

# Bolton Public Schools



## **BOLTON CENTER SCHOOL Parent and Student Handbook 2023-2024**

**Bolton Center School  
108 Notch Road  
Bolton, CT 06043**

Our school is a safe place to learn because we are kind,  
respectful, responsible and honest.

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## SCHOOL ADMINISTRATION

Superintendent	Mrs. Kristin Heckt	(860) 643-1569
Principal	Mr. Darryl Giard	(860) 643-2411
Assistant Principal	Mrs. Amela Kelleher	(860) 643-2411
Director of Student Support Services	Mrs. Beth Goldsnider	(860) 643-1569
Director of Teaching and Learning	Monica Giglio-Kasper	(860) 643-1569

## CONTACT INFORMATION

Main Office	(860) 643-2411
Fax	(860) 646-4860
Athletic Department	(860) 649-4370
Guidance Department	(860) 643-2411
Health Room	(860) 647-1655
Attendance	(860) 643-2411
Confidential Crisis/Suicide Hotline	211
Sexual Assault Crisis	1-888-999-5545

## BELL SCHEDULE: Grades 6-8

Monday-Friday	
Homeroom/A	8:30 - 9:18
B	9:20 - 10:05
C	10:07 - 10:52
D (Lunch)	10:55 - 11:25
E	11:28 - 12:13
F	12:15 - 1:00
G	1:02 - 1:47
H	1:49 - 2:34
Study Hall	2:37 - 2:57
Recess	3:00 - 3:15

## EARLY RELEASE SCHEDULE: Grades 6-8

A	8:30-9:00
B	9:02-9:28
C	9:30-9:55
D -Lunch	10:00-10:25
E	10:28-10:52
F	10:54-11:18
G	11:20-11:44
H	11:46-12:10

## TWO-HOUR / THREE- HOUR DELAY OR CANCELLATION

In case of serious weather concerns, a two-hour delay, three-hour delay, or no school announcement will be made from radio stations and television stations between 6:00 A.M. and 7:30 A.M.

Information is also posted on the school's website: [www.boltonpublicschools.com](http://www.boltonpublicschools.com).

## **Bolton Public Schools**

### **Mission Statement:**

The mission of the Bolton Public Schools is to inspire all students to grow as learners, individuals, and citizens.

### **Vision Statement:**

All students in the Bolton Public Schools are empowered to embrace learning and a healthy mindset, continually build knowledge, develop skills, and become engaged global citizens

### **We believe:**

- Quality education is an indispensable community investment in the future of students and society.
- Quality education requires commitment, communication, and collaboration among the student, family, school, and community
- All students have value and the right to an education that meets their academic, physical and social/emotional needs.
- Students should recognize and value excellence.
- High expectations and shared accountability are essential for the success of each student.

### **BOLTON PUBLIC SCHOOLS DISTRICT GOALS 2020 – 2025:**

- **Goal 1 Student Success:** Challenge and prepare every student for success in school and life.
- **Goal 2 Caring Culture:** Foster a responsive, caring, and inclusive culture and collaborative relationships.
- **Goal 3 Talent Development:** Encourage a learning environment that emphasizes excellence and recruits, develops, supports, and retains high-quality staff.
- **Goal 4 Resource Stewardship:** Champion the needs of our school system and be responsible stewards of the public's investment.

## **PREFACE**

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

This booklet is written for our students and their parents. It contains required and useful information. We address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct, which is intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications.

## **ADMISSION/PLACEMENT**

A student seeking enrollment at BCS for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the Guidance Department. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student. After such assessment and consultation with the parents, the Principal will determine the grade placement of the child. Non-resident students from other school districts within the state, who apply pursuant to Board of Education regulations, may enroll in particular programs or schools within the district on a space available basis, without payment of tuition, as part of the inter-district public school attendance program called Open Choice. The Regional Educational Service Centers will determine which school districts are close enough to make transportation feasible.

Parents of students attending District schools have the option to enroll their child (ren) in a magnet school with which the District is a nonparticipating district, if the magnet school has unused student capacity. The District will pay any tuition charge. (Does not include tuition for a preschool magnet program.)

**REGISTRATION OF NEW STUDENTS:** The school office must be notified of all student entrances and withdrawals so that records may be obtained or sent out. To register a new student, parents should call the Bolton Center School office at 860-643-2411 to schedule an appointment. Please provide a birth certificate, proof of residency, proof of required immunizations and a health physical form. According to Connecticut State Law, no student may be admitted without a statement of immunizations.

## **AMERICAN WITH DISABILITIES ACT/SECTION 504**

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as "Section 504") is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination on the basis of disability. Under Section 504, the school district also has specific responsibilities to identify, evaluate and provide an educational placement for students who are determined to have a physical or mental impairment that substantially limits a major life activity. The school district's obligation includes providing such eligible students access to free appropriate public education ("FAPE"). Section 504 defines FAPE as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees imposed on nondisabled students/parents).

A student is covered under Section 504 if it is determined that he/she suffers from a mental or physical disability that substantially limits a major life activity such as (but not limited to) caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity may also include the operation of a major bodily function, such as an individual's immune, digestive, respiratory or circulatory systems.

Should you have any questions regarding Section 504, please call either your child's school Principal or the Director of student services for the Bolton School District at 860-643-1569.

## **ATHLETICS**

The intent of the Bolton Public Schools' athletic program is to provide a comprehensive, diverse, wholesome, and dynamic program consistent with the school district's mission statement. Student athletes will learn the importance of good sportsmanship, ethical behavior, positive values, and self-worth. The Bolton Public Schools' athletic program shall encourage cooperation between school programs and Town of Bolton recreational programs. The Bolton Public Schools' athletic program will attempt to find options for every child who wishes to participate. Coaches work directly with the Athletic Director to ensure a consistency in team member selection, code of conduct, scheduling of games, and communication with parents. Student interscholastic activities shall be governed by the Connecticut Interscholastic Athletic Conference (CIAC). All coaches are certified in accordance with CIAC guidelines and are evaluated annually by the building level administration.

Student athletes may not participate in any intramural or interscholastic activity unless the student athlete and his/her parent/guardian complete the concussion education plan and sign the informed consent form.

The concussion education plan may consist of written materials, online training or videos, or in person training. The consent form includes a summary of the school/district's concussion education plan and applicable school board concussion policies.

Marking period grades may be used in determining scholastic eligibility regarding participation in athletics during any given marking period. This decision will be determined by administration.

**Any student athlete, who has not reported to school by 12:00 P.M., will not be permitted to practice or play that afternoon or evening. In addition, a student who is dismissed from school by the nurse will not be able to participate in practice or play in that afternoon or evenings game. Exceptions to this rule will be considered only if the player's parent explains the unusual circumstances to the Principal or his designee.**

#### **Bolton Center School Sports Offerings**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Boys & Girls Cross Country	Boys & Girls Basketball	Boys & Girls Baseball/Softball
Boys & Girls Soccer	Unified Basketball (Co-Ed)	Unified Volleyball (Co-Ed)

## **ATTENDANCE**

Connecticut state law requires parents to make sure that their children between the ages of five to eighteen attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.

