychologist by a teacher, administrator, counselor or parent. The need for services of the psychologist is generally determined by a Planning and Placement Team (PPT). Services are usually short term but can range over a year's time. Further information on the services of the school psychologist can be obtained through the guidance office or school administration.

D. School Social Worker

The school social worker serves as a support resource person. By utilizing interviewing techniques, psychodynamics in human behavior, and an understanding of the family and its social environment, the school social worker counsels students individually and in groups. The social worker talks with students and family members, when necessary, to help them consider possible solutions to problems and assists them in their selection of appropriate alternatives. In addition to counseling, the social worker serves as consultant to school personnel and as a community resource. To offer the most positive experience for students, the social worker works closely with and receives referrals from guidance counselors, school administrators, ancillary staff, teachers and parents/guardians. Student interviews with the social worker are scheduled by appointment or if the social worker is available, a student may drop in.

E. Academic Resource Center

The Academic Resource Center (ARC) is available to students requiring extra support with a particular subject area or individual

assignment. The ARC is located in room 116 and will be staffed with teachers to be used in the following ways:

1. Students who have been assigned to an ARC during study hall because of difficulties in particular area;
2. Students who have been urged to attend during a free period for continued support in a subject area or assignment;
3. Any student requesting assistance on an assignment or would like additional help with a topic.

F. School Learning Commons

The Learning Commons (LC) supports academic achievement and enrichment for all students with the goal of preparing all students to meet the challenges of the increasingly global 21st century. Resources, both online and print, support the curriculum as well as independent learning and curiosity. The Learning Commons staff work with students individually as well as offer whole-class instruction in partnership with faculty. The Learning Commons also houses the Innovation Lab which is available to faculty as needed. To ensure availability of resources and space the following information will help guide students in use of the facility.

The Learning Commons is open each day from 7:00 a.m. until 3:30 p.m. (except on Fridays will close at 3:00). On scheduled early release days the LC remains open and staffed.

1. For their safety in the event on an emergency, and once the first period bell rings, all students must sign in upon entering the LC and sign out if leaving prior to the end of the period.
2. A teacher signed pass will be required to use the LC during assigned study hall period. Passes are to be obtained from a content area teacher, students should first check in with and show the pass to their study hall teacher for attendance, and then sign in once arriving in the LC. Students are expected to arrive in a timely manner (i.e. no detours), and remain in the LC for the duration of the period. They should come prepared with additional work if time permits.
3. Students should arrive to the LC prepared with enough work and remain in the LC for the duration of the period (unless a teacher pass indicates student should return to class).
4. 11th and 12th graders who are not scheduled in a class will be scheduled in a Study Hall in the LC and will be expected to report and remain there for the duration of the period.
5. No food or beverages (other than clear water in clear water bottles) are permitted at any time, including before and after school.
6. The quiet study area is truly quiet and students are expected to maintain that atmosphere while there.
7. Students must follow the district's RAUT (Regulations for Acceptable Use of Technology) while in the LMC including any of the Computer Labs.
8. Print materials may be signed out for two weeks (other than reference), and may be renewed unless there is a waiting list. Students are financially responsible for lost or damaged materials.

G. CHAT

CHAT (Canton High Advisory Time) is the CHS advisory program that provides students an opportunity to connect with an adult in the building in addition to their regular teachers and school counselor. Students are assigned to small groups (10-15) and will loop with the same advisor for all high school years. CHAT follows a curriculum and serves as a time for mass grade-level activities/announcements. Meetings are held weekly and attendance is mandatory.

H. Homebound Instruction

Any student who, through an injury or illness, is absent from school for a period of two or more weeks will be eligible for up to

ten (10) hours of homebound instruction per week. Such instruction will be provided after a parent/guardian notifies the Special Education Administrator, in writing, requesting homebound instruction.

I. Canton Academy – An Alternative School

In response to a need for a smaller learning environment for select students, an alternative school, Canton Academy, has been established. The program will run Monday through Thursday from 2:30 – 4:30 p.m. on the campus of Canton High School.

- The program would be available to regular and special education students in grades 11 and 12.
- Students are eligible for the program if recommended by the PPT or the Student Intervention Team, and have demonstrated the need for a small instructional setting in a modified school day. Students will be required to complete an application prior to admittance, and would be required to participate in an interview process with a CHS administrator, a member of the Academy program, a parent/guardian, and a counselor or case manager.

Students seeking additional information on the Canton Academy Program should contact their school counselor.

J. School Computer Use

Internet and Network Access

Internet access is provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent/ guardian permission is required. Access is a privilege, not a right. Therefore, based upon the “Student Regulations for Acceptable Use of Technology” outlined here, the system administrators will deem what is inappropriate use. Decisions are final. The system administrators may deny, revoke, or suspend specific user access at any time. Individual users are responsible for their use of the network.

Student Regulations for Acceptable Use of Technology (RAUT) CBOE Policy Revised July 2012

Reasons for These Regulations

Canton Board of Education (“CBOE”) is providing a computer network and Internet access for its students and teachers. This service allows teachers and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites.

CBOE has adopted these “Regulations for Acceptable Use of Technology” (RAUT) to set guidelines for accessing the CBOE Computer Network and/or the Internet service provided by CBOE. Every year, students who want computer network and Internet access for that upcoming school year need to sign and return these “Regulations for Acceptable Use of Technology” to the school within the first two weeks of school in order to maintain their access to technology. In addition, students must have their parents or guardians sign this RAUT. By signing this agreement, the student and parent or guardian agree to follow the rules set forth in this RAUT and to report any misuse of the computer, the CBOE Computer Network, and/or the Internet to a teacher or supervisor. Parties agreeing to this policy also understand CBOE may revise the Internet Acceptable Use Policy as it deems necessary.

CBOE will provide notice of any changes either by posting a revised version of the RAUT on its website or by providing written notice to the students, employees, and parents or guardians. To obtain access to the CBOE Computer Network and the Internet, students must also follow any school procedures developed at the school site. Each student who qualifies may access the CBOE Computer Network or Internet.

The student is required to change the password when prompted and routinely thereafter. The account may only be used during the time the user is a student of the CBOE. Anyone who receives an account is responsible for making sure it is used properly and the password is never given to anyone outside of the Information Technology Staff. Nor should the password be written down and posted to a wall near the computer, taped under the keyboard, or in any way made easy for another person to uncover. The IT staff will *only* request a user password if a staff member's or student's account requires service, and, as a courtesy, the IT staff can avoid resetting that account to a default password state.

Acceptable Uses of the CBOE Computer Network or the Internet

- The account provided by CBOE should be used only for educational purposes.
- If a user is uncertain about whether a particular use of the CBOE Computer Network or the Internet is appropriate, he or she should consult a teacher or supervisor.

Unacceptable Uses of the CBOE Computer Network or the Internet

The following uses of the account provided by CBOE are unacceptable:

Uses that violate any state or federal law or municipal ordinance are unacceptable.

Unacceptable uses of the CBOE Computer Network include, but are not limited to, the following:

- Selling or purchasing any illegal substance;
- Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law;
- Transmitting or downloading confidential information or copyrighted materials;
- Uses that involve the accessing, transmitting, or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency, or other related authority;
- Uses that involve obtaining and/or using anonymous email or web proxy sites.

Uses that cause harm to others or damage to their property are unacceptable.

Unacceptable uses of the CBOE Computer Network include, but are not limited to the following:

- Deleting, copying, modifying, or forging other users' e-mails, files, or data;
- Accessing other users' email without their permission, and as a result of that access, reading or forwarding the other user's e-mails or files;
- Damaging computer equipment, files, data, or the CBOE Computer Network;
- Using profane, abusive, or impolite language online;
- Disguising one's identity, impersonating other users, or sending anonymous email messages;
- Threatening, harassing, or making defamatory or false statements about others;
- Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
- Accessing, transmitting, or downloading computer malware (virus, spyware, etc.) or other harmful files or programs, or in any way degrading or disrupting any computer system performance, including games or chat software.
- Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes";
- Using any CBOE computer to pursue "hacking," internal or external to CBOE, or attempting to access information that is protected by privacy laws.

Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable.

Unacceptable uses of the CBOE Computer Network include, but are not limited to the following:

- Using other users' account passwords or identifiers;
- Disclosing one's account password to other users or allowing other users to use one's account;
- Writing down the password and posting to a wall near the computer, or taping the password under the keyboard, or in any way making it easy for another person to uncover the password;
- Getting unauthorized access into other users' accounts or other computer networks;
- Interfering with other users' ability to access their accounts.
- Taking any remote control of another computer system, unless established by the IT Staff.

Commercial use Guidelines:

Purchases over the Internet for a project, such as wood class, are permissible *only* with teachers' and/or parents' permission.

Unacceptable uses of the CBOE Computer Network include, but are not limited to the following:

- Selling or buying anything over the Internet for personal or financial gain;
- Using the Internet for advertising, promotion, or financial gain;
- Conducting for-profit business activities.

Internet Safety:

- CBOE will implement filtering and/or blocking software to restrict access to Internet sites containing pornography, obscene depictions, or other harmful materials. The software will work by scanning for objectionable words or concepts, as determined by CBOE and Connecticut Educators Network (CEN). *However, no software is foolproof*, and there is still a risk an Internet user may be exposed to a site containing such materials. A user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.
- Students shall not reveal on the Internet personal information about themselves or about other persons. For example, students should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet. An exception to this would be online applications to colleges or job studies. These activities must be pre-approved by a guidance counselor. Final responsibility for putting personal information on the Internet rests with the individual. Not only on the CBOE Computer Network, but anywhere, it is strongly recommend that users go to great lengths to determine legitimacy of any online organization.
- Students shall not meet in person in a secluded place or a private setting anyone they have met on the Internet.
- Students shall not meet in person *in any place* anyone they have met on the Internet without their parent's permission. CBOE will not endorse of any type of meeting with persons students have met on the Internet *without* pre-approval in writing.
- Account users will abide by all school security policies.

Privacy Policy:

- The School District Administration has the authority to monitor, inspect, copy, review, and store at any time and without prior notice all accounts, including e-mail and any all information transmitted, received, and/or created on any computer or user account. All such materials are the property of CBOE.
- Account users do not have any right to, or expectation of, privacy regarding such materials.

- Each account user of the CBOE Computer Network does have the right to know exactly what can be monitored and how. Please be aware that through the user accounts Canton monitors all internet activity including email and web access. This can include review of emails sent and received for up to five years. In addition all internet sites are recorded by user account and automated reports are generated based on inappropriate use.
- All such information files created or accessed on any Canton owned computer are automatically recorded and can be reviewed.
- Real time monitoring of all computer systems when in use can include remotely watching the screen or taking over the workstation. This monitoring is generally used to provide technical support to the user from a remote site.
- Offensive or inappropriate material gained in the any of the above means will be submitted to an appropriate supervisor with disciplinary recommendations.

E-mail use:

- At this time, student use of personal email is permitted, but this is subject to change as state and federal guidelines mandate. Local school policy may be more restrictive and should be consulted prior to beginning use of these services.
- If a user is accessing personal email through the CBOE Computer Network, it should be for the purpose of education only. This would include transferring documents created by the student to the teacher.
- CBOE does *not* permit transferring programs via email.
- Suggested method for transferring homework is using a USB Flash drive.

Games:

- Only approved educational games under the direct supervision of a teacher in whole class instruction will be allowed.
- Accessing or attempting to access games online is not permitted and is considered in violation of this RAUT.

Social Networking:

The use by students of social networking sites, such as but not limited to Facebook, MySpace, You Tube, Flickr, Twitter, etc., as well as the internal academic networking site on District Computers shall be in conformity with the following guidelines:

- The search for illegal, crude, crass, and inappropriate things is not acceptable and should be avoided.
- The computers, and social networking sites, should be used for research and school projects or to connect with other students in a positive manner.
- The social networking sites shall not be used to harass other students.
- It is necessary to be mindful of copyright infringement, plagiarism, and illegal downloading.
- When in doubt, ask a teacher or administrator if the site to be used is appropriate.
- Leave an inappropriate site immediately when accessing such a site is in error.
- Assignments involving the use of social networking tools on the Internet are like any other school assignment and subject to the policies and procedures in the student handbook.
- Online social networking and the increasing use of Internet sites which contain personal information also increases the opportunity for unwelcome and unsolicited written material, pictures, and/or videos.
- Harassment in any form, including electronically posted comments, is unacceptable.

Social Networking and Bullying (cyber-bullying):

Students shall not use social networking sites, such as but not limited to Facebook, MySpace, You Tube, Flickr, Twitter, etc., for any acts of bullying.

- Electronically posted comments, pictures, or other content will be considered bullying if they have a direct and negative impact on another student's or group of students' feelings of safety in school, on school grounds, or on the bus.
- This includes electronic content of any kind that leads to a student's or group of students' inability to work or learn in school or at home due to emotional distress.
- This includes electronic content of any kind that leads to an unsafe classroom environment or causes or contributes to a teacher's loss of control over the classroom or the classroom activities.

Chat Rooms, Blogs, Discussion Boards:

- Access to chat rooms, blogs, and discussion boards is restricted to educational use only. This will be led by a staff member and must be pre-approved by a building level administrator prior to the lesson.
- No instant messaging will be permitted, unless the teachers and/or students have met with the above qualifications.

Storage Capacity:

- Each student will be allowed up to 700MB of storage. More space may be made available upon request providing it is warranted by a teacher and only if there are no technical problems with the request. Accounts that exceed the disk quota will not be able to save until files are deleted.
- To ensure that account users remain within the allocated disk space, students should periodically delete unwanted files or data that are no longer needed and take up excessive storage space.

One-to-One Device Program

The Canton Board of Education recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Canton Board of Education also believes that students need to be proficient users of information, media, and technology in a digital world.

Therefore, the Canton Public School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes just as individuals in work places and other real-life settings. The District's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

To help ensure student safety and citizenship in online activities, all students will be educated regarding appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

The Canton Board of Education directs the Superintendent or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

To achieve this philosophy, the Canton Board of Education believes the implementation and focus of a 1:1 Device Program is to provide the necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. Technology shall be integrated throughout the educational program. The 1:1 Device Program will empower students and teachers to use technology appropriately, accessing and using purposeful technology-based tools.

Learning in the Canton Public School District must be a continuous, dynamic interaction among students, parents, and the extended community. Implementation of a 1:1 Device initiative enables learning anywhere anytime that is not limited by the physical confines of a

classroom or school building. The Canton Board of Education believes that purposeful technology integration liberates teachers from being deliverers of content, and instead, allows them to be facilitators of deep, individualized learning for all students.

Personal Computers/Devices (BYOD):

- The Board of Education is committed to aiding students and staff in creating a 21st century learning environment. Therefore, students and staff will be permitted to access the District's public wireless network with their personal devices during the school day. The internet shall be made available to students for instructional purposes in accordance with administrative regulations. Students who do not have access to devices will be given access through a "peer sharing" model or by using a school owned device.
- The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his/her electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.
- Students and parents/guardians participating in the Bring Your Own Device program must adhere to the Student Code of Conduct, as well as all applicable Board policies, particularly the Computer Acceptable Use policy.
- The use of these devices, as with any personally owned device, is strictly up to the teacher.
- Each student/parent guardian will be required to sign the BYOD User Agreement Form
- User must have a signed user agreement on file prior to receiving a user name and password.

Passwords:

- User names and passwords will be assigned. Generally, this is in the form of first initial last name, but the System Administrator reserves the right to assign any name based on what is available.
- Passwords will be a minimum of 6 characters long.
- As a guideline, passwords should be a combination of numbers and characters and should not be something personal.

Penalties for Improper Use:

- All computers will have remote monitoring software installed on them, enabling IT staff and select administrative personnel to remotely view the work being done on that computer.
- The use of the CBOE Computer Network and equipment, including the account, is a privilege, not a right.
- Inappropriate use may result in the restriction or cancellation of the account.
- Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or criminal prosecution by government authorities.
- CBOE will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

Food or Drink will not be taken or consumed in computer classrooms or near any workstation!

Refer also to Appendix III and IV:

Bring your Own Device (BYOD) CBOE Policy 6141.328
One-to-One Instruction CBOE Policy 6141.329

EXTRACURRICULAR PROGRAMS

Students are encouraged to become involved in extracurricular activities since there is more to education than just classes. Students who do participate in a club or special activity are encouraged to manage their time to ensure the continuation of academic success.

A. Activities

1. **Assembly Programs** - Several times each year special assembly programs are presented to the students. These include professional cultural performances, informational presentations, and a student holiday concert.
2. **Bloodmobile** - The Red Cross Bloodmobile visits Canton High School every year. Eligible staff, students, and community members are invited to donate blood.
3. **Class Organization** - Each of four classes elects its own president, vice president, treasurer, and secretary and is assigned two faculty advisors. Each class sponsors various activities during the school year. Past activities have included dances, fundraisers, and trips. Each student is responsible for his/her annual Class Dues.
4. **Concerts** - Concerts by the band and chorus are scheduled throughout the year.
5. **Dances** - Dances are sponsored by various student groups each year. The Canton Board of Education makes a strong commitment in the funding of student dances. The Junior Prom and the Senior Prom have become traditions at Canton High School. (The rules governing dances can be found in the Student Conduct and Responsibilities section of this handbook.)
6. **Field Trips** - Several field trips are sponsored each year by various departments and individual teachers. In the past, trips to the State Capitol, Canada, Washington, D.C., New York City and other places as they relate to the curriculum and student interest have been organized. Signed parent/guardian permission slips are required for any student who wishes to participate in a field trip. Any overnight field trip requires prior approval by the Superintendent. An application process is required.
7. **Fundraisers** - Fundraisers sponsored by classes and clubs throughout the year must be approved by the Administration.
8. **History and Government**
Model United Nations - Students from schools throughout the Hartford area meet in mock legislative sessions at the University of Hartford. Preparatory activities include a trip to New York.
9. **National Honor Society** - National Honor Society Members are selected on the basis of scholarship, leadership, service, and character. The school counseling office prepares a list of students with a 3.8 grade point index or better who are members of the junior or senior class. A selection council is formed from the professional staff to screen and evaluate all candidates and make final selections. ***Selection Guidelines for the Collins Chapter of the National Honor Society:***
 - a) All students who have obtained a minimum cumulative grade point average of 3.8 are eligible to apply for membership.
 - b) The categories of Leadership, Character, and Service will be evaluated when considering students for membership.
 - c) Eligible students must submit two Activity Forms and must distribute six evaluation forms to teachers of their selection.
 - d) Rating scales (1-5) will be employed as an aid during the selection process.
 - e) A minimum average of 3 must be attained in each category on all forms in order for a student to be given further consideration for membership.
 - f) Membership selection occurs in the fall by a five-member Faculty Council using the above criteria.
10. **Spirit Week/Alumni Weekend** - This is a major school Activity. The objective of these activities is to promote school spirit. Students participate in a series of events that culminate in a field day competition. Activities during this week may include costume themes, a talent show, dance, pep rally, etc... Both faculty and students participate. The Honor Society,

Athletic Council, and Student Council organize the activities of Spirit Week.

11. **Student Council** - The Student Council is the official representative body of the students to the school administration and the Board of Education. Five representatives are elected from each class to the Council. Additionally, the vice president of each class is part of the Student Council. The officers of the council are elected by the student body each spring. Council activities include fund-raisers and service projects for the school/community. In addition, the Student Council serves as a forum for student concerns.

B. Clubs and Activities

1. Canton High School supports a variety of student clubs to accommodate student interests. Students and faculty members are urged to approach the assistant principal when there is interest in forming a new club. The current list of clubs includes:

- Art Club
- Art National Honor Society
- Athletic Council
- CATA (Canton Adolescents Taking Action)
- Chemistry Club
- CHS TV
- Drama club
- ESTEEM
- FCCLA
- Gender/Sexuality Alliance (GSA)
- International Club
- Jazz Band
- L.E.O. (Leadership Experience Opportunity)
- Literary Magazine Club
- Math Team
- Model UN
- Mu Alpha Theta (Math Honor Society)
- National Honor Society
- Programming Club
- Rho Kappa (Social Studies Honor Society)
- Robotics
- Rotary Interact
- S.A.V.E. (Students Against Violence Everywhere)
- Science National Honor Society
- SEARCH
- Spanish National Honor Society
- Student Council
- Unified Sports

2. **Yearbook** - The senior class publishes a yearbook for the entire school each June. All classes and activities are represented in the yearbook. Seniors interested in working on the yearbook are welcome to contact the yearbook advisor.

C. Athletics

1. **Seasonal offerings:**

FALL

- | | |
|---------------------------------------|------------------------|
| (B)(G)Varsity Cross Country | (B)(G) Varsity Soccer |
| (G) Varsity Field Hockey | (B)(G) J.V. Soccer |
| (G) J.V. Field Hockey | (G) Varsity Volleyball |
| (B) Varsity Football – Co-op w/Granby | (G) J. V. Volleyball |
| (B) J.V. Football – Co-op w/Granby | |

WINTER

- | | |
|------------------------------------|-----------------------|
| (B)(G) Varsity Basketball | (B)(G) Indoor Track |
| (B)(G) J.V. Basketball | (B) Varsity Wrestling |
| (B) Freshmen Basketball | |
| (B) Ice Hockey – Co-op w/Newington | |

SPRING

- | | |
|----------------------|---------------------|
| (B) Varsity Baseball | (G)Varsity Softball |
| (B) J.V. Baseball | (G)J.V. Softball |
| (B)(G) Golf | (B)(G) Track |
| (B)(G) Lacrosse | (B)(G) Tennis |

2. **Participation Fees for Student Activities**

The Board of Education may establish a student participation fee for student participation in any school -sponsored athletic teams, drama/performing arts, school-sponsored clubs, and any other activity conducted outside of normal classroom or course requirements, such as participation in co-curricular, non-required field trips or excursions.

The Student Participation Fee shall be established by the Board prior to the start of the school year. The Student Participation Fee shall be paid before participation in the activity or on the team/club.

Students receiving free or reduced price meals are exempt from payment of Student Participation Fees. Those students with other financial hardships may complete a waiver form for a reduction or exemption from the Student Activity Participation Fees.

3. **Administrative Regulations for Canton High School Athletics Participation Fee**

a. **Fee Structure** –

Tier I: Students will pay the Canton Board of Education participation fee to participate on each athletic team that practices and plays games/meets that do not require a fee by an outside organization or require any special equipment. The fee applies to all levels of interscholastic play, including varsity, junior varsity, freshman and developmental teams. This fee is determined each year by the Canton Board of Education.

Tier II: Students who play on an athletic team that requires the Canton Board of Education to pay a fee for an off campus facility or the use of special equipment will pay a fee that calculates what the district has to pay for the facility or special equipment divided by the numbers of players. This facility or special equipment may be added to the pay-to-participate fee determined by the Canton Board of Education. The total fee to participate on these types of teams will be determined at least 45 days before the season begins.

Tier III: Students who participate on a COOP Team will fall into two categories:

Out-of-District COOP: Students who participate on an out-of-district coop team will pay the fee determined by the host district.

In-District COOP: Students will pay a fee determined by the Canton Board of Education following the presentation of the Athletic Department Feasibility Study. The total fee to participate on these types of teams will be determined at least 45 days before the season begins.

b. **Fee Collection** – Fees will be collected after the teams are selected and before the first official game. No fees will be collected for try-outs. Students selected for team membership will not participate in games until the fee is paid. Fees will be collected in the high school office with checks payable to “Canton Public Schools”.

c. **Fee Waiver** – Students receiving free or reduced price meals are exempt for payment of Student Participation Fees. Those students with other financial hardships may complete a waiver form for a reduction of or exemption from the Student Participation Fees.

d. **Refunds** – Students who become academically ineligible to participate on an athletic team are removed from a team for disciplinary reasons or who quit the team will not be eligible for a refund of a participation fee. Students who are injured or move out of the district will receive a pro-rated refund based on the number of weeks they were on the team.

e. **Playing Time** – Payment of an athletic participation fee

does not guarantee playing time. The coaching staff will determine who makes the team, the position played, and how much playing time each student receives.

4. Eligibility Rules/Regulations

a. As members of the CT/Interscholastic Athletic Conference (CIAC), program participants are governed by CIAC bylaws. Article IX CIAC bylaws states: "a student cannot at any time represent a school unless taking at least four (4) units of work or its equivalent. During the school year a pupil must have received a passing mark in at least four (4) units of work or its equivalent at the end of the regular marking period next preceding the contest. For eligibility purposes, the end of the marking period shall be interpreted as the official date on which the school requires grades to be distributed to students or as the tenth (10) school day following the end of the marking period, whichever comes first."

b. Academic Code/Conduct of an Athlete

1) Any student not working to capacity, whose athletic participation appears to be interfering with his/her academic progress, shall be subject to a conference with his/her coach and the director of athletics. A planned program of remediation may result from this conference.

2) In addition to regular checks of report cards, coaches will be instructed to follow more closely the academic progress of student-athletes by monitoring interim reports.

3) When necessary, student-athletes will be excused from coming to practice on time to receive extra help or complete make-up work.

4) It should be noted that success in the classroom depends not only on school personnel, but also on the student and his/her parent/guardian. Therefore, parents/guardians are strongly urged to participate in this process.

c. Conduct Code - Student-athletes are expected to adhere to the conduct rules and regulations as stated in the Student Handbook. If, however, student-athletes repeatedly disregard school rules governing conduct and responsibilities or otherwise evidence poor citizenship, they may be subject to a conference with the coach, the assistant principal, and the director of athletics. This conference may result in a suspension of the privilege of athletic participation.

d. Athletes additionally must meet the following requirements:

1) He/she must secure written permission from his/her parent/guardian to participate in each sport.

2) He/she must have a physical examination each year by the school or his/her family physician; a copy must be on file with the school nurse.

e. Detention/Suspension Policy

1) Detentions - After school detention takes precedence over practices and contests. A student may participate after the detention is served.

2) In-school Suspension - In-school suspension takes precedence over any and all practices and contests. A student who has been assigned in-school suspension may not participate in any practice or game during the day of suspension.

3) Suspension from School - Suspension from school takes precedence over any and all practices and contests. A student who has been suspended may not participate in

any practice or contest until the period of suspension has been completed.

f. Early Release Policy

1) Parent's Permission - Students may be excused from school in accordance with school rules but must attend a minimum of four (4) hours of the regular school day to be eligible participate in a practice or contest unless excused by an administrator.

2) School Permission - Students excused to attend school-related activities (e.g. Model U.N.) are not required to attend four (4) hours of the regular school day and are eligible to participate in a practice or contest that day.

3) Athletic Trips - Students, on occasion, will be excused during the regular school day in consideration of unusually long trips and time constraints. These trips will be kept to a minimum. It is the students' responsibility to contact their teachers regarding work missed.

5. Mandatory Meetings for Athletes and Parents/ Guardians

During each of the athletic seasons, athletes and their parents/guardians will be required to attend a meeting with coaches, the athletic director, and administrators. The primary purpose of these meetings is to promote a substance-free lifestyle. In addition, a review of regulations in the athletic handbooks and an opportunity to discuss ways parents can support the team will be discussed. Failure of both the athlete and the parent/guardian to attend these meetings may result in the loss of the student athlete's privilege of competing in interscholastic games until such time when the athletic director can meet with both the athlete and parent/guardian.

6. First Aid/Emergency Medical Care

Sudden Cardiac Arrest Prevention CBOE 5141.28 (a)

The Board of Education recognizes the importance of ensuring the safety of students participating in the District's intramural and interscholastic athletic programs. The purpose of this policy is to provide guidance for the prevention and recognition of sudden cardiac arrest in student athletes.

For purposes of this policy, "intramural or interscholastic athletics" shall include any activity sponsored by the District or a District school, as defined in C.G.S. 10-15f, or an organization sanctioned by the District that involves any athletic contest, practice, scrimmage, competition, demonstration, display or club activity.

Sudden Cardiac Awareness Program

For the school year beginning July 1, 2015, and each school year thereafter, the District shall use the sudden cardiac arrest awareness education program promulgated by the Connecticut State Board of Education (SBE). The program, to be available on the SBE's website, will include:

1. the warning signs and symptoms associated with a sudden cardiac arrest,
2. the risks associated with continuing to engage in intramural or interscholastic athletics after exhibiting such warning signs and symptoms,
3. the means of obtaining proper medical treatment for a person suspected of experiencing a sudden cardiac arrest, and
4. the proper method of allowing a student who has experienced a sudden cardiac arrest to return to intramural or interscholastic athletics.

Optional to Consider: The School District will hold an informational meeting prior to the start of each athletic season for all student athletes engaged in intramural and interscholastic athletics regarding the symptoms and warning signs of sudden cardiac arrest. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, physician assistants, athletic trainers, and advanced practice registered nurses. (*It is*

anticipated that the SBE approved sudden cardiac awareness program will be available online.)

Training

For the school year commencing July 1, 2015, and each school year thereafter, any person who holds or is issued a coaching permit by the State Board of Education and is a coach of intramural or interscholastic athletics shall annually review the SBE promulgated program prior to beginning the coaching assignment for the season of such intramural or interscholastic athletics.

Note: The SBE may revoke the coaching permit, as provided by law, of any coach who (1) does not annually review the program, (2) fails to immediately remove a student showing signs of sudden cardiac arrest, or (3) allows such student to resume participating without receiving appropriate medical clearance.

Consent Form Requirement

Each school year, beginning July 1, 2015, prior to participation in an athletic activity, parent/guardians of students participating in intramural or interscholastic athletics shall sign and return to the District the SBE developed and approved informed consent form on sudden cardiac arrest. The form shall include a summary of the (1) program and (2) applicable Board policies on sudden cardiac arrests.