Absence means an excused absence, unexcused absence or an in-school suspension that is greater than or equal to one-half of a school day. A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school district offices.

A child whose total number of absences at any time during a school year is equal to or greater than 10% of the total number of days that the student has been enrolled at the school during the school year is considered a "chronically absent child." The child will be subject to review by the district and/or the school attendance team.

### **Absence:**

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school between 7:45 A.M. and 9:30 A.M. on the day of the absence by telephoning the school at 860-643-2411 or the Nurse's Office anytime at 860-647-1655. **Parents will be called if their child is absent and the school has *not* been notified.**

If it is not possible to telephone the school on the day of absence, the parent is requested to send a written excuse to the school on the date of the student's return. The student should submit the excuse directly to the office. Parents should contact the classroom teacher(s) in order to take advantage of special services such as the collection of homework assignments for the student who must be out several days. Students considered absent may not participate in any after-school activity or sporting event on that day.

### **Excused Absence:**

A student's absence from school shall be considered "excused" if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials such as a parent note.
- B. Students receive an excused absence for the tenth absences and all absences thereafter, when they are absent from school for the following reasons:
  1. Student illness, verified by a licensed medical professional, regardless of the length of the absence.



2. Students observance of a religious holiday.
3. Death in the student's family or other emergency beyond the control of the student's family.
4. Court appearance which is mandated. (Documentation required)
5. The lack of transportation that is normally provided by the district other than the one the student attends.
6. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines.
7. Additional 10 days for children of service members.

The responsibility for makeup of work lies with the student, not the teacher.

### **Unexcused Absence:**

Unexcused absences are those which do not fall under any of the excused absences.

Absences which are the result of school or district disciplinary action are excluded from the definitions.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards issued each trimester. Parents are also encouraged to contact the teachers, guidance counselors and administrators to get help in verifying attendance and attendance records at any time during the year.

### **Chronic Absenteeism:**

A student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a "chronically absent child." Such a student will be subject to review by the attendance review team and the chronic absenteeism prevention and intervention plan developed by the State Department of Education.

**Make-Up Work Due to Absence:** When students have been absent from school, they are expected to complete all work assigned during their absence. The responsibility for makeup of work lies with the student, not the teacher. Unless a student has an extended illness, all makeup work is to be completed one day for each day out of school. For example, a student who is absent from school for three days will have three school days to complete makeup work. For prolonged absences the Main Office will help by requesting work from teachers. Alternatively, students may elect to gather work from teachers via email or through the use of classroom websites and Plus Portals.

### **Leaving School Grounds/Release of Students From School:**

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator for the parent or guardian to pick up the student in the school office.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian.

### **Tardiness:**

A student arriving at school late, after 8:40 a.m. for grades K-8, must sign in at the office before going to class.

Lateness to any class is an interruption in instruction and should be avoided. Repeated tardiness to school or class may result in disciplinary action. A student who is repeatedly tardy may be considered truant.

### **Truancy:**

Connecticut General Statute Section 10-184 provides that each parent or guardian in grades K-12, is obligated to cause the child to attend school regularly during the hours and time school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction in studies taught in the Bolton Public Schools. Failure by parents/guardians to assure that their child attends school may be seen as educational neglect, which can lead to school officials filing a written complaint with the Superior Court pursuant to Conn. Gen. Stat. 46b-149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service

needs. Students are reminded that any truant day is counted as an absence and will seriously impact any appeal for credit.

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

### **Parent Request For Early Dismissal:**

If necessary, students may be dismissed during the normal school day. A note requesting early dismissal must be sent to the homeroom teacher prior to the requested dismissal time. The note should include the reason for the early dismissal. The parent or person authorized (in writing) by the parent must sign the student out in the main office. Office personnel will call the classroom to dismiss the student. No student is to leave the building unescorted during the school day.

**Co-curricular Activity or Sporting Event:** A student absent because of illness may not attend any after school activity or sporting event (game or practice) on the day of the absence. A student dismissed for the reason of illness may not attend any after school activity or sporting event on the day of the dismissal.

## **AUTOMATED PHONE MESSAGING SYSTEMS**

The Bolton Public School system uses an automated phone messaging system (School Messenger) which gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated. Administrators have the ability to send prerecorded messages to the entire school community, or they can tailor transmissions to smaller groups, when needed. The system allows the District to program up to three numbers for each parent/guardian of a district student. At the beginning of the school year, parents will be informed of the message system, and can elect to receive email, voice mail and or text messaging.

## **BULLYING**

The Bolton Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; 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 Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying are likewise prohibited.

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

Bullying of a student by another student is prohibited. "Bullying" means an act that is direct or indirect and severe, persistent or pervasive, which:

- causes physical or emotional harm to an individual; Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property.
- places an individual in reasonable fear of physical or emotional harm; or Infringes on the rights of such student at school.
- infringes on the rights or opportunities of an individual at school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and 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.

Examples of bullying include, but are not limited to:

- Physical violence and attacks.
- Verbal taunts, name-calling and put-downs including ethically-based or gender-based verbal put-downs.
- Threats and intimidation.
- Extortion or stealing of money and/or possessions.
- Exclusion from peer groups within the school.
- The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school ("cyber bullying").
- Targeting of a student based on the student's actual or perceived "differentiating" characteristics.

Student 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: creates a hostile environment at school for the victims, infringes on the rights of the victim at school or substantially disrupts the education process or the orderly operations of a school, are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials. Student and/or their parent may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to any school employee, who will promptly reduce the complaint to writing and forward it to the Safe School Climate Specialist for review and action. The complaint procedure is also posted on the District's website and the school website. Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the Assistant Principal, but no disciplinary action shall be taken solely on the basis of an anonymous report. The Assistant Principal is responsible for taking a bullying report and investigating the complaint. The district safe school climate plan is posted on the district website.

**Cyber Bullying:** Cyber bullying 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. Cyber bullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged-on as someone else.

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures. Cyber bullying 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.

Cyber bullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members, who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Safe School Climate Specialist, the Principal or Director of Instructional Technology and Curriculum. All reports of cyber bullying will be investigated by the Safe School Climate Specialist.

In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must violate a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

**Harassment:** Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, sexual orientation, gender identity or expression, or any disability they may have. The District has zero tolerance for harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

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

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

**Hazing:** Students are prohibited from participating in any hazing activities. Hazing is any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or affiliation with any student organization. Hazing, bullying or abuse of students or staff will not be tolerated. Any student who engages in an act that injures, degrades or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action.

**Sexual Harassment:** The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee. A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or with the Director of Student Support Services (Title IX Coordinator).

**Teen Dating Violence:** 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 have been in a dating relationship. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

**Reports of Bullying:** Please contact the assistant principal of Bolton Center School, if you need to report acts of suspected bullying. Parents or guardians of students may file written reports of suspected bullying. Forms for filing bullying reports can be found on the district website under safe school climate plan. The Assistant Principal can be reached at 860-643-2411.

## **BUS CONDUCT**

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation. All complaints concerning school transportation safety are to be made to the Transportation Coordinator at 860-533-1570. A written record of complaints will be maintained and an investigation of the allegations will take place.

While riding the school bus, students are expected to follow all posted bus rules. The following shall apply to student conduct on school transportation:

- Passengers shall follow the driver's directions at all times.
- Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest to their home.

- Passengers shall not stand while the bus is in motion.
- Passengers shall keep all personal belongings and other objects out of the aisle of the bus.
- Passengers shall not deface the bus and/or its equipment.
- Passengers shall not extend head, hands, arms, or legs out of the window, nor hold or throw any object out the window.
- Passengers shall not smoke or use any form of tobacco or smoking products.
- Passengers shall not eat on the bus.
- Passengers shall not use obscene language
- Upon exiting the bus, passengers shall wait for the driver's signal before crossing in front of the bus (if necessary).
- Passengers shall ride the bus to which they are assigned and shall obtain a bus pass from the Main Office when riding a different bus.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

- A conference involving the Principal, student, driver and parent may be required.
- The Principal may suspend the student's bus riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
- In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to remove the student and call for law enforcement assistance. The Principal and parent(s) shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

**Bus Passes:** Due to the number of passengers on some buses, students will be issued passes through office personnel on a space available basis. Students who need to take the 3:15 p.m. bus should obtain a bus pass from the office no later than 2:30 p.m. The teacher who is supervising the student should also contact the main office to verify.

## **BICYCLES**

Bicycles, skateboards, longboards and rollerblades or similar equipment for recreational purposes (purposes other than transportation to and from school) are not allowed.

### **BICYCLES AND WALKERS:**

**STUDENTS SHOULD NOT ARRIVE BEFORE 8:15 a.m. a.m.** The breaking of these rules could result in the loss of walking or bicycle privileges. Students are not supervised at that time and should not be on school grounds. A teacher is assigned bus/outside supervision at 8:15 a.m. Students are to remain outside until they are told to enter the building. Upon arrival, bicycles should immediately be parked and locked in the racks in front of the building. For safety reasons, bicycle riders must wait until the buses have left school premises before leaving for home. It is important for parents to emphasize that walkers and bicycle riders obey all safety rules in coming to and going home from school. All bicycle riders must wear helmets when riding bicycles on school property. In addition, the use of bicycles for recreational purposes (purposes other than transportation to and from school) is not allowed on school grounds.

## **CAFETERIA**

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from the Main Office. Charging is not encouraged by the District, but on those occasions that a student does not have money, they will be offered an alternate meal.

It is the intent of the Board of Education that schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages offered for sale to students in the cafeteria will meet federal and state standards and guidelines. In conformity with applicable law, necessary accommodations will be provided, where required for students with food allergies.

Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct. While in the cafeteria, students are expected to follow all posted cafeteria rules. Please refer to the PBIS matrix at the end of this handbook.

## SCHOOL LUNCH PROGRAM

Bolton School District's Food Service Department provides parents a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through a web site called **MySchoolbucks.com**.

### To access these services:

1. Simply go to the district web site at [www.boltonpublicschools.com](http://www.boltonpublicschools.com)
2. Click on the Food Services link.
3. Click on the MySchoolBucks.com link. From this site you will create your account and add money to your child's school meal account. All you need is your child's name, student ID number and school ZIP code. The instructions listed on the back of this page will guide you through the easy online account set up process.

### Registering for MyNutrikids.com

- You will first need your child's student ID number; you may get this number by contacting your child's school or contacting my office.
- Go to the district website at [www.boltonpublicschools.com](http://www.boltonpublicschools.com) then click on Food Services, click on the link to MySchoolbucks.com OR go to [www.MySchoolBucks.com](http://www.MySchoolBucks.com).
- Click **Sign Up** and enter the required information.
- Click **Finish** to complete the initial registration process.
- **Add Students to Your Family Account**
- When you log in you will be taken to the homepage.
- Click **MyKids** from the main menu OR from the blue navigation bar above.
- This is a listing of the students in your account. It will be empty on your first visit to the site.
- Click **Add Child** and enter the required information.
- Click **Add** (next to your child's name) to continue.
- Click **Add Child** to repeat the process for additional children.
- NOTE: Your child's transaction history report will not display information during the initial account set up process.

### How to Make a Deposit

- Click **Deposit Money** located next to **Add Student**.
- Enter an amount in the **Deposit** column next to your child's name.
  - o If you have more than one child, enter the amount you wish to deposit into the column next to each child's name. DO NOT deposit money for your entire family into ONE child's account.
- Click **Calculate**.
- Click **Make Deposit**.
- You will be directed to the PayPal web site to enter your payment information.
  - o You have the option to use your existing PayPal account or a major credit card to make your payment.
  - o If you are using your PayPal account, enter your email address and PayPal password to continue.
  - o If you are using a credit card, enter the required information. For your protection, MySchoolBucks.com will not store your financial information.
- Click **Pay Now** when finished.
- Click **Pay** once again to finish the process.

### **Things to know:**

- If you have more than one child in the District you can handle all online prepayments from the same online account.
- Payments may be made through an existing PayPal account or with a major credit or debit card.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.95 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.95 fee once per deposit transaction. Bolton School District will not profit from the use of this site.

If you choose not to take advantage of the online prepayment service you may continue to make advance payments via check, which should be made payable to the Bolton Lunch Program School District. Please write your child's full name on the check and cash payments are welcome too. If you have any questions about these services, please feel free to contact Heather Plourde, Coordinator of Food Services at 860-643-1569 x 4134 or email: [hplourde@eastconn.org](mailto:hplourde@eastconn.org)

## **CELEBRATIONS**

**Classroom Celebrations:** Celebrations that occur in the classroom (i.e. birthday parties, holiday parties, etc.) shall not include food brought in from home, including store bought items. These procedures will help promote healthy eating in school and reduce the potential exposure to allergens for students with allergies.

**Out of School Celebrations:** The distribution of party invitations in class is **only** allowed if all students in the class are invited. The distribution of party invitations on the bus is prohibited.

## **CELL PHONES**

The use of electronic devices such as, but not limited to, iPods, iPads and cell phones are prohibited during the regular school day unless permitted by the classroom teacher and/or administration. Cell phones and electronic devices must be stored in lockers or backpacks upon the start of school. Once school starts, cell phones are to be turned off and out of sight. Students found to be using any electronic communication devices in violation of Board policy and school rules shall be subject to disciplinary action. Disciplinary action may include but is not limited to; first incident – reminder to put cell phone away, second incident – phone collected by teacher and handed to the office for student to get at the end of the day, and third incident – phone collected by teacher and handed to the office for the parent/guardian to pick up. Further, a student may be disciplined for creating and/or distributing written or electronic material, including, tweets, blogs, that cause substantial disruption to school operations or interferes with the rights of other students or staff members. The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on cell phones or other electronic devices is prohibited. The use of any device that disrupts the learning environment or is used during school hours in an undesignated area will result in disciplinary action.