Removal from Play

A student who, as determined by the coach of any intramural or interscholastic athletics, game official, certified athletic trainer, licensed physician, or other official designated by the District, exhibits signs, symptoms or behaviors consistent with a sudden cardiac arrest shall be removed by the coach from participating in any intramural or interscholastic athletics.

Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities.

Return to Play

Prior to participation, the coach shall not return a student who previously exhibited warning signs of sudden cardiac arrest to participate in any intramural or interscholastic athletics until the student receives written clearance to participate in athletics from a licensed health care professional (*a licensed physician, a physician assistant, or an advanced practice registered nurse*).

Penalties (optional)

A coach found in violation of the provisions of this policy related to the removal from play and return to play shall be permanently suspended from coaching any intramural or interscholastic athletic activity.

(cf. 5141 – Student Health Services)

(cf. 5141.27 – Use of Automatic External Defibrillators)

(cf. 5141.3 – Health Assessments and Immunizations)

(cf. 5142 – Safety)

(cf. 6145.2 – Interscholastic/Intramural Athletics)

Legal Reference Connecticut General Statutes

PA 14-93 An Act Concerning Sudden Cardiac Arrest Prevention.

10-145b(i) Teaching certificates.

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

10-212d Availability of automatic external defibrillators in schools. Emergency action response plans for life-threatening emergencies.

Policy Adopted: November 25, 2014

CANTON BOARD OF EDUCATION

Canton, CT

Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet **CBOE 5141.28 Appendix #1**

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

How common is sudden cardiac arrest in the United States?

There are about 300,000 cardiac arrests outside hospitals each year. About 2,000 patients under 25 die of SCA each year.

Are there warning signs?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- dizziness
- lightheadedness
- shortness of breath
- difficulty breathing
- racing or fluttering heartbeat (palpitations)
- syncope (fainting)
- fatigue (extreme tiredness)
- weakness
- nausea
- vomiting
- chest pains

These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

What are the risks of practicing or playing after experiencing these symptoms?

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who have SCA die from it.

P.A. 14-93 – An Act Concerning Sudden Cardiac Arrest: The Act is intended to keep student-athletes safe while practicing or playing in intramural and/or interscholastic athletics.

It requires coaches of intramural and interscholastic athletics to:

1. obtain the written consent of a student's parent or legal guardian before allowing a student to participate in such athletic activities;
2. annually review the sudden cardiac arrest awareness program before beginning their coaching assignments;
3. immediately remove from athletic activities a student who shows the warning signs of sudden cardiac arrest;
4. bar such a student from resuming participation in athletic activities unless the student has received written clearance from a Connecticut-licensed doctor, physician assistant, or advanced practice registered nurse.

In addition, for the school year starting July 1, 2015 and each year afterwards, the State Board of Education (SBE) must make available to local districts a sudden cardiac arrest awareness education program.

The program, published on SBE's website, includes the:

1. warning signs and symptoms associated with sudden cardiac arrest, including fainting, difficulty breathing, chest pain, dizziness, an abnormal racing heart rate, or other symptoms;
2. risks associated with continuing to engage in intramural or interscholastic athletics after displaying these signs and symptoms;
3. means of obtaining proper medical treatment for someone suspected of experiencing sudden cardiac arrest; and
4. proper method of allowing a student who has experienced sudden cardiac arrest to return to intramural or interscholastic athletics.

Required Consent of Parents/Guardians

State statute requires the school district must obtain the written consent of a student's parent or legal guardian before a student is allowed to participate in intramural or interscholastic activities.

Concussions

The Canton Board of Education recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or deaths are significant when a concussion or head injury is not properly evaluated and managed.

Commencing July 1, 2010, and each school year thereafter, any coach of intramural or interscholastic athletics employed by the District shall complete an initial training course, approved by the State Board of Education, regarding concussions which are a type of brain injury prior to commencing the coaching assignment for the season. Each school year, beginning July 1, 2014 and thereafter, any coach who has completed the initial training course regarding concussions shall annually review current and relevant information regarding concussions prior to the start of the coaching assignment. This annual review is not required in any year the coach is required to complete a refresher course. Beginning July 1, 2015, and each school year thereafter, a coach must complete an approved refresher course not later than five years after the initial training course in order to maintain his/her coaching permit and to coach in the District.

Only coaches holding a permit issued by the State Board of Education who have completed an approved initial training course regarding concussions and subsequent review of current and relevant information on this topic and required refresher courses shall be permitted to coach intramural and/or interscholastic athletics for the District.

The District will also utilize protocols developed by the State Board of Education in consultation with the Commissioner of Public Health, the Connecticut Interscholastic Athletic Association (CIAC), and appropriate organizations representing licensed athletic trainers and county medical associations to inform and educate coaches, youth athletes and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to engage in athletic activity after a concussion, of the proper method of allowing a student athlete who has sustained a concussion to return to athletic activity.

Annually the District will distribute a concussion information sheet to all parents/guardians of student participants in competitive sport activities. The parent/guardian and student must return a signed acknowledgement indicating that they have reviewed and understand the information provided before the student participates in any covered activity. This acknowledgement form must be returned and be on file

with the District in order for the student to be allowed to practice or compete in the sports activity.

All coaches will complete training pertaining to the District's procedures.

The required refresher course regarding concussions shall include, but not be limited to, an overview of key recognition and safety practices, an update of medical developments and current best practices in the field of concussion research, prevention and treatment. Said refresher course shall also contain an update on new relevant federal, state and local laws and regulations, and for football coaches, current best practices regarding coaching the sport of football, including, but not limited to, frequency of games and full contact practices and scrimmages as identified by the governing authority for intramural and interscholastic athletics (CIAC).

The District, after January 1, 2015, shall implement the concussion education plan, developed by the State Board of Education per the stipulations of P.A. 14-66. Written materials, online training or videos, or in person training shall address, at a minimum, the recognition of signs or symptoms of concussion, means of obtaining proper medical treatment for a person suspected of sustaining a concussion, the nature and risks of concussions, including the danger of continuing to engage in athletic activity after sustaining a concussion, proper procedures for return to athletic activity and current best practices in the prevention and treatment of a concussion.

The Board recognizes and makes it part of this policy that commencing July 1, 2015, the CIAC prohibits student athletes from participation in any intramural or interscholastic activity unless the student athlete and his/her parent/guardian completes the concussion education plan of the State Board of Education and its contributing organizations to such plan.

The District, commencing July 1, 2015, will utilize the consent form developed by the State Board of Education and its contributing organizations, with parent/guardians of student athletes in intramural or interscholastic activities regarding concussions. This form shall provide a summary of the concussion education plan developed or approved by the State Board of Education and a summary of the Board's policy regarding concussions. The consent form shall be returned to the appropriate school authorities, signed by the parent/guardian, attesting to the receipt of such form and authorizing the student athlete to participate in the athletic activity.

Further, in compliance with applicable state statutes, the coach of any intramural or interscholastic athletics shall immediately remove any student athlete participating in intramural or interscholastic athletics who (1) is observed to exhibit signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body during a practice, game or competition, (2) is diagnosed with a concussion, or (3) is otherwise suspected of having sustained a concussion because such student athlete is observed to exhibit signs, symptoms or behaviors consistent with a concussion regardless of when such concussion or head injury may have occurred. Upon such removal, the coach or other qualified school employee defined in Connecticut General Statutes 10-212a, shall notify the student athlete's parent/guardian that the student athlete has exhibited such signs, symptoms, or behaviors consistent with a concussion or has been diagnosed with a concussion. Such notification shall be provided not later than twenty-four hours after such removal. However, a reasonable effort shall be made to provide such notification immediately after such removal.

The coach shall not permit such student athlete to participate in any supervised athletic activities involving physical exertion, including, but not limited to, practices, games or competitions, until such student athlete receives written clearance to participate in such supervised

athletic activities involving physical exertion from a licensed health care professional* trained in the evaluation and management of concussions.

Following medical clearance, the coach shall not permit such student athlete to participate in any full, unrestricted supervised athletic activities without limitations on contact or physical exertion, including, but not limited to, practices, games or competitions and such student athlete (1) no longer exhibits signs, symptoms or behaviors consistent with a concussion at rest or with exertion, and (2) receives written clearance to participate in such full, unrestricted supervised athletic activities from a licensed health care professional trained in the evaluation and management of concussions.

*"licensed health care professional" means a physician licensed pursuant to Chapter 370 of the General Statutes, a physician assistant licensed pursuant to Chapter 370 of the General Statutes, an advanced practice registered nurse licensed pursuant to Chapter 378 of the General Statutes or an athletic trainer licensed pursuant to Chapter 375a of the General Statutes.

The Board, as required, for the school year beginning July 1, 2014 and annually thereafter, will collect and report to the State Board of Education all occurrences of concussion. The report shall contain, if known, the nature and extent of the concussion and the circumstances in which it was sustained.

The Board believes that at the forefront of concussion management is the implementation of baseline testing, through the implementation of the ImPACT (Immediate Post-concussion Assessment and Cognitive Testing) Program.* Subject to the availability of financial resources, District athletes will receive "baseline" testing prior to the start of the sports season and should be done for individual athletes at least every other year.

**ImPACT is a 20 minute computerized concussion evaluation system that has been scientifically validated and has become a standard tool used in comprehensive clinical management of concussions for athletes of all ages. Information is available at <http://www.impacttest.com/>. This computerized neurocognitive testing program is available online.*

Legal Reference: Connecticut General Statutes
P.A. 10-62 An Act Concerning Student Athletes and Concussions
P.A. 14-66 An Act Concerning Youth Athletics and Concussions

Policy Adopted: November 25, 2014
CANTON BOARD OF EDUCATION Canton, CT

CIAC/Performance Enhancing Drugs Policy

The CIAC expects member schools to monitor their student athletes to assure that they are free of performance enhancing substances and to report any violations in a timely manner.

A student athlete who has been determined to have used, in or out-of-season, androgenic/anabolic steroids or other performance enhancing substances shall be declared ineligible for all CIAC-controlled activities for one hundred eighty (180) school days on each occurrence. The one hundred eighty (180) school day period of ineligibility commences on the day the CIAC Board of Control makes such determination.

Any student athlete who refuses to submit to testing as part of a member school's Board of Education-approved random drug testing policy shall be ineligible to participate in any CIAC controlled activities.

All CIAC contests/games/tournaments/championships in which the offending athlete participated while under the influence of performance enhancing substances shall be declared forfeitures and all records will be expunged.

A member school may apply to the CIAC Board of Control for reinstatement of the athlete's eligibility to participate in CIAC

controlled activities. Any such application must include:

- a. The results of a CIAC-approved medically validated drug test which confirms that the student-athlete is chemical free. The test must have been completed with thirty (30) days prior to the application. The CIAC shall not be responsible for any expenses related to this testing.
- b. A statement of the compelling circumstances on which the member school bases its application for reinstatement of the athletes' eligibility.

Performance enhancing substances and practices subject to this policy include, but are not limited to, the following:

- a. Anabolic Agents, Diuretics, Peptide Hormones, and Analogues.
- b. Blood doping (the intravenous injection of whole blood, packed red blood cells, or blood substitutes.)
- c. Substances and practices identified as banned by the NCAA and the USOC.

The CIAC allows member schools to make exceptions for those student-athletes with a documented medical history demonstrating the need for regular use of substances that are banned in this policy. These identified substances shall be medically prescribed by the student-athlete's doctor for therapeutic purposes. The documentation should contain information as to the diagnosis, medical history and dosage prescribed.

7. League Affiliation
Canton High School is a member of the North Central Connecticut Conference (NCCC).
8. Athletic Council
The Athletic Council is the official representative body of the athletes to the Board of Education and administration. The council is advised by the director of athletics and will have members appointed yearly (by standing members) from each class, grades 9-12.
9. Canton High School Booster Club
The CHS Booster Club is a service organization composed of adults from the community interested in the development and well-being of the interscholastic athletic program. Its role in the past has been primarily that of recognizing teams and individuals for outstanding accomplishments. Such recognition has been in the form of jackets, trophies and scholarships.

GENERAL INFORMATION

A. Emergencies

1. School Closings and Late Openings - In the event of an emergency school closing or late opening, notification will be issued via "School Messenger" automated system. Additionally, reports will be broadcast on the local news and weather channels as well as on the following radio stations:
WDRC AM (1360) WTIC AM (1080)
WDRC FM (103) WTIC FM (96.5)
WMIX FM (93.7)
2. Fire Drills/ Code Red/Code Yellow Drills - Drills are held at unspecified times to provide for the safety and well-being of the student body and to comply with fire and safety laws. Students are to remain orderly and behave accordingly as instructed by school personnel during drills. Fire drill exits are posted in each room of the school. Teachers accompany their students out of the building where attendance is taken and sent to the designated office personnel.

3. **School Safety Plan** -School officials have worked with town officials to develop safety plans for a variety of emergencies (i.e. bomb threats, suspicious intruder, hostage situation, hazardous material incident, hurricane, etc.). In our effort to be proactive, stay put (lockdown) drills will be conducted with staff and students during the year.
4. **Student Illness or Injury** - If a student becomes ill during a class and wishes to go to the nurse's office, he/she should ask the teacher and go directly to the nurse. If the illness is such that the student should not remain in school for the remainder of the day, the nurse or an administrator will notify a parent/guardian. Any injury occurring on school grounds should be reported immediately to the teacher in charge and the school nurse. First aid is available in the nurse's office. Parents will be notified as soon as possible in the event of injury to a student.

B. Access to Student Records

Records are kept on file indicating each student's progress and achievement. Parents/guardians are entitled to know the contents of their child's school record. An administrator or guidance counselor will show a parent/guardian the record of his/her child on request and can explain its contents. A parent/guardian may obtain copies of any part of the record by a request to the principal. A twenty-four hour notice is required when requesting such information.

C. Breakfast Program

Snacks are available in the cafeteria from 7:30-10:30 a.m. each day for student purchase during open periods or between classes.

D. Financial Obligations

1. Textbooks - Students are expected to return all school textbooks at the end of each course. If a book is damaged or lost, the student will be expected to pay the repair or replacement cost.
2. Library Books - Students will be billed for any library books not properly returned. At present there is no fine system in the library for late return of books. Students are expected to return or renew books on the due date. (See section on Library Learning Commons for additional information.)
3. Accidental Damage - If a student accidentally damages school property, he/she must accept liability. Arrangement for replacement or financial restitution will be made on an individual basis. No disciplinary action will be taken with students who voluntarily report accidents to the office.
4. Vandalism - Vandalism is defined as a willful act of destruction. Students apprehended in acts of vandalism will be subject to:
 - a. full restitution for damages
 - b. appropriate disciplinary action
 - c. possible referral to the police
5. Uniforms - All interscholastic sports uniforms are to be returned at the completion of each season. Students will be billed the replacement cost of any uniform not returned.