## **CHEATING/PLAGIARISM**

Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character that is inconsistent with District goals and values. All forms of cheating and plagiarism are not acceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidences require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

## **CHILD ABUSE/NEGLECT/PHYSICAL ASSAULT**

All school employees, including teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm or sexual assault by a school employee to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

Reporting of child abuse, neglect and sexual assault by a school employee is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse, neglect or a sexual assault a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

## **CLASSROOM BEHAVIOR**

Classroom discipline is essential for effective teaching and learning. Students are expected to cooperate with their instructors in maintaining an orderly environment for learning. Students, who show disrespect to the instructor or peers, refuse to obey a reasonable request by a staff member, or who disrupt the classroom environment will be referred for disciplinary action. Refer to the PBIS Behavior Matrix posted in every classroom.

## **CLUBS**

Several extra and co-curricular programs are provided for students at Bolton Center School. BCS values student interest and respects student concerns. Therefore, students are encouraged to suggest new clubs or organizations and promote the club's activities. The formation and operation of any club or organization must first be discussed with the Principal and then requested in writing. All rules and regulations pertaining to the school day apply to co-curricular events both on and off school grounds. Students who are absent or not in school by 12:00 PM are not allowed to participate in extra-curricular activities for that day. Also, any student who is dismissed from school by the nurse will not be able to participate in extra-curricular activities for that day.

A partial list of clubs and organizations includes:

Art Club	The offering of clubs may vary year to year.
Robotics Club	
Homework Club	
Student Council	
Yearbook Club	
Newspaper Club	
Book Club	
Guitar Club	
Video Club	
Spelling Team	

## CODE OF CONDUCT/ DISCIPLINE

Bolton Center School Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately.\*
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on school buses.



11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Prescription drugs which are given to person other than who the drug is prescribed.
19. Smoking or using tobacco products, including electronic nicotine delivery systems (e-cigarettes) and vapor products.
20. Hazing, bullying
21. Behaving in any way that disrupts the school environment or educational process.
22. Using electronic devices during the school day in school buildings, without prior approval of the principal.
23. Violating the district's Internet Safety policy and/or Online Social Networking Policy.
24. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
25. Cheating, plagiarizing.
26. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
27. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
28. Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property.

During school dances, students may not leave the building until 9:00P.M. unless written permission is received from parents indicating that the parents will pick up the student prior to 9:00P.M. At 9:00 P.M., the school building and school grounds will be secured and adult supervision will end. Students without such written permission will not be allowed to leave and reenter the dance activity. Smoking is not allowed at any school functions. All school rules are in effect during such activity.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is "seriously disruptive of the education process" for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

**Control of Personal Property:** Bolton Center School prides itself in being a community of trust; however, students are responsible for their own property and should take reasonable care of all possessions. Students are strongly discouraged from bringing large sums of money or any valuables to school. Students should report thefts immediately to the classroom teacher, coach, advisor, and/or the main office. **Bolton Center School is not responsible and does not reimburse for lost, stolen or damaged items.**

**Drug Policy:** The possession, use or sale of any illegal substance is against the Board of Education policy. The entire Board of Education policy on drugs and alcohol (5131.6) will be reviewed with students during the first week of school and is also accessible online.

**Detention:**

1. Students may be given detentions for failure to follow school rules.
2. A student who is sent to the office for inappropriate classroom behavior may receive a detention during lunch and/or after school. The detention may be served on the day of occurrence with the teacher involved, unless otherwise arranged between the teacher and parent. Students are expected to give substitute teachers their full cooperation.
3. Detentions may be issued for chronic lateness.
4. Detentions are served as needed from 3:15-4:15 PM. The accumulation of detentions in a quarter will result in administrative intervention. Suspension may occur at that point.

**Removal from Class:** The teacher or administrator may remove a student from class if he/she deliberately causes a serious disruption of the educational process. Removal from class will result in an absence from class and further disciplinary consequences may be assigned by administration.

**Suspension:** A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

Students in preschool through grade 2, inclusive, may only receive in-school suspensions, unless, after an informal hearing, the administration determines that an out-of-school suspension is appropriate based on evidence that the students conduct on school grounds is of a violent or sexual nature that endangers persons.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instance the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension. For any student suspended for the first time and who has never been expelled, the 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, which shall not incur an expense to the student or his/her parents.

**In-School Suspension:** A student may be excluded from attending classes and any/all school events if his/her conduct on or off school grounds violates school rules, Board policy and/or is disruptive of the educational process. Students who are assigned an in-school suspension will report to the assigned area of the building at the start of the school day and complete work and assignments in a monitored, isolated setting. A student that is assigned an in-school suspension is ineligible to participate in any school activity, on or off school grounds, including all academic events and co-curricular events, as well as athletic games or practices for the time period of the in-school suspension.

**Out-of-School Suspension:** A student may be excluded from attending school and any/all school events if his/her conduct on or off school grounds violates school rules, Board policy, and/or is seriously disruptive of the educational process. Students who are suspended from school are not allowed to be on school grounds for any reason. A student that is suspended is ineligible to participate in any school activity, on or off school grounds, including all academic events or co-curricular events, as well as athletic games or practices for the time period of the suspension. Any student found on school property or at school functions during suspension may be subject to police arrest.

**Police Arrest:** Students who violate state or federal law will be subject to police arrest. It is the policy of the school administration to notify the state police of any student infraction including, but not limited to, theft, vandalism, threatening, fighting, assault, or possession/use of an illegal substance.

**Expulsion:** A teacher may remove a student from all classes when the student deliberately causes a serious disruption to the teaching and learning process within the classroom.

Prior to an expulsion hearing, information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services shall be provided to the student and his/her parent or guardian.

The Board of Education may expel a student in grades 3 through 12 inclusive, from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

Expulsion from school will result in the loss of all extracurricular and social privileges during the period of expulsion.

For any student expelled for the first time and who has never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program does not require the student or the parent/guardian of the student to pay for participation in the program.

Students in grades kindergarten through grade 12 inclusive are subject to mandatory expulsion for the possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity for a calendar year. A student in grades kindergarten through grade 12 inclusive, who offers illegal drugs for sale or distribution on or off school grounds, is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion were not for weapon possession and/or for the sale or distribution of illegal drugs.

If students expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, has never been suspended and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

A district student who has committed an expellable offense who seeks to return to a District school after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for one year or more, in lieu expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District will not expel the student from any additional time for the offense(s).

## **DANCES**

### **Behavior for Middle School Dances:**

1. Students should arrive promptly at the scheduled beginning of the dance and not before.
2. Doors close one half hour after the beginning of the dance. No one will be admitted after this time without prior approval and students are expected to remain until the conclusion of the dance.
3. Food and drink is not allowed to be brought in; if provided at event will be allowed only in designated areas.
4. Rides must arrive promptly at the scheduled end of the dance. Failure to leave the grounds at this time may result in exclusion from the next dance.
5. No guests from other schools or grade levels are permitted.
6. Any inappropriate behavior will result in removal from the dance. Parents will be called to pick up their child immediately.
7. All coats, bags and personal belongings must be left in a designated area until completion of the dance.
8. Students who have been suspended during that quarter will not be permitted to attend the dance.

9. Any destruction of property, including social decorations, will result in replacement costs and exclusion from the next dance.

10. All school rules apply. Proper attire is required.

11. A student must be in attendance during that school day in order to attend the after school social.

## **DANGEROUS WEAPONS & INSTRUMENTS**

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school. An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent.) The Board or Superintendent, as appropriate, may allow such readmission on specified criteria.

## **DEFIBRILLATORS**

Each school will have one automatic external defibrillator (AED) and two school personnel trained in AED operation and cardio pulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies.

## **DISTRIBUTION OF MATERIALS**

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met. Printed materials may be distributed to parents by students as a means of communications. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations will be referred to the office of the superintendent to determine whether the request complies with school policy. The Principal or his/her designee may approve such distribution providing that the material is related to the school, community, local recreational or civic activity; the material does not relate to any religious belief or activity, or promote private gain; the material does not promote any outside governmental political party, candidate or position; the material does not promote profit making organizations; and that the material does not advocate a position regarding a referendum question.

Materials that have a religious content may be made available to students during non-instructional time. The District has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the District. Publications prepared by or for the school may be posted or distributed, with prior approval by the Principal, sponsor or teacher. Such items include school posters, brochures, school newspapers and yearbook.

Students may not post notices or hang posters on school property without permission from the Principal. Students need to bring in the notice or poster and obtain permission in advance. Once permission is granted, notices and posters are only to be placed on the school's designated "bulletin board" in the hallway of the school.

## **DRESS CODE**

Bolton Center School students are expected to wear clothing that is appropriate for a serious academic school setting. Students are expected to dress and groom themselves for the business of school so as not to distract other students, disrupt the educational process, or pose a health or safety threat to anyone. Restrictions on student dress and freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law. A student is in violation of the dress code if he/she wears:

- Revealing clothing: Shirts/tops revealing the chest, cleavage, shoulders, midriff or having enlarged armpit openings.
- See-through clothing, spaghetti strap tops, tops that reveal bra straps, and sleeveless shirts & undershirts.
- Pajama bottoms, sleepwear and slippers.
- Skirts and shorts falling higher than the midpoint of the thigh. The length must fall **below** the student's fist when arms are placed at the side of the body/leg.

- Sweatshirt hoods and sunglasses. Exceptions for religious or medical reasons will be up to the discretion of administration.
- Articles of clothing, accessories, or jewelry that contain offensive, disruptive, or suggestive writing and/or pictures. The following examples are considered inappropriate: profanity, racism, sexism, or sexually suggestive comments and any items promoting drug, alcohol, tobacco use or reference gambling.
- Bare feet. For health and safety reasons, footwear must be worn at all times. Footwear that is considered a safety hazard will not be allowed. In certain classrooms and labs, sports sandals and flip-flops will not be allowed.
- Pants are to be worn above the waist and must cover undergarments. Pajama bottoms and sleepwear are not allowed unless it is a school designated fundraiser/event that allows for it. (i.e. Pajama Day)

Additional expectations and considerations concerning the Dress Code:

- Students are required to change their clothes for physical education (PE). Details concerning this requirement are explained in the PE course description.
- If any item of clothing is deemed in violation of the dress code the student will not be allowed to attend classes and may be asked to go home if, after a first warning, he/she does not immediately address the clothing violation. Students will be responsible for work missed from classes and time away from classes or school will be considered an absence.

Any staff member may report a dress code violation. A student may receive more than one violation if the student chooses not to change and or remove the item in question resulting in a detention.

## DRUGS

Any student using, possessing, manufacturing, distributing, selling, or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia, or alcohol on school property, or at a school sponsored activity will be referred to the principal and then referred to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian. A meeting may be scheduled with student support services for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian. Law enforcement officials will be contacted by the building administration in the case of suspected involvement in the use, sale, or distribution of controlled drugs, controlled substances, drug paraphernalia, or alcohol. This may result in police arrest. The student will also face disciplinary action.

## ELECTRONIC DEVICES

The use of electronic devices such as, but not limited to, disc players, iPods, iPads and cell phones are prohibited during the regular school day unless the student is given permission by administration or the classroom teacher. The use of electronic devices for educational purposes is up to the discretion of the classroom teacher and will be granted on a case-by-case basis.

### Cell Phones:

Cell Phones are to be turned off and out of sight. All cell phones should be placed in student lockers or in student backpacks which are kept in the classrooms. Cell phones can be used after school hours to allow for students to arrange transportation after extra help, sports practices, rehearsals, sporting events, etc. **Any cell phone that rings during class, vibrates during class, is used during class, or visible during school hours will be collected by teachers and turned into administration.**

Students found to be using any electronic communication devices in violation of Board policy and school rules shall be subject to disciplinary action. A student may be disciplined for creating and/or distributing written or electronic material, including internet material and blogs that cause substantial disruption to school operations or interferes with the rights of other students or staff members. The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on cell phones or other electronic devices is prohibited in the school setting. Laser pointers and two-way radios are not allowed on school property as well.

## EMERGENCY SCHOOL CLOSING/LATE OPENINGS/UNSCHEDULED EARLY DISMISSALS INFORMATION

In the event of bad weather or an emergency, school status announcements will be made on radio, television stations, and the school website at [www.boltonpublicschools.com](http://www.boltonpublicschools.com). Parents will also receive a phone call and email (based on the information we have on record). A SMS text message will also be sent if you "Opted-In" with your cell phone for

that program. Please do not call the school, Bolton Board of Education, or the superintendent's office. Since emergency early dismissals are a possibility (inclement weather or other emergency situations) parents should discuss alternate arrangements with their children prior to emergency situation. Early dismissal time is 12:10 PM.

## **ENGLISH LEARNERS (EL)**

Parents of English Learners (EL) Students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the EL program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion. Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, and homework assistance and tutoring. Students, after 30 months in a bilingual program, will not be offered additional bilingual education.

## **EQUAL OPPORTUNITY**

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law. The director of student support services is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

## **EXEMPTION FROM INSTRUCTION**

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian. In addition, a student will be excused from participating in, or observing animal dissections as part of classroom instruction upon a written request from the student's parent or guardian. The student must complete an alternate assignment determined by the school.

## **FACILITIES**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place. After dismissed and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

## **FINANCIAL COMMITMENTS/FEEES**

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pencils and notebooks. The student may be required to pay certain other fees or deposits, including: club dues, security deposits, materials for a class project that the student will keep, personal physical education and athletic equipment and apparel, voluntary purchases of pictures, publications, class rings, yearbooks, student accident insurance, insurance on school-owned instruments, instrument rental, uniform maintenance, parking fees and student identification cards, fees for damaged library books and school-owned equipment, membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities, fees for driver training courses, and the costs and related specifics of the Pay-to Play program.