E. Lockers

1. Each student is assigned a hall locker. Students are not to change lockers as they are responsible for the upkeep and cleanliness of the assigned locker. Students may also be financially responsible for any damage to the assigned locker.
2. It is extremely important that students lock their lockers. The school cannot be held responsible for articles missing from lockers. Clothing, books, and personal belongings are the responsibility of the students.
3. Lockers remain the property of the school and are subject to

inspection at any time. Unauthorized personal locks may be cut during an inspection.

4. In that lockers remain school property, alcohol or drug related messages are not permitted.

F. Lost and Found

Lost articles will be placed on a table in the hallway outside of the main office. All personal possessions must be claimed and removed from the school building immediately at the close of the school year. No responsibility is assumed by the school for personal items left behind.

G. Lunch Program

A hot lunch program, as well as several a la carte selections, are offered each full school day in the cafeteria. Food or beverages are **NOT** to be taken outside of the cafeteria – (with the exception of the authorized outdoor picnic area).

H. Rules for Bicycle Riders

Students who choose to ride their bicycles to school must place them in the bicycle rack located in the forward areas of the parking lot. The school cannot take responsibility for the safety of the bicycle. Students are strongly encouraged to lock their bicycles to the rack. When riding in and out of the school grounds, students are to obey all traffic rules and regulations. Students who are observed not obeying these rules will be reprimanded. Continued violation of rules will result in bike privileges being revoked.

I. Student Parking Privilege

Permission to park at Canton High School is a school **privilege**. Authorization to park is granted to students by the high school administration upon completion of the Parking Application Form and receipt of the parking fee (\$100.00 per year; prorated (\$25 PER QUARTER- if purchased after school year begins). Electronic Parking Applications are sent to families prior to the start of the school year. Students obtaining a license midyear can request to have an application link sent to a parent/guardian if spaces remain. Student parking is permitted only in designated spaces. Students without a parking permit, or who violate parking regulations, are subject to disciplinary action. Administration reserves the right to revoke parking privileges from any student at any time for non-adherence to rules and regulations as set forth on the Parking Application.

Regulations for Student Parking (during the school day)

1. Parking application and filed along with fee with the High School Office prior to parking on campus. Make checks payable to: *Canton Public Schools*.
2. Every student must comply with Connecticut's Graduated Driver Licensing Laws including nighttime curfews, passenger restrictions and seatbelt requirements. Violation of any of these regulations will result in the student's license being immediately confiscated by law enforcement and the student driver may be subject to other consequences by law.
3. Parking is only permitted in areas designated for and assigned to students.
4. Parking permits should remain in and be fully visible from the outside of the issuing vehicle.
5. Speed limits of 10 mph or less will be adhered to while on campus. Any speeding, reckless driving, racing and/or possession of drugs/alcohol/weapons will result in immediate suspension AND loss of driving privilege
6. In the event the student/student's vehicle is involved in an accident on school property, a school administrator will be notified immediately, followed by the police department.
7. Students will NOT be allowed to visit vehicles during the school day without prior permission from an administrator.
8. Unauthorized leaving of campus is not permitted.

9. Students whose parking privilege has been suspended are not to park on campus.
10. Parking permits are only valid for paid portions of the school year.
11. Transfer/sharing of permits amongst students is prohibited.

Consequences for violations of Parking Privilege

1. **Parking in non-designated (Staff Area, Visitor, CPAT or Track Parking) areas With a Permit:**
 - 1st Offense: Office Detention
 - 2nd Offense: Extended/Saturday Detention
 - 3rd Offense: Extended/Saturday Detention and Loss of Parking Privileges
2. **Parking without a Permit:**
 - 1st Offense: Office Detention
 - 2nd Offense: Extended/Saturday Detention
 - 3rd Offense: Extended/Saturday Detention and forfeit opportunity to purchase parking space

J. Telephones

Office telephones are for use by the professional staff for the conducting of school-related business. Office phones may be used by students in an emergency situation with permission.

K. Guests/Visitors

Students who wish to bring a guest to school must see the assistant principal *at least* 2 days in advance for permission to do so. The student will be given an application form to complete prior to the guest’s visit. Visitors/guests may not be in the building without prior approval of the administration.

L. Use of Canton High School Symbol/Logo

Prior approval by the Principal is required in order for any use of the school symbol or logo. Failure to obtain prior approval may result in the forfeiture of items featuring the school symbol. Only symbols and logos approved by the Principal may be used on school sponsored clothing and items.

ATHLETICS

1. Use on School Sponsored Athletic Uniforms, Warm-ups, and Other Clothing Items, and Athletic Fundraising items.
 - a. Get the approval of the varsity coach
 - b. The coach should then get the approval of the athletic director
2. Use of a Symbol by Athletic Booster Club
 - a. Get the approval of the president of the Booster Club
 - b. Get the approval of the Athletic Coordinator

CLUBS, CLASSES, AND ALL OTHER ORGANIZATIONS

Use of school symbol by class, club, or other Organizations

- a. Get approval of class/club/organization advisor
- b. The advisor should get the approval of the Principal

**M. Community Relations – Smoke Free Environment
CBOE Policy 1331**

Students

In accordance with law and to promote the health and safety of all students and staff, the District prohibits all employees, students and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings and buses or other District transportation at all times, including athletic events and meetings. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco,

smokeless tobacco, nicotine delivering devices or vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. This prohibition extends to all facilities the District owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children.

Definitions

Electronic nicotine delivery system means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

Liquid nicotine container means a container that holds a liquid substance containing nicotine that is sold, marketed or intended for use in an electronic nicotine delivery system or vapor product, except “liquid nicotine container” does not include such a container that is prefilled and sealed by the manufacturer and not intended to be opened by the consumer.

Vapor product means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.

This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the District provides services.

In addition, the prohibition does not apply to a classroom where a demonstration of the use of an electronic nicotine delivery system or vapor product is taking place as part of a medical or scientific experiment or lesson. An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

Staff and Public

An ongoing program of staff support and counseling will be offered to provide support for staff who wish to break the smoking habit.

A sign shall be posted on school premises indicating that smoking, including the use of e-cigarettes is prohibited by state law.

- (cf. 1120 - Board of Education Meetings)
- (cf. 1330 - Use of School Facilities)
- (cf. 4118.231/4218.231 - Employee Smoking, Drinking, and Use of Drugs on School Premises)
- (cf. 5131.6 - Drugs, Tobacco, and Alcohol)

- Legal Reference:
- Connecticut General Statutes
 - 19a-342 Smoking prohibited in certain places. Signs required. Penalties.
 - 21a-242 Schedules of controlled substances.
 - P.A. 14-76 An Act Concerning the Governor’s Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention.
 - P.A. 15-206 An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products.
 - PL 107-110, Section 4303, “Non-smoking Policy for Children’s Services.”
 - 20 U.S.C. 7181-7184 The Pro Children Act of 2001.

Policy adopted: October 27, 2015
CANTON BOARD OF EDUCATION Canton, Connecticut

N. Policies and Procedures for Use of CHS/CMS

Auditorium

1. To reserve time in the auditorium you must fill out an "APPLICATION FOR USE OF CANTON SCHOOL FACILITIES" which can be found on the Canton Public Schools website. This application must be submitted to CHS office for administrator approval.
2. Contact Canton High School 860-693-7707 if a preview of space is required.
3. Please complete a stage map for placement of microphones, tables, podiums, etc. that is provided in the last page of this document.
4. Hours requested for an event should include time before and after the event for production setup and breakdown. How much time is needed depends upon the amount of production. If you require rehearsal time in the auditorium, that should be included in your reservation. Plays, talent shows, etc., should reserve the auditorium for at least three days prior to the event to allow for dress rehearsals and final adjustments in production. Example: Monday – dress rehearsal; Tuesday – tech adjustment; Wednesday – final rehearsal; Thursday – performance.
5. All requests for special lighting, special sound reinforcement or special music requirements must go through the Theater Tech Management. These requests must be made, at a minimum, one week prior to the event. Two weeks prior is recommended. The earlier the request is made the better the chances are of having the request fulfilled.
6. Use of school sound equipment or school lighting equipment is allowed only under the supervision of the Theater Tech Management. A fee will be applied for the supervisor's time required outside of school hours. The hourly rate will require a three (3) hour minimum. If you intend to operate the lighting system or the sound system yourself, you will still need to pay for supervision by the Theater Tech Management or designee. Please refer to the following Audio and Lighting sections of this document. There are general presets for assemblies, etc. which may not require the presence of a theater tech supervisor. Talk to the Theater Tech Management to see if a preset is applicable to your event. Custodians have access to the presets.
7. Access to other rooms is not included with auditorium reservations. Each room is a separate entity and must be requested on the "Green Sheet" application. Example: Instrument lesson classrooms / practice rooms are not automatically available as dressing rooms or storage rooms. Keep in mind that every room in the school is used every school day. The Band room is not available for rental. It can be used as a walk through only and must have an adult supervisor.
8. Conduct/Safety: Each applicant is responsible for the conduct of all participants and/or guests. Each applicant will be held financially responsible for any damage done by participants and/or guests. Adult representatives from the applicant organization must remain on the premises throughout the function and must maintain control at all times. Every room must have an adult supervisor. The directors of the event do not qualify as supervisors, they are busy directing. Supervisors are to do just that, supervise those in attendance. **ONSITE CUSTODIANS ARE NOT CONSIDERED SUPERVISORS.**
9. Theater Tech Management must be notified of cancellations as soon as possible.

- A PRE-SHOW ANNOUNCEMENT IS REQUIRED TO POINT OUT FIRE EXITS.
- NO FOOD OR DRINK IS ALLOWED IN THE AUDITORIUM AT ANY TIME.
- DO NOT HANG ANYTHING ON THE CURTAINS.
- DO NOT PULL OR HANG ON CURTAINS.
- ONLY GAFFER'S TAPE SHOULD BE USED TO SECURE WIRES, ETC. No duct tape or masking tape allowed.
- DO NOT PAINT OR CONSTRUCT PROPS ON THE STAGE. This must be done off the premises.
- **PIANOS:** Do not use the pianos as tables. Do not sit on the pianos. Pianos may not be moved without the approval of the school Music Department Chairman. Only maintenance staff members may move a piano. When a piano is moved, it is done with understanding that the group making the request assumes the responsibility for any tuning or repairs which may result from the move. The need for such tuning or repairs will be determined by the school Music Department Chairperson.
- All equipment used during the activity by the public must be returned to the original location immediately following each activity and checked off by the Theater Tech Management or designee. All facilities must be left as they were found. The Board of Education is not responsible for property left overnight.
- Organizations that plan to set up decorations or stage scenery must have the approval of the school principals to avoid a conflict with school activities. The applicant organization is responsible for removal of all decorations and return of stage scenery to its proper place. The applicant will be billed for labor/maintenance necessary to return any rooms used to their original condition. This will include, but not be limited to, cleanup, repairs, etc.
- Smoking is not permitted anywhere on school grounds.

Auditorium – Audio

- Use of auditorium sound equipment is allowed only under the supervision of the Theater Tech Management or designee. Equipment operators may be required to show competent knowledge in the use of the equipment, at the discretion of the Theater Tech Management or designee.
- No movement of equipment or change to wiring should be made without the knowledge and consent of the Theater Tech Management or designee.
- Do not make any adjustments to anything in the amp rack or the effects rack without the knowledge and consent of the Theater Tech Management or designee.
- Patching and/or addition of any outside equipment into the sound system must be reviewed with the Theater Tech Management or designee prior to implementation.
- The auditorium is used during the school day for school activities and classes. For multiple day events, any changes made which are not returned to default and you wish for them to stay untouched for the duration of your event should be described in writing and presented to the Theater Tech Management or designee.
- All equipment (microphones, wires, etc.) should be returned to their place of secure storage and all settings and changes are to be returned to default before the next school day unless other prior arrangements are made.
- Do not untie the snake from the strain relief
- Clean hands are needed to operate the equipment in the auditorium control room.
- **No food or drink is allowed in the auditorium control room or the auditorium at any time.**
- **No students are to be unsupervised.**

Auditorium – Lighting

- Use of auditorium lighting equipment is allowed only under the supervision of the Theater Tech Management or designee.
- There are general presets for assemblies, etc. which may not require the presence of a theater tech supervisor. Talk to the Theater Tech Management to see if a preset is applicable to your event. Custodians have access to the presets.
- Requests for special lighting must be made, at a minimum, one week prior to the event. Two weeks prior is recommended. It takes days to properly set up the auditorium lights. The earlier the request is made the better the chances are of having the request fulfilled.
- After the event all equipment (gel frames, wires, etc.) should be returned to their place of secure storage and all lighting instruments are to be returned to the default setting before the next school day unless other prior arrangements are made.
- **No students are allowed on the lift.** Use of the lift is limited to qualified staff. Moving the lift must be done under adult supervision.
- **No one is allowed in the projection window area.** (This is above the control room, sometimes called “Area 51”.) There is not a proper fire escape route and therefore has been made off limits by the fire marshal.
- **Battery backup for the dimmer control computer must stay plugged in the AC outlet.**
- **Clean hands are needed to operate the equipment in the auditorium control room.**
- **No food or drink is allowed in the auditorium control room or the auditorium at any time.**
- **No students are to be unsupervised.**

Lighting Instruments:

22	Fresnels	7	Ellipsoidal Spots
3	Cyc Lights	3	Follow Spots

O. Business/Non-Instructional Operations - Hazardous Material in Schools CBOE Policy 3524.1

Pest Management /Pesticide Application

CBOE Policy 3516.13

The Board of Education believes that structural and landscape pests can pose significant hazards to people, property and the environment. Pests are living organisms such as plants, animals or microorganisms that interfere with human uses for the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property or the environment. Further, the Board also believes that pesticides can also pose hazards to people, property and the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff and all others using district buildings and grounds.

The goal of this pest management program is to manage pests in order to:

- Reduce any potential human health hazard and/or to protect against a significant threat to public safety;
- Prevent loss or damage to school structures or property;
- Prevent pests from spreading in the community or to plant and animal populations beyond the site;
- Enhance the quality of life and to provide a safe and healthy learning environment for students, staff and others.

The school district shall incorporate Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment. In

addition, staff, students and the public shall be educated, at least annually, about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives. Integrated Pest Management (IPM) is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means with the least possible hazard.

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. Chemical controls shall be used as a last resort. The Board establishes that the school district shall use pesticides only after consideration of the full range of alternatives, including no action, based upon an analysis of environmental effects, safety, effectiveness and costs. The Superintendent or his/her designee shall be responsible to implement Integrated Pest Management (IPM) procedures and to coordinate communications with members of the staff who are responsible for pest control, such as maintenance personnel and custodians, and hired contractors when utilized by the district to control a pest problem. *The Business Manager shall be designated as the IPM supervisor and shall direct and supervise all IPM procedures to be carried out by assigned maintenance and/or custodial staff.*

All district employees who use chemicals to control a pest problem must be trained and shall follow all precautions and application regulations. Effective July 1, 2000, the District will only employ certified pesticide applicators for any necessary and non-emergency pesticide use in school building or on school grounds. Contractors hired to do this work shall give evidence of appropriate training and certification in the proper use of pesticides. Pest control contractors shall be utilized, when deemed necessary, to inspect for conditions conducive to pest problems and to develop appropriate prevention measures. Pest control contractors will be expected to write recommendations for structural improvements or repairs and housekeeping and sanitation measures required to reduce or prevent recurrence of pest problems.