The cost of repairing or replacing school property is the student's responsibility. Students who have outstanding obligations will not receive their report card in the mail or a new schedule at the end of the year, but will receive a note telling how much is owed and the reason for the figure. In addition, the school reserves the right to withhold the issuance of transcripts or limit participation in school activities or athletics until the obligation is cleared.

## **FIELD TRIPS**

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

appropriate for the field trip activity. The Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education.

**Overnight Field Trip Policy:** The school takes great pride in making numerous opportunities for travel available to all students. The Bolton Board of Education policy prohibits the possession or use of any weapons, alcohol, drugs, or other illegal substances on all school related field experiences in the United States, Canada, or abroad (regardless of the drinking age of the country visited). Any student using alcohol, drugs, or other illegal substances or anyone in the company of a person using alcohol, drugs, or other illegal substances is considered to be in violation of this rule and will be sent home immediately at the parents'/guardians' expense. Any student distributing or selling alcohol, drugs, or other illegal substances and anyone receiving or purchasing alcohol, drugs, or other illegal substances is considered to be in violation of this rule and will be sent home immediately at the parents'/guardians' expense. Any student in possession of any type of "weapon" will be sent home immediately at the parents'/guardians' expense. Upon return, the student in violation will be subject to all appropriate school discipline including social probation, suspension and/or expulsion from school. The distribution and/or the sale of alcohol, drugs, or other illegal substances during any school-sponsored activity are grounds for expulsion from school. The possession of a deadly weapon, dangerous instrument, martial arts weapon, or firearm during any school-sponsored activity is grounds for expulsion from school. Any student engaging in any of the aforementioned behavior at any time in the school year puts his/her eligibility for travel at risk. Travel is a privilege, not a right, and attendance on field trips is the discretion of the supervising teacher.

**8<sup>th</sup> GRADE PRIVILEGES:** Eighth grade students participate in three class activities: class trip, class night, and field day. If students are suspended in the 3<sup>rd</sup> trimester they may lose these privileges. These decisions are made by the school administration. The eighth grade team will provide further guidelines, which defines additional criteria for loss of privileges.

## **FIRE / SAFETY DRILLS**

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drills will be planned and conducted with the local law enforcement agency. Such crisis response drills will incorporate the basic protocols of lockdown, evacuation, and shelter-in-place responses.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given. Local law enforcement and other local public safety officials will evaluate and provide feedback on fire drills and crisis response drills.

## **FIRST ADMENDMENT RIGHTS**

The Bolton Public Schools recognize that students have a right to bring into our schools, in a judicious manner governed by regulations, items for posting that are not considered obscene, libelous, disruptive, vulgar, and are deemed by the Administration to be consistent with community standards.

## **FOOD ALLERGIES**

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease. Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

The district's specific plan for managing students with life-threatening food allergies will be posted on the district website (and/or on the school's website.)

**Food Delivery:** In order to keep students safe from possible allergic reactions, the school does not allow for families or students to order food delivery to the school (GrubHub, Uber Eats, etc.).

**Energy Drinks:** As a school, we do not allow students to bring or consume energy drinks during the school day. If a staff member sees a student with an energy drink (i.e. redbull, monster, etc.) they will ask the student to pour it out.

## **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Student Council at least thirty days before the event. Except as approved by the Principal, fund-raising by outside organizations are not permitted on school property. Beverage or foods not allowed for sale during regular school hours may be sold provided the sale is in connection with an event occurring after the end of the regular school day or on the weekend, the sale is at the location of such event, and the food or beverage are not sold from a vending machine or school store.

## **GRADING**

The BPS online portal is the mechanism for ongoing reports of student progress. Parents can sign up to review their child's grades through Plus Portals on the Bolton Center School Web Page. Reports of academic achievement are made to students and their parents/guardians three times during the year.

Students are graded for the work they do for each individual teacher. At the beginning of the year, each teacher will explain his/her expectations, process for retakes/redos, and requirements in a given subject area. A student is graded on his/her achievement on a variety of assignments, projects, homework, quizzes, tests, and class participation. Students receive a grade in each subject. The grade in academics reflects the student's achievement. Academic Marking Symbols are explained on report cards.

The following letter grades are used in grading the student's achievement, effort, and citizenship:

A+ 97-100	A 93-96	A- 90-92
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72
D+ 67-69	D 63-66	D- 60-62
		F - 50-59

Teachers will notify parents of any significant changes on their student's grades. This is defined as any increase or decrease of two letter grades from the previous marking period. \*Additional progress reports are available on an individual basis through consultation with classroom teachers.

## **CITIZENSHIP GRADES:**

The expectation is that all students are capable of good citizenship and effort. Students who display a positive attitude, pro-social behaviors, and consistent behavior will be graded as follows:

- A: consistently exhibits behaviors
- B: exhibits behaviors most of the time
- C: occasionally exhibits behaviors
- D: almost never exhibits behaviors
- F: never exhibits behaviors

### **Citizenship grades are based on:**

***Responsibility:*** being punctual and prepared for class; being involved, taking part in class activities; being an active learner, following classroom rules, completing homework on time, exhibiting self-control and self-discipline.

***Respect:*** being courteous to all the people you encounter; being supportive to other students and to teachers; respecting their own and other people's property.

***Honesty:*** accepting consequences for actions; regarding cheating as unacceptable behavior; being truthful.

***Caring:*** being sensitive to the needs of others; having compassion, being helpful and kind to classmates and adults; showing concern for their class, school and community.

## **GUIDANCE AND COUNSELING**



Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the [social workers] and guidance counselors include helping the student function more successfully within the school environment. The district's comprehensive counseling program strives to assist students in acquiring critical skills in the academic, career, and personal/social aspects of development.

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

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or vocational. Counselors will listen and be open and honest with students. Guidance Counselors are encouraged to issue appointment request forms to students. Appointments can also be arranged by filling out a Guidance Appointment request form in the office or by stopping by the guidance office before school, between classes or after school.

Educational and career planning guidance is available along with information to develop a plan for the student's future. This may include a long range plan of studies for grades 9-12 and selecting student's subjects year by year in keeping with student's career interests and special skills or talents. Parent's notification and involvement will be solicited.

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

## **HALLWAYS**

The corridors are extensions of the classroom. Students are expected to behave properly, to show concern for others, and to walk in a safe and considerate manner. Athletic equipment, running, littering, making unnecessary noise, loitering, blocking access to others, using offensive language or engaging in displays of affection are not permitted in the hallways. Refer to the PBIS Behavior Matrix. No food or beverage is allowed in the hallways. No technology (i.e. headphones, phones, tablets, etc.) are allowed in the hallways for safety reasons. Middle school students are expected to carry their passports when traveling in the hallway and going to other locations. If a student does not have their passport, a teacher may ask the student to wait for the next break in instruction to leave the room.

## **HEALTH SERVICES / NURSE**

The school health office is designed to provide care to students who become ill or are injured while in school. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. The school nurse is available to parents and students for conferences regarding health issues. Hearing, vision, and scoliosis screenings are held at different grade levels as set by state guidelines.