Whenever it is deemed necessary to use a chemical substance, that school must provide notification to all parents and staff who have registered for advanced notification in conformity with state statutes. Parents/guardians and staff requesting advanced notification must be notified on the day of such use by any method practicable. Notices shall also be posted in designated areas at school at least (*suggested*) forty-eight (48) hours prior to the application.

At the beginning of each school year and at the time a student is registered, parents/guardians shall be informed of the District’s pest management policy. Those parents/guardians and staff who register a request shall be notified prior to every pesticide application.

Each school shall maintain a list of persons who wish to be notified. The school shall notify parents and guardians who have registered to be notified no later than 24 hours prior to the application. Notification must include:

- 1) The name of the active ingredient of the pesticide being applied,
- 2) The location of the application on school property,
- 3) The date of application, and
- 4) The name of the school administrator who may be contacted for further information.

In emergency situations, all parents will be notified via e-mail and a letter mailed home.

The school will also notify persons who have registered to be notified of any modification to the Integrated Pest Management Plan.

Information regarding pesticides used and areas treated shall be maintained for a period of five years at the school site and available to the public and staff upon request. The district shall establish and maintain accurate records of all chemical use and their location. In addition, records of all pest control actions including information on indicators of pest activity that can verify the need for action.

Pesticide applications shall be limited to non-school hours and when

activities are not taking place.

Legal Reference:

Connecticut General Statutes

22a-46. Short title: Connecticut Pesticide Control Act.

22a-54. Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators.

22a-58. Records to be kept by distributors and applicators.

23-61b. Licensing for arboriculture; examination; fees; renewal; suspension, revocation. Nonresidents. Records. Pesticides.

P.A. 99-165 An Act Concerning Notice of Pesticide Application in Schools and Day Care Centers.

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq.

Policy adopted: January 9, 2003

Policy Revised: October 9, 2012

CANTON BOARD OF EDUCATION Canton, Connecticut

Green Cleaning Program

CBOE Policy

3524.2

Cleaning chemicals can negatively impact indoor air quality and cause harm to the occupants of a school building. Therefore, the purpose of this policy is to encourage and promote the principles of green cleaning throughout the Canton Public Schools, in compliance with applicable statutes. The Board of Education encourages and supports efforts to implement green cleaning in all District schools. This shall result in the implementation of a green cleaning program in all District facilities no later than July 1, 2011.

It is the policy of the Canton Public Schools to achieve the maintenance of clean, safe, and healthy schools through the elimination of contaminants that affect children and adult health, performance and attendance and the implementation of cleaning processes and products that protect health without harming the environment.

The Board of Education, by July 1, 2011, will reduce exposure of school building occupants to potentially hazardous chemical cleaning products by adopting this Green Cleaning policy which requires the use of cleaning products in the schools that meet the guidelines or standards set by a national or international certification program approved by the Department of Administrative Services (DAS) in consultation with the Commissioner of Environmental Protection in order to minimize the potential harmful effects on human health and the environment.

The transition to environmentally and health-friendly cleaning and/or sanitizing products shall be accomplished as soon as possible and in a manner that avoids the waste of existing inventories, accommodates establishment of supply chains for new products, enables the training of personnel in appropriate work practices, and allows the phase-out of products and practices inconsistent with this policy.

Definitions

“Green Cleaning Program” means the procurement and proper use of environmentally preferable cleaning products in school buildings and facilities.

Alternate Definitions:

- (a) **Green Cleaning** is an approach to facility maintenance that uses cost-effective cleaning products and practices that protect human health and the environment. Cleaning products containing the least toxic compounds are utilized in combination with advanced technology and equipment that provide superior methods for removing dirt, soil, and particulates found in indoor environments.
- (b) **Green Cleaning** is defined as cleaning to protect health without harming the environment. Green cleaning is an accepted movement that uses procedures and products to make cleaning

for the health of building occupants, janitors, and the environment a primary concern.

“**Environmentally Preferable Cleaning Products**” means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products must be approved by a Department of Administrative Services (DAS)-approved national or international certification program. This term includes, but is not limited to, general purpose cleaners, bathroom cleaners, glass and carpet cleaners, hand cleaners and soaps, and floor finishes and strippers. Excluded are any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial products regulated by the Federal Insecticide, Fungicide and Rodenticide Act. Also excluded are products for which no guidelines or environmental standard has been established by any national or international certification program approved by the Department of Administrative Services or which is outside the scope of or is otherwise excluded under guidelines or environmental standards established by such a national or international certification program.

Notice Requirements

Annually, starting by October 1, 2010, the District will give to members of the school staff and to parents/guardians who request it, a written copy of this policy. In addition, this written statement shall also include:

- a. the names and types of environmentally preferable cleaning products used in the schools and where in the buildings they are applied;
- b. the schedule for applying the products; and
- c. the name of the school administrator or designee whom the parent/guardian or student may contact for more information.

The notice shall also contain the following statement: “No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.”

In addition, parents/guardians of any child who transfers during the school year, or a new staff member hired during the school year shall be notified of this green cleaning policy.

The Board will also make available on its website a copy of this green cleaning policy. (If no website is available the Board must make the policy publicly available or available upon request.)

Biennially, the Board will report to the Commissioner of Education on its green cleaning program, in a manner prescribed by the Commissioner.

- (cf. 3524 – Hazardous Materials in Schools)
- (cf. 3524.1 – Pesticide Application)
- (cf. 7230.2 – Indoor Air Quality)

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education

10-231a through 10-231d. Pesticide applications at schools

22a-46. Short title: Connecticut Pesticide Control Act.

P.A. 09-81 An Act Concerning Green Cleaning Products in Schools

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S.

Code 136 et seq.

Policy adopted: April 27, 2010

CANTON BOARD OF EDUCATION Canton, CT

P. Instruction/School Calendar/Graduation Date

The Superintendent of Schools shall recommend school calendars which meet all statutory requirements to the Board of Education for its review, modification as it believes appropriate, and approval.

The calendars recommended to the Board may include the operation of schools on state holidays providing a suitable nonsectarian educational program is held to observe the holiday, except for those holidays that occur in December and January.

The school calendar shall show school days in each school month, the number of school days in each month, legal and local holidays, staff development days, early closing days, vacation periods, and other pertinent dates, including tentative graduation for students in grade twelve.

When the 183rd day of the school year falls on a Monday, Tuesday, Wednesday, then every effort will be made to schedule graduation on the previous Friday. If the 183rd school day falls on a Thursday or Friday, then graduation will be scheduled for that Friday. The graduation date will be set by the Board of Education after April 1st in the school year providing for at least 180 days of school.

To benefit children, families, and school staff in their planning, multiple year school calendars are preferable to single year school calendars.

APPENDIX I

Attendance, Excused Absences and Truancy **CBOE Policy 5113.2**

Connecticut state law requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. The responsibility for regular attendance rests with the students' parents, guardians or with the students themselves when they become of legal age.

In order for students to develop to their full potential, the Board of Education deems it essential that students attend school on a regular basis. The learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction.

Absence is when a student in grades kindergarten through 12 is absent from a class or an entire day with or without parental permission.

Excused Absence

The Board believes a student should not be absent from school without the parents' knowledge and consent, therefore verification of an absence should be in writing or by phone by parent or guardian.

An absence shall be considered "excused" when a child does not attend school due to:

- A. Illness or injury,
- B. Death in the immediate family,
- C. Religious obligation,
- D. Court appearance,
- E. School sponsored activity,
- F. An emergency, or
- G. Other exceptional circumstances approved by the Principal or his/her designee.

Written excuse for such absences should be submitted to school officials by the child's parent or guardian. All other absences with or without written explanation or phone contact shall be considered unexcused. A student who accrues five (5) absences in one month or ten (10) in a marking period will be required to produce medical documentation for the illness. At the discretion of the Principal a parental meeting to address the absence will be held.

Students who plan to be absent for reasons other than those listed above, should seek approval by presenting a note from home to the Principal. Responsibility for completion of missed classwork lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.

Unexcused Absence

An unexcused absence is an absence from any entire regularly scheduled school day for which the absence is not excused as defined above. Vacations taken while school is in session are not considered excused absences.

Board policy with respect to unexcused absences stresses prevention and inquiry leading to remediation of absences. The schools will make all reasonable efforts to keep parents and students informed as to attendance problems and will make all reasonable efforts to help students improve their attendance when such improvement is warranted. Only when all local resources are exhausted is referral to legal authorities recommended.

Truancy

Introduction and Definitions

The district's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted.

"**Truant**" shall mean a student age five to eighteen, inclusive, who has four unexcused absences in any one month, or ten unexcused absences in one school year.

"**In attendance**" shall mean a student if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

Remediation of Truancy

School personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. The Superintendent of Schools shall develop regulations which will detail the following school district obligations under the district's truancy policy.

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
3. Establish a system to monitor student attendance.
4. Make a reasonable effort by telephone and by mail to notify parents or other persons having control of the child when a child does not arrive at school and there has been no previous approval or other indication which indicates parents are aware of the absence. (*Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.*)

The required mailed notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.

5. Identify a student as "truant" when the student accumulates four unexcused absences in any month or ten in a school year.
6. Appropriate school staff meet with parents of a child identified as truant, to review and evaluate the situation, within ten days of such designation.

Students so identified may be subject to:

- (a) retention in the same grade to acquire necessary skills for promotion.
- (b) a requirement to complete a summer school program successfully before being promoted to the next grade.

7. File a written complaint with the Superior Court, not later than fifteen calendar days after the failure of a parent/guardian to attend the meeting (item #6) or upon the failure to cooperate with the school attempting to solve the truancy problem, alleging that the acts or omissions of a child identified as "truant" are such that the student's family is a "family with service needs," if the parent or other person having control of the child fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the child's truancy problem.
8. When a petition is filed, an educational evaluation of the truant student shall be done by appropriate school personnel if no such evaluation has been performed within the preceding year.
9. Provide coordination of services and refer "truants" to community agencies which provide child and family services.

Tardiness and Absence from Class

The Superintendent should direct the administration in each school to establish and implement regulations which address class cuts, tardiness and possible credit loss. Such regulations shall be published in the student handbook and distributed accordingly.

APPENDIX II

Bring Your Own Device (BYOD) CBOE Policy 6141.328

The Board of Education is committed to aiding students and staff in creating a 21st century learning environment. Therefore, students and staff will be permitted to access the District's public wireless network with their personal devices during the school day. The internet shall be made available to students for instructional purposes in accordance with administrative regulations. Students who do not have access to a device will be accommodated. Teachers will provide students with a device available within the school.

Definition of "Device"

A "device" as part of this protocol is a piece of privately owned and/or portable electronic handheld technology that includes emerging mobile communication systems and smart technologies, laptops and netbooks, and any technology that can be used for wireless internet access, word processing, image capture/recording, sound recording and information transmitting.

Internet

The only internet gateway that may be accessed while in the District Public Schools is the one provided by the District. Any device brought to the District will not be permitted to use outside internet sources.

Personal internet devices, such as but not limited to cell phones/cell network adapters, are not permitted to be used to access outside sources at any time.

Software

Many software packages are now available as we browser applications. There is no need to have required programs loaded onto student computers. Students can access what they will need through any web browser. Therefore, there is no required software necessary to take part in the Bring Your Own Device program.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. The Canton Public School District is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office as are other personal items that are stolen or damaged. It is recommended that skins, decals, and other custom touches be used to identify physically a student's device from others. Additionally, protective cases for technology are encouraged.

Bring Your Own Device Student/Parent Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his/her electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in the Bring your Own Device program must adhere to the Student Code of Conduct, as well as all applicable Board policies, particularly the Computer Acceptable Use policy.

The use of these devices, as with any personally owned device, is strictly up to the teacher.

Student and parents must acknowledge and adhere to the following:

1. Only the school's internet will be accessed. Attempts will not be made to bypass the connection.
2. The District's network filters will be applied to one's connection to the Internet and attempts will not be made to bypass them.
3. Only authorized data can be accessed. Infecting the network with a virus, Trojan, or program designed to damage, alter, or destroy the network; and hacking, altering, or bypassing security policies are not allowed.
4. The District has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
5. All data must be stored in the student's hard drive. Backing up the data through a jump drive, an external, drive, or another media device regularly is strongly encouraged.
6. As we are working to achieve a more paperless environment, printing from personal laptops will not be possible.
7. Using a personal device to transmit or share inappropriate content including but not limited to, content of a bullying or sexual nature per Board of Education Policy during the school day will result in the loss of BYOD privileges. Transmission of material of a bullying nature or sexual nature will not be tolerated. Additional consequences may be applied depending upon the circumstances.
8. Using a personal device at unauthorized times will result in the loss of BYOD privileges. Use of these devices in the locker rooms or bathrooms is strictly prohibited. The purpose of BYOD is purely for the extension and enrichment of the learning environment.
9. Devices cannot be used during assessments, unless otherwise directed by a teacher.
10. Student must immediately comply with teachers' requests to shut down devices or close the screen. Students must put devices away or in silent mode when asked by teachers.

APPENDIX III

Instruction

One-to-One Device Program

CBOE Policy 6141.3291

The Canton Board of Education recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Canton Board of Education also believes that students need to be proficient users of information, media, and technology in a digital world.

Therefore, the Canton Public School District will use electronic resources as a powerful and compelling means for students to learn

core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes just as individuals in work places and other real-life settings. The District's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

To help ensure student safety and citizenship in online activities, all students will be educated regarding appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

The Canton Board of Education directs the Superintendent or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

To achieve this philosophy, the Canton Board of Education believes the implementation and focus of a 1:1 Device Program is to provide the necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. Technology shall be integrated throughout the educational program. The 1:1 Device Program will empower students and teachers to use technology appropriately, accessing and using purposeful technology-based tools.

Learning in the Canton Public School District must be a continuous, dynamic interaction among students, parents, and the extended community. Implementation of a 1:1 Device initiative enables learning anywhere anytime that is not limited by the physical confines of a classroom or school building. The Canton Board of Education believes that purposeful technology integration liberates teachers from being deliverers of content, and instead, allows them to be facilitators of deep, individualized learning for all students.

The policy, procedures, and information within this document apply to all District-owned devices used in Canton schools, including any other device considered by the administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

- (cf. 5131.81 – Use of Electronic Devices)
- (cf. 5131.911 – Bullying)
- (cf. 5131.913 – Cyberbullying)
- (cf. 6141.321 – Acceptable Computer Use Policy)
- (cf. 6141.323 – Filtering Access to Electronic Networks)
- (cf. 6141.324 – Posting of Student work/Photographs)
- (cf. 6141.325 – Blogging/Podcasting)
- (cf. 6141.326 – Online Social Networking)
- (cf. 6141.327 – Electronic Resources)
- (cf. 6141.328 – Bring Your Own Device)
- (cf. 6141.329 – Electronic Reading (e-reader) Devices)

Legal Reference: Connecticut General Statutes
10-221 Boards of education to prescribe rules 18
U.S.C. §§ 2510-2522, Electronic Communication
Privacy Act P.L. No 110-385, Protecting Children
in the 21st Century Act

Policy Adopted: June 10, 2014
CANTON PUBLIC SCHOOLS Canton, Connecticut

1. Chromebook Check-in and Check-out

1.1 Chromebook Check-Out

Chromebooks will be checked out each fall to incoming students. Parents and students must sign and return the

Chromebook Protection Plan and Student Pledge documents before the Chromebook can be issued to a student.

The Device Protection Plan outlines two options for families to protect the Canton Public School District's investment in student Chromebooks.

1.2 Device Check-in

All Chromebooks, cases, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely for the summer. Students, who graduate early, withdraw, or terminate enrollment in the Canton Public School District for any other reason, must return their individual school Chromebook on the date of termination.

If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment in the Canton Public School District, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible.

Failure to return the Chromebook will result in a theft report being filed with the Police Department. Just like a textbook or a band uniform, the Chromebooks are the property of the Canton Public School District, and students are responsible for returning them in reasonable condition. Any loss of or damage to a Chromebook is the responsibility of the student and will be handled in a manner consistent with the student's Chromebook Protection Plan. Students will be charged the actual cost of any needed repairs, not to exceed the replacement cost of the Chromebook.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be taken to the student's teacher or advisor.

2.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the Canton Public School District's Acceptable Use Policy for Technology.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Canton Public School District.
- Chromebooks should always be locked or supervised directly by the student to whom it is assigned. For instance, Chromebooks should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Chromebooks should not be exposed to extreme temperatures, (i.e., left in a car).
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Students cannot remove the Canton Public School's asset tag/district label or serial number.

2.2 Carrying Chromebook

The protective cases provided with the Chromebook have sufficient padding to protect the Chromebook from normal treatment and provide a

suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebook should always be within the protective case provided by the Canton Public School District.
- No other items, with the exception of Chromebook accessories, should be stored or carried within the Chromebook case to avoid pressure and weight on the screen.

2.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Take care not to bump the Chromebook against lockers, walls, car doors, floors, busses, etc., as it will eventually break the screen.
- Open Chromebooks should be transported by carrying the base, not by the screen.

3. Using your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebook Left at Home

If a student leaves their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. A student who repeatedly (as determined by any staff member) leaves their Chromebook at home, will be required to leave their Chromebook and charger at school and check it out/in from the school office at the beginning and end of each day.

3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when they leave their Chromebook for repair. There may be a delay in getting a Chromebook should the school not have enough to loan.

3.3 Charging your Chromebook's Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebook each evening. Students who repeatedly (as determined by any staff member) fail to bring their Chromebook to school charged will be required to leave their Chromebook at school and check it out/in from the school office at the beginning and end of each day.

3.4 Screensavers/Background Photos

- Inappropriate media may not be used as a screensaver or background photo.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang-related symbols or pictures will result in disciplinary actions.
- Screensaver passwords are not to be used.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music and videos are allowed on the Chromebook and can be used at the discretion of the teacher.
- All software/apps/games must be Canton Public School District staff approved.

3.6 Printing

Printing is not available with the Chromebook.

3.7 Home Internet Access

Students are allowed to join wireless networks on their Chromebook. This will assist them with Chromebook use while at home and/or public areas with Wi-Fi. Students are not required to have wireless access at home.

4. Managing your Files & Saving your Work

4.1 Saving to the Chromebook/Google Drive

Students may save work on their Chromebook. Limited storage space will be available on the Chromebook– BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work. Teachers will instruct students on methods of managing workflow.

4.2 Network Connectivity

The Canton Public School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the Canton Public School District will not be responsible for lost or missing data.

5. Software on Chromebooks

5.1 Originally Installed Software

The software/apps originally installed by the Canton Public School District must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software may require that the software be deleted from Chromebook at the completion of the course. Periodic checks of Chromebook will be made to ensure that students have not removed required apps.

5.2 Additional Accounts

Students will not synchronize Chromebook to their home or personal iTunes accounts or Google account.

5.3 Inspection

Students may be selected at random to provide their Chromebook for inspection. Chromebooks are the property of the Canton Public School District and any administrator may confiscate any Chromebook at any time for any purpose.

5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software, non-District installed apps are discovered, the Chromebook will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. Appropriate authorities may be contacted if offensive or illegal software is found and appropriate disciplinary action will be taken.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebook for periodic updates and syncing.

6. Acceptable Use

The use of the Canton Public School District's technology resources and wireless network is a privilege, not a right. The privilege of using the technology resources provided by the Canton Public School District is not transferable or extendible by students to people or groups outside the Canton Public School District and terminates when a student is no longer enrolled in the Canton Public School District.

These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy and its administrative regulations privileges may be terminated, access to the Canton Public School District technology resources may be denied, and the appropriate disciplinary action shall be applied. The District's Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of taking a Chromebook home, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

6.2 District Responsibilities are to:

- Provide Internet access and provide an individual Google account to its students.
- Provide Internet filtering of inappropriate materials on District networks.
- Immediately report any inappropriate digital content to the building principal.
- Review, monitor, and restrict information stored on or transmitted via District owned

accounts/equipment and to investigate inappropriate use of resources.

- Provide instruction to aid students in use of the device and help assure student compliance of the Acceptable Use Policy.

6.3 Students are Responsible For:

- Using computers/devices in a responsible and an appropriate manner.
- Obeying general school rules concerning behavior and communication that apply to Chromebook /computer use.

6.3 Students are Responsible For: (continued)

- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via the District's designated Internet system is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping the District protect our computer system/device by contacting any staff member about any security problems that they may encounter.
- Monitoring all activity on their account(s)/device.
- Students should always secure their Chromebook after they are done working to protect their work information and device.
- If a student should receive inappropriate digital content, he/she should immediately notify an adult.
- Returning their Chromebook at the end of each school year. Students who graduate early, withdraw, or terminate enrollment for any other reason, must return their individual school Chromebook computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Canton Board of Education policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming-sending mass or inappropriate emails.
- Gaining access to other user's accounts.
- Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.

- Distribution of personal information over the internet – with the exception of teacher-directed instances.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Bypassing the District’s web filter.

6.5 Chromebook Care

Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual Chromebook and keeping them in good working order. Students are responsible for any and all damage. An insurance option is available through the Canton Public School District.

- Chromebooks that malfunction or are damaged must be reported immediately to the school office.
- All Chromebook repairs must be handled through the District. Students are responsible for the cost of damages, not to exceed the cost of replacement.
- Chromebook batteries must be charged and ready for school each day.
- Chromebook cases furnished by the school District must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Chromebooks that are stolen must be reported immediately to the building administrator.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the District’s Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

7. Protecting and Storing your Chromebook

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the District. Chromebooks can be identified in the following ways:

- Record of serial number
- District label/asset tag

7.2 Storing your Chromebook

When students are not using their Chromebook, they should be stored in their locked lockers. Nothing should be placed on top of the Chromebook when stored in the locker. Students are encouraged to take their Chromebook home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a vehicle at school or at home.

7.3 Chromebook Left in Unsupervised Areas

Under no circumstances should a Chromebook be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter.

8. Repairing or Replacing your Chromebook

8.1 School District Protection

Canton Public School District Protection Plan is available for students and parents of both Canton High School and Canton Middle School students to cover Chromebook repair or replacement in the event of theft, loss, or accidental damage. The Protection Plan is \$75 per Chromebook at the High School level and \$40 per Chromebook at the Middle School level with a family cap of \$150. This plan will include one replacement; additional replacements will cost the student/parent the full value of a Chromebook (approx. \$209). Parents will need to request this Protection Plan through the school office before your student is allowed to check out a Chromebook.

8.2 Claims

All Canton Public School Protection Plan claims must be reported to the school office. Students or parents must file a police or fire report and bring a copy of the report to the Principal’s office before a Chromebook can be repaired or replaced with School District Protection Plan.

9. Cost of Repairs

Students will be held responsible for ALL damage to their Chromebook including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

School District Chromebook Protection Plan

The District recognizes that with the implementation of the Chromebook initiative, there is a need to protect the investment of the District and the interest of the students and parents. The following outlines two methods of protection available to families:

1. No Protection Plan

Parent/Guardian agrees to pay for the replacement of the Chromebook at a cost not to exceed \$209 should the Chromebook be stolen, lost or damaged in any way.

2. School District Insurance

Family chooses to pay the Canton Public School District a Protection Plan payment for coverage of theft, loss or damaged in the amount of \$75.00. The \$75.00 payment is non-refundable. This coverage begins upon receipt of payment and ends with your tenure at Canton High School.

Additional Information: In cases of theft, vandalism and other criminal acts, a police/fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the Principal's office.

Intentional Damage: Students/Parents are responsible for full payment of intentional damages to Chromebook.

Warranty, Accidental Damage Protection, or Canton School District Chromebook Protection **DOES NOT** cover intentional damage of the Chromebook.

Individual school Chromebook computers and accessories must be returned at the end of each school year. Students who graduate early, withdraw, or terminate enrollment for any other reason must return their individual school Chromebook computer on the date of termination

Regulation Approved: June 10, 2014
CANTON BOARD OF EDUCATION Canton, CT

APPENDIX IV

Health/Medical Records CBOE Policy 5125.11

When applicable, District schools will comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to maintain the privacy of protected health information that it receives, obtains, transmits or sends. The Board of Education designates the Superintendent or his/her designee as its HIPAA Privacy Officer.

Student education records, including personally identifiable health information, maintained by the District is subject to and protected by the Family Educational Rights and Privacy Act (FERPA). Both the United States Department of Health and Human Services and the United States Department of Education Family Policy Compliance Office have stated that student records under FERPA are not subject to HIPAA. Therefore, District schools will comply with FERPA's confidentiality provisions rather than HIPAA's.

The District will seek Medicaid eligibility information to determine if services to a student may be billed. Bills will be processed electronically for Medicaid reimbursement for qualified services to eligible special education students. The District will comply with HIPAA's electronic transactions requirements. Procedures and safeguards will be developed to protect the privacy of health information and prevent wrongful user and disclosure. At a minimum, the policy and procedure for student records will comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) with assurances that the District has obtained authorization from the parent or adult student prior to the release of protected health information for the purpose of Medicaid billing. Individuals involved in the Medicaid billing process for the District shall be trained on the privacy procedures. Discipline shall be imposed, up to and including discharge, for staff that wrongfully uses or discloses protected health information.

Policy Adopted: May 22, 2012
CANTON BOARD OF EDUCATION Canton, CT

APPENDIX V

Media Access to Students CBOE Policy 1112.5

The Board recognizes the important role the media serves in reporting information about the District's programs, services and activities.

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic and other extracurricular events provided their presence will not be unduly disruptive and shall comply with Board policies and District goals.

Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities.

Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval as well.

Parents who do not want their child(ren) interviewed, photographed or videotaped by the media will annually have the opportunity to opt out on the Media Permission Form.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of the District's Media Access to Students Policy at the time of the student's registration and each fall in the student/parent handbook.

(cf. 5125 – Students Records; Confidentiality)
Legal Reference: Connecticut General Statutes
1-213 Access to public records. Exempt records.
10-209 Records not to be public.
Federal Family Educational Rights and Privacy act, Sec. 438, 20 U.S.C. Section 1232g (1988).
Title I – Amendments to the Individuals with Disabilities Act. (PL 105-17)

Policy adopted: December 11, 2012
CANTON BOARD OF EDUCATION Canton, CT

APPENDIX VI

Reporting of Child Abuse and Neglect CBOE Policy 5141.4

The Board of Education (Board) recognizes its legal and ethical obligations in the reporting of suspected child abuse and neglect. Any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired. Mandated reporters include all school employees, specifically the Superintendent, administrators, teachers, substitute teachers, guidance counselors, school paraprofessionals, coaches of intramural and interscholastic athletics, as well as licensed nurses, physicians, psychologists and social workers either employed by the Board or working in one of the District schools, or any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in District schools. Such individual(s) who have reasonable cause to suspect or believe that a child has been abused, neglected or placed in imminent risk of serious harm, is required to report such abuse and/or neglect or risk.

Furthermore, the Board of Education requires all personnel who have reasonable cause to suspect or believe that a child, under the age of eighteen (18), has been abused, neglected, has had non-accidental physical injury, or injury which is at variance with the history given of such injury, or is placed in imminent danger of serious harm to report such cases in accordance with the law, Board policy and administrative regulations.

A mandated reporter shall make an oral report, by telephone or in person, to the Commissioner of Children and Families or a law enforcement agency as soon as possible, but no later than twelve (12) hours after the reporter has reasonable cause to suspect the child has been abused or neglected. In addition, the mandated reporter shall inform the building principal or his/her designee that he/she will be making such a report. Not later than forty-eight hours of making the oral report, the mandated reporter shall file a written report with the Commissioner of Children and Families or his/her designee.

The oral and written reports shall include, if known: (1) the names and addresses of the child and his/her parents/guardians; (2) the child's age; (3) the child's gender; (4) the nature and extent of the child's injury or injuries, maltreatment or neglect; (5) the approximate date and time the injury or injuries, maltreatment or neglect occurred; (6) information concerning any previous injury or injuries to, or maltreatment or neglect of, the child or his/her siblings; (7) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter; (8) the name of the person(s) suspected to be responsible for causing such injury or injuries, maltreatment or neglect; (9) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect; (10) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and (11) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

If the report of abuse or neglect involves an employee of the District as the perpetrator, the District may conduct its own investigation into the allegation, provided that such investigation shall not interfere with or impede any investigation conducted by the Department of Children and Families or by a law enforcement agency.

The Board, recognizing its responsibilities to protect children and in compliance with its statutory obligations, shall provide in-service training regarding the requirements and obligations of mandated reporters. District employees shall also participate in training offered by the Department of Children and Families.

State law prohibits retaliation against a mandated reporter for fulfilling his/her obligations to report suspected child abuse or neglect. The Board shall not retaliate against any mandated reporter for his/her compliance with the law and Board policy pertaining to the reporting of suspected child abuse and neglect.

In accordance with the mandates of the law and consistent with its philosophy, the Board in establishing this policy directs the Superintendent of Schools to develop and formalize the necessary rules and regulations to comply fully with the intent of the law.

This policy will be distributed annually to all employees. Documentation shall be maintained that all employees have, in fact, received the written policy and completed training related to mandated reporting of child abuse and neglect as required by law.