Our school nurse provides emergency care for students. Parents are responsible for keeping students home when an illness is evident. If a student has an undiagnosed rash; they cannot return to school without a doctor's note. Nurses cannot diagnose an illness or rash. Students should be kept home until they have been free of fever (temperature below 100) or not vomiting for 24 hours without medication.

**Health Room Protocol for Ambulatory Assistive Devices:** Bolton Center School requires a letter from a medical professional (medical doctor, nurse practitioner) detailing the nature of the injury as well as the need for crutches or a cane before a student can return to school with crutches, cane or another assistive device. This letter should include details of whether the student is required to use crutches in school and approximate length of time. Further information to be detailed, if possible, includes: when weight bearing should begin and any follow-up appointments (clinic appointments, physical therapy etc.).

Caring for children on crutches is not a responsibility taken lightly by the school and, in order to ensure the safety of students, we need to work collaboratively with the health provider. We would appreciate the student being dropped off by a parent/care giver on their initial return to school to enable the following to be discussed/explained:

- The need for any personal assistance.
- The use of the elevator.
- The need for extra passing time in the hallway.
- Medication (particularly pain medication)

- Arrival and dismissal.
- Verify emergency contact information.
- Follow-up appointments.
- Information about participating in P.E. and/or recess.

**Administration of Medication:** Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school and are available from the school nurse. All medication must be in original container with proper labels. In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, dentists or advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which medication is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

The law states that no medication, prescription or non-prescription (such as Motrin, Tylenol, Advil, or cough drops) may be given by school nurse without written doctor's orders and the written permission of the student's guardian or parent. The emergency card allows parents to give permission for Motrin/Tylenol to be administered at school, and the school physician has given the school nurse orders to administer Motrin/Tylenol with parental permission. Students cannot bring medications to school. This can be dangerous to other students as well as to the child, since children may not understand the reasons for or how to take medicine properly. A responsible adult must bring all medication with a doctor's order to the school nurse. If a child is to self-administer medicine, the school nurse must evaluate the student's ability to understand, store and take medication in an appropriate manner. Written physician approval of the student's ability to self-administer is also required. Failure to comply with the above will result in disciplinary action.

A student with asthma or an allergic condition may carry an inhaler or an epipen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is also required. A school nurse, or in the absence of the nurse, a "qualified school employee" may administer epinephrine in a cartridge injector for the purpose of emergency first aid to students who experience allergic reactions, but were not previously known to have serious allergies and therefore do not have prior written authorization of a parent/guardian or qualified medical professional for the administration of epinephrine. Parents/guardians may submit in writing to the school nurse and school medical advisor that epinephrine shall not be administered to his/her child.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parents/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted. A school nurse or the Principal will select a qualified school employee to, under certain conditions; give a glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. Written parental permission and written order from a physical are required. A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self-testing.

The District does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school-sponsored activities, on or off school grounds.

**Communicable/Infectious Diseases:** Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse. Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

**Emergency Medical Treatment:** Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

**Health Records:** School nurses maintain health records using the Connecticut "Health Assessment and Record Form." These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child.

Copies may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy can be provided to the parent/guardian upon request. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information.

**Immunizations:** All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella, Influenza and Hemophilus Influenza Type B. Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town. In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade and ninth or tenth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records. For further information regarding immunizations contact the school nurse in the health room.

**Physical Examinations:** All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) Health assessment shall also be required in grade 6 (or 7) and in grade 9 (or 10). All students in grades K and grades 1, 3, 4, 5 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K, 1, 3, 4, and 5. Postural screening will be conducted for all female students in grades 5 and 7 and for male students in grade 8 or 9. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison.

**Sports Physicals:** Sports physicals are valid for 13 months. Students participating in fall sports should obtain a physical early, as many sports start before school begins. All sports paperwork is now online.

**Emergency Card:** An emergency card for every student is distributed at the beginning of each school year. It is critical that the school has the information requested for each student which includes pertinent health concerns. Parents or guardians must supply names of people who are able to take a sick child home if the parents are unavailable. If, during the course of the year, any of the information supplied on the emergency form changes, the school should be notified immediately.

**Unauthorized Possession of Medications:** Connecticut law states that no medication, prescription or over-the-counter medication (such as Tylenol, Advil, cough syrup, etc.) may be given by school staff without written medical orders and written permission of the student's guardian or parent.

## **HOMEBOUND STUDENTS**

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

## **HOMELESS STUDENTS**

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the Director of Student Services.

## **HOMEWORK**

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school.

In order for homework to be an effective support for learning, the homework policy requires a partnership among the school system represented by the teacher, the student and their parents. Without this partnership in support of learning, students will not achieve their full potential.

#### **K-4 RECOMMENDED STUDY TIME**

Kindergarten	Practice assignments given when necessary	
Grade 1	<i>Average</i>	10 minutes
Grade 2	<i>Average</i>	15 minutes
Grade 3	<i>Average</i>	25 minutes
Grade 4	<i>Average</i>	40 minutes

\*The preceding recommend average homework times do not reflect the required independent reading time of 20 minutes per night for students in grades 1-4.

#### **5-8 RECOMMENDED STUDY TIME**

Grade 5	<i>Average</i>	60 minutes
Grade 6	<i>Average</i>	75 minutes
Grade 7	<i>Average</i>	90 minutes
Grade 8	<i>Average</i>	100 minutes

\*The preceding recommend average homework times do not reflect the required independent reading time of 20 minutes per night for students in grades 5-8.

## **HONOR ROLL**

After each academic trimester, students in grades 6-8 are eligible for the Bolton Center School Honor Roll. To be included on this honor roll, students must have the following grades:

**High Honors:** A student must earn all A's in the core subjects of Language Arts, Social Studies, Math, Science and World Language. A student must earn no less than B's in all other subjects.

**Honors:** A student must earn no less than B's in all subjects.

## **INSURANCE**

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangement is contractual between the parent and insurance carriers and the Bolton Public School assumes no liability from disputes arising from such contract.

## **LIBRARY MEDIA CENTER**

The LMC (library, computer lab, and seminar room) is reserved for quiet study, research, reading, virtual classes, and computer usage for school purposes. Students are invited to use the books, magazines, newspapers, videos, CD's and other materials, including computers throughout the day. Students are responsible for any material they sign out. Materials must be returned to the librarian or the assistant at the circulation desk. Students must pay for any materials they lose or damage and a student's grades, transcript or report card may be withheld until a student's obligation is met.

Guidelines have been established for the use of the Internet. (See Computer Systems Expectations). Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all student must sign an acceptable use policy which indicates that a student agrees to use the internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

## **LOCKERS**

Each student is a grade 6-8 is assigned a locker. This item is the property of the school, loaned to students for their convenience during the school year and should be kept in good order and not abused. The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property

and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

Parents will be notified if any prohibited items are found in the student's locker. Each student is assigned a locker and may use only that assigned locker.