Policy adopted: August 9, 2001

Policy revised: March 27, 2012

CANTON BOARD OF EDUCATION

Canton, CT

APPENDIX VII

Student Safety

CBOE Policy 5142

The Board of Education shall strive to build safe, supportive, and academically challenging school learning environments in partnership with students, staff members, and families. The Board of Education shall develop and adopt a mission statement that promotes a safe and secure environment for learning. Such mission statement shall emphasize respect, care, and high academic achievement.

The Board of Education shall ensure that all facilities, grounds, equipment, and vehicles meet acceptable injury and violence prevention standards for design, installation, use, and maintenance.

Student safety shall be a priority of all school district personnel through close supervision of students in all school buildings and grounds and through special attention to:

1. Maintenance of safe school environments through conducting regular safety and hazard assessments of all school facilities, school grounds, sports-related equipment, and vehicles used to transport students.
2. Safe practices by school personnel and students - particularly in instructional areas or in extracurricular activities presenting special hazards.
3. Development of school programs and activities consistent with appropriate abilities and limitations of students at each age level.
4. Offering safety education to students germane to particular subjects, such as laboratory courses in science, industrial arts, and health and physical education.
5. Appropriate first aid care for students in case of accident or sudden illness.
6. Adequacy of emergency response procedures at each school in the District (first aid, cardiopulmonary resuscitation, infection control, security).
7. Development, adoption, and implementation of a code of conduct and other appropriate rules that are designed to promote health and safety and prevent unintended injury, harassment, bullying, and other forms of violence. Such code shall prohibit the use and possession of alcohol, tobacco, and other drugs and weapons and dangerous instruments at school.
8. Training exercises for all school staff designed to help them maintain a positive climate for learning and to effectively enforce safety and discipline rules.
9. Requiring the District and its individual schools to have safety plans which serve as a guide to address the various safety needs in the school, such as lockdown procedures, evacuations, drills and safety protocols, and personnel assignments.
10. Conducting regular audits (at least annually) to evaluate and analyze the effectiveness of each school's safety and security plans. First responders, local law enforcement, and the entire school community shall be involved in this process.
11. Communicating with parents/guardians and community members about school-level emergency preparedness protocols to the greatest extent possible.
12. Providing regular training for all school employees on the Districts' school emergency management systems and protocols.
13. Creating a partnership among schools, local law enforcement and appropriate community agencies, including mental health, to prevent and reduce school violence.

(cf. 0100 – Mission Statement)

(cf. 5131/5144/5114 – Conduct/Discipline/Suspension/Expulsion)

(cf. 5131.21 – Terroristic Threats/Acts of Violent Behavior)

(cf. 5131.6 - Drugs/Alcohol and Tobacco)

(cf. 5131.7 – Weapons and Dangerous Instruments)

- (cf. 5131.911 – Bullying/Safe School Climate Plan)
- (cf. 5141.21 - Administering Medications)
- (cf. 5141.22 - Communicable and Infectious Diseases)
- (cf. 5141.3 - Student Health Assessments and Immunizations)
- (cf. 5141.4 - Child Abuse and Neglect)
- (cf. 5141.5 - Suicide Prevention)
- (cf. 5141.6 – Crisis Management Plan)
- (cf. 6142.1 - Family Life and Sex Education)
- (cf. 6114 - Emergencies and Disaster Preparedness)
- (cf. 6114.7 - Safe Schools)
- (cf. 6114.8 – Pandemic/Epidemic Emergencies)

Legal Reference: Connecticut General Statutes
10-200f Safety Committee

Policy adopted: June 22, 2000
Policy Revised: May 14, 2013
CANTON BOARD OF EDUCATION Canton, CT

APPENDIX VIII

Student Nutrition and Physical Activity - School Wellness Policy CBOE Policy 6142.101

Student wellness, including good nutrition and physical activity, shall be promoted in the district’s educational program, school activities, and meal programs. In accordance with federal and state law, it is the policy of the Board of Education to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require all meals served by the District meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture and the “Connecticut Nutrition Standards for Foods in Schools,” whichever are greater. This policy shall be interpreted consistently with Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)

In developing goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness, the District will, as required, review and consider evidence-based strategies and techniques.

Goals for Nutrition Promotion and Education

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state requirements and guidelines.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District’s comprehensive standards-based school health education program and curriculum and will be integrated into other classroom content areas, as appropriate. Schools will link nutrition education activities with existing coordinated health programs or other comparable comprehensive school health promotion frameworks. (A standards-based program is a system of instruction, assessment, grading and reporting based on students demonstrating understanding of the knowledge and skills they are expected to learn.)

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a standards-based, developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students’ knowledge,

offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.

Instruction

- Unless otherwise exempted, all students will be required to engage in the District’s physical education program.
- Recess and other physical activity breaks; before and after school activities, and walking and bicycling to schools, where safe to do so, are supported by the Canton Board of Education.
- Schools will work toward providing sixty minutes of physical activity daily for students (as a best practice).

Nutrition Guidelines for Foods Sold in Schools

Students will be offered and schools will promote nutritious food choices consistent with the current Dietary Guidelines for Americans and My Plate, published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture, and guidelines promulgated by the Connecticut Department of Education (“Connecticut Nutrition Standards for Foods in Schools”) in addition to federal and state statutes and national health organizations.

The focus is on moderating calories, limiting fats, sodium and sugars and increasing consumption of nutrient-rich foods such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food and beverage sales that compete with the District’s nonprofit food service in compliance with the Child Nutrition Act. The District shall prohibit the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture and will ensure that all foods sold to students separately from school meals meet the Connecticut Nutrition Standards. All beverages sold or served to students on school premises will be healthy choices that meet the requirements of state Nutrition Standards and USDA beverage requirements. (Schools must follow whichever requirements are stricter).

***Note:** Districts that participate in Connecticut’s healthy food certification must follow the Connecticut Nutrition Standards for all foods sold in schools instead of USDA’s Standards for Competitive Foods. The “Connecticut Nutrition Standards” meet or exceed the USDA’s competitive food standards.*

All sources of food sales to students at school must comply with the “Connecticut Nutrition Standards for Food in Schools” including, but not limited to, cafeteria a la carte sales, vending machines, school stores and fundraisers. The District shall ensure that all beverages sold to students comply with the requirements of state statute and USDA beverage requirements. The stricter requirements where different between the state and federal regulations must be followed. The District shall ensure compliance with allowable time frames for the sale of competitive foods as specified by state law.

Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Marketing

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA “Smart Snacks in School” nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or

beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. As the District/School Nutrition Services/Athletic Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

Monitoring

The Board designates the Superintendent or his/her designee to ensure compliance with this policy and its administrative regulations. He/She is responsible for retaining all documentation of compliance with this policy and its regulations, including, but not limited to, each school's three-year assessment and evaluation report and this wellness policy and plan. The Superintendent will also be responsible for public notification of the three-year assessment and evaluation report, including any updates to this policy made as a result of the Board's three-year assessment and evaluation.

The District shall develop a plan designed to achieve the involvement requirements in the development, implementation, monitoring, and assessment of this policy.

The Superintendent or designee shall provide on an annual basis implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. The District, as required, will retain records and documents pertaining to the wellness policy which shall include the written school wellness policy, documentation demonstrating compliance with community involvement requirements, documentation of the triennial assessment of the wellness policy and documentation to demonstrate compliance with the annual public notification requirement.

Non-sold Foods and Beverages

Non-sold foods and beverages brought into the schools by students and other persons for such events as birthdays and classroom celebrations should include healthy choices that meet the state requirements for allowable beverages and the District's nutrition standards.

Community Input

The Superintendent or his/her designee will provide opportunities, suggestions and comments concerning the development, implementation, periodic review and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, members of the Canton Board of Education, school administrators, and the public. This is best achieved through the establishment of a standing wellness committee, with membership as listed above. Efforts shall be made to improve community involvement.

Evaluation of Wellness Policy

In an effort to measure the implementation of this policy, the Canton Board of Education designates the Superintendent or his/her designee as the person who will be responsible for ensuring that each school meets the goals outlined in this policy. To ensure continuing progress, the District will evaluate implementation efforts and their impact on students and staff at least every three years.

The District will make available to the public, the results of the three-year assessment and evaluation including the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of this policy.

The School Wellness Policy shall be made available annually, at a minimum, to students and families by means of school registration, student handbooks and the Board's website. This availability shall

include the policy, including any updates to and about the wellness policy and the Triennial Assessment, including progress toward meeting the goals of this policy. In addition, the annual notification shall include a description of each school's progress in meeting the wellness policy goals; summary of each school's wellness events or activities; contact information for the leader(s) of the wellness policy team; and information on how individuals and the public can get involved.

(cf. 3542 – Food Service)
(cf. 3542.33 – Food Sales Other Than National School Lunch Program)
(cf. 3542.34 – Nutrition Program)
(cf. 3452.45 – Vending Machines)
(cf. 6142.6 – Physical Education)
(cf. 6142.61 – Physical Activity)
(cf. 6142.62 – Recess/Unstructured Time)
(cf. 6142.10 – Health Education)

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study.
10-215 Lunches, breakfasts and the feeding programs for public school children and employees.
10-221 Boards of education to prescribe rules, policies and procedures.
10-215a Non-public school participation in feeding program.
10-215b Duties of state board of education re: feeding programs.
10-216 Payment of expenses.
10-215e Nutrition standards for food that is not part of lunch or breakfast program.
10-215f Certification that food meets nutrition standards.
10-221o Lunch periods. Recess.
10-221p Boards to make available for purchase nutritious, low-fat foods.
10-221q Sale of beverages.
Regulations of Connecticut State Agencies
10-215b-1 Competitive foods.
10-215b-23 Income from the sale of food items.
National School Lunch Program and School Breakfast Program; Competitive Food Services. (7 CFR Parts 210.11 and 220.12.)
The Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108-265
Nutrition Standards in the National School Lunch and School Breakfast Programs, 7 CFR Parts 210 & 220
Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296, 42 U.S.C. 1751
Child Nutrition Act of 1966 (as amended by P.L. 108-269, July 2, 2004)
School Breakfast Program, 7 C.F.R. Part 220 (2006)
National School Lunch Program or School Breakfast Program: Nutrition Standards for All Foods Sold in School (Federal Register, Vol. 78, No. 125, June 28, 2013) Local School Wellness Policy Requirements, 42 U.S.C. 1758b

Policy Adopted: June 22, 2006

Revised: May 23, 2017

CANTON BOARD OF EDUCATION Canton, Connecticut

APPENDIX IX

Canton Public Schools Athletic/Extracurricular Activities Substance Abuse Agreement CBOE Policy 5131.6

The Canton Board of Education and Canton Administration, and Canton High School Athletic Department are committed to achieving an environment free of substance abuse in our schools.

All students who violate Canton Board of Education Policy #5131.6 Drug and Alcohol Policy are subject to consequences detailed in the policy. Additionally, any students involved in any extra-curricular, co-curricular, and athletic activities will be excluded from participation according to the guidelines below. This regulation is applicable whether the prohibited activity occurs on or off campus

If a student is involved in or has admitted to a drug and/or alcohol violation(s) during the academic year, exclusion from participation will begin immediately if the student is participating in athletics, extracurricular or co-curricular activities when the violation occurs. If the violation occurs during the academic year when the student is not involved in an extracurricular, co-curricular and/or athletic activity, the period of exclusion from participation will begin upon the commencement of the next activity. The building administration will revoke the student's privilege of participating in or attending any school sponsored activity detailed below. These sanctions fall within the beginning and end of the school year calendar and commencing with the date of the suspension.

Alcohol Use and Drugs

First Offense:

- Student athletes shall be suspended from the team for 20% of interscholastic contests in his/her sport.
- If the student is a member of a club or participates in extra-curricular activities then they will be suspended from that activity for 20% of the clubs meetings/activities.
 - During this period, the student, and parents/guardians will meet with a school counselor. Additional sessions may be required at the discretion of the school counselor.
 - The student will be required to participate in a substance abuse counseling and treatment program (at no cost to the School District). This treatment program must be certified in writing to the school administration by a doctor or counselor. The student must be part of a program in order to continue to participate in extracurricular activities.
- Should the student intend to continue to participate with their athletic team, then the following must occur:
 - The student must attend and participate in all practices.
 - The student must attend all contests, but may NOT participate and may NOT be in uniform.
- If a student holds a leadership position (eg: student council president, team captain, class officer, etc.) he/she will be required to give up that position for the season/year.

Second Offense: (in the same year or subsequent years)

- Student athletes shall be suspended from the team for 50% of interscholastic contests and/or activities in his her/sport.
- If the student is a member of a club or participates in extra-curricular activities then they will be suspended from that activity to 50% of the clubs meetings/activities.
 - During this period, the student, and parents/guardians will meet with the CHS school counselor and Social Worker. Additional sessions may be required at the discretion of the school counselor and/or Social Worker.
 - The student will be required to participate in a substance abuse counseling and treatment program (at no cost to the School District). This treatment program must be certified in writing to the school administration by a doctor or counselor. The student must be part of a program in order to continue to participate in extracurricular activities.
- Should the student intend to continue to participate with their athletic team, then the following must occur:
 - The student must attend and participate in all practices

- The student must attend all contests, but may NOT participate and may NOT be in uniform.

For any additional violation in the same or subsequent years:

- The student will be suspended from all extracurricular activities for 365 calendar days.

Appeals Process

- A STUDENT has the right to appeal any action taken as a result of the Drug/Alcohol Regulation and Procedures. The appeal, if made by the student, may be made verbally or in writing to the CHS Principal within three (3) school days of the action.
- The principal will render a decision within five school days of the receipt of the appeal.
- The student may appeal to the superintendent or designee within three school days provided there is new evidence to be submitted.
- The superintendent will render a decision within five school days of the receipt of the appeal.

Tobacco

Any use of tobacco, tobacco products, including chewing tobacco, e-cigarette, vaporizing device, or tobacco paraphernalia by students will result in disciplinary consequences as outlined in Policy #5131.6 – Alcohol Use, Drugs, and Tobacco.

Performance Enhancing Drugs per CIAC Regulations

Use of performance enhancing drugs will result in an athlete being declared ineligible to play for 180 school days.

Note: All offenses are cumulative from year to year while a student is in attendance in the Canton Public Schools.

We have read the above policies and the Student Handbook regarding alcohol use, drugs, and tobacco use and agree to adhere to these regulations while involved in athletics/extracurricular activities in the Canton Public School District.

APPENDIX X

Gender Identity and Expression (Transgender and Gender Non-Conforming Youth) CBOE 5145.53

The Canton Board of Education believes that a school culture that supports student achievement respects and values all students and fosters understanding of gender identity or expression within the school community. Connecticut law and Canton Public Schools' policy require that all programs, activities, and employment practices are free from discrimination based on sex, sexual orientation, and gender identity or gender expression. Therefore, in keeping with these mandates the Canton Board of Education is committed to creating a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities. The Canton Board of Education believes that fostering this understanding is a joint responsibility that requires cooperation and good communication between the parents/guardians, school administration, school staff and the school community. The Superintendent shall ensure that students with gender identity or expression concerns and their parents/guardians shall be given the opportunity to discuss these issues and participate in the educational planning and programing for their student. The Superintendent or his/her designee may consult the experiences and expertise of qualified school staff as well as external resources where appropriate.

To proactively plan for a safe learning environment free of discrimination and harassment parents/guardians of students with

gender identity or expression concerns are encouraged to alert the school district and schedule a meeting with the chief school administrator. Upon request, the Superintendent of Schools or his/her designee shall schedule a meeting with the parent/guardian and the student for the purpose of evaluating the needs of the student and planning any accommodations that may be considered to facilitate a respectful and comfortable school program that supports the student's achievement.

Definitions

- A. **Gender Identity** is a person's inner sense of being male or female, regardless of their gender assigned at birth.
- B. **Transgender** is a term which describes people whose gender identity or gender expression is different from their assigned gender at birth.
- C. **Gender expression** refers to the way a person expresses gender to others in ways that are socially defined as either masculine or feminine, such as through behavior, clothing, hairstyles, activities, voice or mannerisms.
- D. **Gender non-conforming** refers to gender-related identity and/or gender expression which does not conform to the social expectations or norms for a person of that gender assigned at birth.
- E. **Transition** refers to the process in which a person goes from living and identifying as one gender to living and identifying as another.

Coordination of School Accommodations

The meeting between the Superintendent of Schools or his/her designee, parents/guardians and the student and other qualified staff or consultants as necessary shall comprise a discussion of actions the Canton Public Schools and school personnel may take to create safe learning environment, including:

Names/Pronouns

School staff shall be directed to address the student by the name and pronoun corresponding to their gender identity that is consistently asserted at school. Students are not required to obtain a court ordered name and/or gender change or to change their pupil personnel records as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity. To the extent possible and consistent with these guidelines, school personnel shall make efforts to maintain the confidentiality of the student's transgender status. School documentation such as student IDs shall be issued in the name that reflects a student's gender identity that is consistently asserted at school.

Sports and Physical Education

Transgender students shall be provided the same opportunities to participate in physical education as are all other students. Generally, students may be permitted to participate in physical education and sports in accordance with the student's gender identity that is consistently asserted at school. Participation in competitive interscholastic athletic activities and contact sports will be resolved on a case-by-case basis and according to the standards established by the Connecticut Interscholastic Athletic Association Conference (CIAC).

Restroom and Locker Room Accessibility

The Canton Public Schools aims to support transgender students while also ensuring the safety and comfort of all students. The Superintendent of Schools or his/her designee, together with the parents/guardians, student and other qualified staff or consultants shall evaluate the use of restrooms and locker rooms by the transgender students and consider the following factors, including, but not limited to:

- A. The transgender student's preference;
- B. Protecting student privacy;
- C. Maximizing social integration of the transgender student;
- D. Minimizing stigmatization of the student;
- E. Ensuring equal opportunity to participate;

- F. The student's age; and
- G. Protecting the safety of the students involved.

A transgender student who expresses a need or desire for increased privacy may be provided with reasonable alternative arrangements. Reasonable alternative arrangements may include the use of a private area, or a separate changing schedule, or use of a single stall, gender neutral restroom. Any alternative arrangement shall be provided to the extent possible in a way that protects the student's ability to keep his or her transgender status confidential.

A transgender student should be permitted to use a locker room or restroom that aligns with the student's gender identity.

Gender Segregation in Other Areas

As a general rule, in any other circumstances where students are separated by gender in school activities (i.e. overnight field trips), students may be permitted to participate in accordance with their gender identity consistently asserted at school. Activities that may involve the need for accommodations to address student privacy concerns will be addressed on a case-by-case basis considering the factors set forth above.

Dress Code

Students have the right to dress in accordance with their gender identity that is consistently asserted at school, within the constraints of the Canton Board of Education policy for student dress (#5132-Student Dress).

Privacy

The Superintendent of Schools and/or his or her designees are expected to work closely with the student and family in formulating an appropriate plan regarding the confidentiality of the student's transgender status that works for both the student and the school. Privacy considerations may also vary with the age of the student.

Where the transgender student feels more supported and safe when other students are aware that they are transgender, school staff shall be given guidance and training appropriate for facilitating a respectful school climate. School personnel may be directed to work closely with the student, families and other staff members on a plan to inform and educate the student's peers. It may also be appropriate to engage external resources to assist with educational efforts.

Resources for Transgender or Transitioning Students

If a school staff member observes that a gender identity issue is creating challenges for a student at school or if a student indicates an intention to transition, the staff member shall alert a school counselor and encourage the student to meet with the school counselor if appropriate. School staff shall make every effort to support the student and encourage the support and respect of student peers and staff during school.

When a student indicates an intention to transition, the school counselor, as appropriate, shall offer assistance and provide the student and/or their parents/guardians with information, resources and referral services regarding the issues associated with gender identity and expression and/or formal gender transition. The school counselor shall also provide information regarding gender transition planning at school. The counselor shall coordinate the measures planned and taken at school for supporting the student and creating a sensitive supportive environment at school. These measures may include:

- A. Making resources available to parents who have additional questions or concerns;
- B. Developing age-appropriate lessons for students about gender diversity and acceptance; and
- C. Staff training surrounding vigilance to prevent possible harassment, intimidation and bullying issues that may arise for transgender students.

Reports of harassment, intimidation and bullying shall be promptly investigated and resolved according to Canton Board of Education policy #5131.911-Bullying.

Harassment, Intimidation and Bullying

The Canton Board of Education shall make every effort to maintain a safe and supportive learning and educational environment that is free from harassment, intimidation, and/or bullying and free from discrimination on account of actual or perceived race, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, nationality, atypical hereditary cellular or blood trait of any individual, genetic information, or refusal to submit to a genetic test or make the results of a genetic test known, disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, family status or other distinguishing characteristic.

Complaints alleging discrimination shall be reported to the school affirmative action officer according to board policies.

Any student experiencing or observing harassment, intimidation and bullying is encouraged to report the incident to a member of school staff. Any staff member observing or receiving a report of harassment, intimidation or bullying shall report the incident to the Principal the same day the incident is observed or the report received according to Canton Board of Education policy #5131.911-Bullying. All reported incidents of discrimination, harassment, intimidation, and bullying shall be promptly investigated and resolved according to law and Board policy.

Confidentiality

Students who do not want their parents/guardians to know about their transgender status shall be addressed on a case-by-case basis. The school counselor shall balance the rights of the student needing support and the requirement that parents/guardians be kept informed about their child. In accordance with law, parents/guardians and/or the appropriate local officials shall be informed when there is any suspicion of injury or harm to the student or other students.

School personnel may not disclose information that may reveal a student's transgender status, except as allowed by law. Under the Family Education Rights Privacy Act (FERPA), only those school employees with a legitimate educational need may have access to a student's records or the information contained within those records. Disclosing confidential student information to other employees, students, parents, or other third parties may violate privacy laws, including but not limited to FERPA. Transgender students have the ability, as do all students, to discuss and express their gender identity and expression openly and decide when, with whom, and how much of their private information to share with others.

Official Records

To the extent that the school is not legally required to use a student's legal name or gender on school records and other documents, the school shall use the name and gender preferred by the student.

Each school is required to maintain a mandatory permanent student record of each student, which includes the legal name of the student as well as the student's biological gender. However, the Canton Public School District is not required to use a student's legal name and gender on other school records or documents. The Canton Public School District will change a student's official record to reflect a change in legal name or legal gender upon receipt of documentation that such change has been made pursuant to a court order. In situations where school staff or administrators are required by law to use or to report a transgender student's legal name or gender, such as

for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

Policy Adopted: January 9, 2018
CANTON BOARD OF EDUCATION Canton, Connecticut

APPENDIX XI

Mission – Goals – Objectives Equity and Diversity

CBOE 0523

Purpose of Policy

The Canton Board of Education expects all children to find school a safe and welcoming place, where each and every student is ensured access to pathways to success. It is not possible to achieve this if any child or member of the school community faces prejudice or hostility because of their race, ethnicity, sexual orientation, gender, religion, or physical and mental ability. The Canton Board of Education is committed to identifying and correcting practices and policies that perpetuate institutional racism and other forms of discrimination based on gender, sexual orientation, ethnicity, religion or physical or mental ability in order for all students to succeed. Learning and work environments are enriched and improved by the contributions, perspectives, and very presence of diverse participants. Therefore, the Canton Board of Education believes that it is important to have in place an **Equity and Diversity Policy** to clarify its expectations to ensure equity for all children.

In the Canton Public Schools Community, we believe equity is recognizing and valuing each and every individual, removing systemic barriers to well-being, committing to sustainable action, and ensuring access to pathways of success for all.

By having this policy, the Canton Board of Education gives a clear message to all in the community that discrimination based on race, ethnicity, gender, sexual orientation, religion, or physical and mental ability will not be tolerated in any form in the Canton Public Schools. In the Canton Public Schools, we strive to:

1. Promote critical thinking regarding the history, contribution, and perspectives of diverse racial, ethnic, and social groups.
2. Provide every student with equitable access to high quality, culturally and personally relevant instruction, curricula, support, facilities, and other educational resources.
3. Work actively to encourage advanced academic opportunities for all students regardless of race, ethnicity, gender, sexual orientation, religion, or physical and mental ability.
4. Recruit, employ, support, and retain a teacher(s), administrator(s), instructional, and support workforce that reflects the diversity of the student body.
5. Provide professional development to strengthen employees' knowledge and skills for eliminating cultural, racial, gender, and ethnic disparities in achievement.
6. Ensure that each school creates a welcoming culture and inclusive environment that reflects and supports the diversity of the student population, their families and communities.
7. Remedy the practices, including assessment, that lead to the over-representation of any one group of students (e.g. based on color, gender, etc.) in areas such as special education and discipline, and under representation in programs, such as gifted and talented, honors classes and advanced placement.
8. Review existing policies, programs, curricula, professional development and procedures to ensure the promotion of equity for all students, and that all new policies, programs, and procedures will be developed with an equity approach. Create multiple pathways to success in order to meet the needs of diverse students, and actively encourage, support and

expect high academic achievement from all racial, ethnic and gender groups.

9. Commit to a collective responsibility within the district to address, eliminate, and prevent actions, decisions, and outcomes that result from and perpetuate racism and all other forms of discrimination.

Definitions

Diversity includes characteristics of persons including, but not limited to, race, culture, color, creed or religion, national origin, gender, mental and physical ability, age, marital status, family structure, citizenship status, sexual orientation, sexual expression or identity, economic status, veteran's status, and any other protected class in conformance with federal, state and local laws.

Educational Equity is access to resources, opportunities, and processes that unleash the potential and enhance success and prosperity for each and every student. Equity does NOT mean sameness. Equity recognizes and responds to the gifts and needs of each individual in each community.

Racism is pre-judgment, bias, or discrimination by legal rights based on race. Individual racism includes implicit bias, conscious and unconscious, and external behaviors, and actions towards others.

Institutional racism is the collective failure of a public or private organization to provide an appropriate or professional service to people because of their race, color, culture, or ethnic origin which can be seen or detected in practices, processes, systems, attitudes, and behavior. It looks beyond individual acts of prejudice to the systematic biases that may be built into institutions. These systematic biases discriminate against and disadvantage people of color through prejudice, ignorance, thoughtlessness, or racial stereotyping.

Ethnicity means the social characteristics that people may have in common, such as language, religion, regional background, culture, foods, etc. Ethnicity is revealed by the traditions one follows, such as a person's language.

Implementation and Responsibilities

1. The Superintendent shall establish in accordance with this policy such plans and procedures as may be necessary and appropriate to accomplish its purpose and intent.
Plans and procedures established shall include clear accountability for actions and oversight.
2. The Superintendent and/or designee shall collect, review and provide to the Board a quarterly report on data regarding racial or gender disparities in areas including, but not limited to, student achievement, enrollment, suspension/discipline, graduation rates, participation in honors and advanced placement participation. The report shall identify areas of disparity, areas of growth and targeted goals for the following year.
3. The Superintendent and/or designee shall ensure that there are various means for students, staff, and parents to report incidents of racism and other forms of discrimination.
4. The District will employ staffing processes that support and engender racial and gender diversity in its staff. The superintendent shall provide annually to the Board a report on staffing and efforts made to ensure that the staff represents the diversity in the student body and the community.
5. The District shall provide professional development to its staff to improve its cultural competencies and anti-bias training in serving a diverse student body and community. The district shall offer opportunities for all staff to improve culturally responsive instructional practices, curriculum, and assessments.
6. Administrators, teachers, and all staff are expected to address any incidents of racism, sexism, and other forms of discrimination. No member of the staff should ignore any form of this type of behavior anywhere in the school. Staff members should immediately explain

why this type of behavior is unacceptable. All violations shall be reported to the school administration as they will become part of the superintendent's quarterly reports to the Board.

7. In addition to normal disciplinary consequences, the district will ensure that counseling, restorative practices, and the like, are part of discipline practices that relate to student violations of regulations that are part of the implementation of this policy in schools.

8. All students will be educated about the implications of this policy throughout the school year.

9. The district shall establish an organization or committee of students to promote equity and diversity and to serve as leaders and spokespersons within the schools and the district.

10. This policy shall be included in all students' handbooks provided to students and families. This policy will be posted to the District website.

11. The Board shall direct the superintendent to develop and conduct a systematic Equity Needs Assessment for the district to identify processes and practices that may need to be revised in light of this policy.

Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include "sexual orientation" and P.A. 11-55 to include "gender identity or expression")

10-153 Discrimination on account of marital status.

17a-101 Protection of children from abuse.

Connecticut State Board of Education "Position Statement on Culturally Responsive Education," adopted May 4, 2011

Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.

29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

34 CFR Section 106.8(b), OCR Guidelines for Title IX.

Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR Sec. 1606.8 (a) 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)

Section 8525, ESEA as amended by the Every Student Succeeds Act
Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)

Davis v. Monro County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)

The Vietnam Era Veterans' Readjustment Act of 1974, as amended, 38 U.S.C. §4212

Title II of the Genetic Information Nondiscrimination Act of 2008

The Americans with Disabilities Act as amended by the ADA Amendments Act of 2008

Public Law 111-256

Meacham v. Knolls Atomic Power Laboratory 128 S.Ct. 2395, 76 U.S.L.W. 4488 (2008)

Federal Express Corporation v. Holowecki 128 S.Ct. 1147, 76 U.S.L.W. 4110 (2008)

Kentucky Retirement Systems v. EEOC 128 S.Ct. 2361, 76 U.S.L.W. 4503 (2008)

Sprint/United Management Co. v. Mendelsohn 128 S.Ct. 1140, 76 U.S.L.W. 4107 (2008) Policy Adopted: June 8, 2021

CANTON PUBLIC SCHOOLS Canton, Connecticut