## **LOST AND FOUND**

Any articles which are found in the school or on school grounds should be turned in to the main office. Unclaimed articles will be placed in the lost and found. Loss or suspected theft of personal or school property should be reported to the Main Office.

## **MAGNET SCHOOLS**

It is recognized that some students may benefit from attendance at a magnet school not limited by school district boundaries. District students may enroll directly into a magnet school, with which the District does not have a participation agreement, on a space available basis. The District will be responsible for any tuition for such enrollment, but not for transportation, unless the magnet school is within the boundaries of the school district. Tuition will not be paid by the district for student placed by their parents/guardians in a pre-school (PK) magnet program. Parents/Guardians are required, not later than two weeks following an enrollment lottery for an interdistrict magnet school, to notify the district of their child's enrollment or placement on a waiting list for enrollment in the coming school year.

## **MAIN OFFICE**

The Bolton Center School Office is open on school days from 7:45 a.m. to 4:00 p.m. Should there be a need to call the school; the telephone number is 860-643-2411. The school nurse can be reached at 860-647-1655 between the hours of 7:45 a.m. to 3:30 p.m. A list of e-mail addresses for staff is available in the main office.

## **MAKE UP WORK**

When students have been absent from school, they are expected to complete all work assigned during their absence. Students are responsible for getting their own work if they are absent one or two days. It is always the student's responsibility to find out what was missed and to make arrangements with the teacher to complete the missed work. A student will be permitted to make-up tests and to turn in projects due in any class missed because of absence. Alternatively, students may elect to gather work from teachers via email or through the use of classroom blogs or websites, such as Plus/Parent Portal. (Also see Attendance)

## **OUT OF SCHOOL MISCONDUCT**

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and is a violation of a publicized Board policy, even if such conduct occurs off-school property and during non-school time. Examples of off-school conduct that may result in such discipline include, but are not limited to:

- Sale, possession, use, or distribution of dangerous weapons, including martial-arts weapons.
- Use, possession, or distribution of illegal drugs.
- Violent conduct.
- Making of a bomb threat.
- Threatening to harm or kill another student or member of the staff; where any such activity has reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

## **PARENT COMMUNICATION**

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at Open House, participation in campus parent organizations, attendance at Board of Education meetings and being a school volunteer are strongly encouraged.

## **PARENT CONFERENCES**

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference. A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours, but every effort will be made to accommodate parent schedules.

## **PARENT-TEACHER ASSOCIATION:**

PTA is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTA.

## **PASSES**

### **Middle School Students:**

All middle school students are required to have a pass in the hallway at all times. Students who have been detained by a staff member and will be late to class must have a pass from that staff member. Students must report promptly to the area designated without loitering or disrupting classes.

## **PBIS**

In order to promote and maintain a successful learning environment, expectations and policies have been established. Bolton Center School is a community dedicated to being capable, ethical, thoughtful, and responsible life-long learners, and recognizes and reward students when they demonstrate appropriate behavior. Students receive training at the beginning of the school year as to behavioral expectations. Faculty meets monthly to address student discipline, as well as plan for student rewards and celebrations. (Also see PBIS Core Values & Expectations matrix at the end of this handbook)

## **PERSONAL PROPERTY**

Students are responsible for their own property and should take reasonable care of all possessions. Students are strongly discouraged from bringing large sums of money or any valuables to school. Personal items should be kept in the student's possession at all times. Students should not leave money, valuables, or personal items unsecured. Students should report thefts immediately to the classroom teacher, coach, advisor, and/or the Main Office. Bolton Center School is not responsible and does not reimburse for lost stolen or damaged articles.

## **PESTICIDE APPLICATION**

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact the main office. Notice will be provided at least 24 hours in advance of the application of a pesticide either on school's homepage or district's homepage.

## **POSTERS**

Signs and posters that students wish to display must be approved by the Principal. Posters displayed without authorization will be removed. Special adhesive tape (obtained from the Main Office) is to be used when posting approved information.

## **PUBLIC COMPLAINTS**

The right of community members to register individual or group concerns about district instruction, programs, materials, operations and/or staff members is recognized. Complaints and grievances will be handled and resolved as close to their origin as possible. Complaints will be referred back through the proper administrative channels before investigation or action by the Board unless the complaint concerns Board actions or operations only. A procedure also exists for the placing and response to criticism or approval of instructional materials. Specialized complaint procedures exist regarding identification, evaluation or educational placement of a student with a disability; loss of

credit due to absences; discrimination on the basis of sex; harassment; sexual abuse or harassment; and instructional materials.

## **REPORT CARDS**

In grades K-8, computer generated reports, that include attendance totals, shall be issued to parents each trimester. Grades given to students are determined by the teacher of the course, and the determination of the student's grade by the teacher. Parents will be notified if the student's grade average is below 70, or below the expected level of performance.

Grades arrived at by a teacher will be considered final and will be changed only (1) by the teacher, with the consent of the principal after a re-evaluation of the student's work or (2) by an appeal made to the school principal and then to the superintendent or designee. The BPS online portal is the mechanism for ongoing reports of student progress. Please sign up for Parent Portal which can be accessed on the BCS webpage.

(Also refer to the section titled *Grading*)

## **SCHEDULE/ CLASS CHANGES**

In the case of academic classes, class sizes are determined by the previous year's student registration. Therefore, only in the most extreme circumstances are students allowed to change courses or academic levels. This is only done with permission of the Principal.

## **SCIENTIFIC RESEARCH-BASED INTERVENTION (SRBI)**

The District utilizes the Response to Intervention (SRBI) process which combines systematic assessment, decision-making and a multi-tiered delivery model to improve educational and behavioral outcomes for all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum.

A student in grades K-12 shall be placed in a SRBI course only when meeting two or more of the following criteria:

1. The student has scored (one or more) years below grade level on the district's standardized achievement test.
2. The student has failed to demonstrate mastery on (one or more) areas of the most recent standardized test.
3. The student has been recommended, based on prior performance in academic courses, by the teacher, administrator, or counselor.
4. Parent support of SRBI services.

## **SCHOOL CEREMONIES/OBSERVANCES**

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore:

- School and class plays shall not be overly religious, and church-like scenery will be avoided.
- Religious music shall not entirely dominate the selection of music.
- Program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the building Principal should be contacted. An opportunity will also be provided, at the beginning of each school day, for students to recite the Pledge of Allegiance. Participation in this activity is voluntary. Nonparticipants are expected to maintain order and decorum appropriate to the school environment.

## **SCHOOL DISTRICT RECORDS**

Interested persons may inspect “public district records” which are maintained at the office of the Superintendent of Schools, during normal hours of business. Copies of records, permitted by law to be disclosed, may also be attained. (Also see Student Records)

## **SCHOOL HOURS**

The school day for Bolton Center School students is 8:30 a.m. – 3:15 p.m. Students should not arrive earlier than 8:15 a.m. There is no supervision prior to 8:15 a.m. or after 3:15 p.m. unless they are attending specific scheduled school and supervised activities.

## **SCHOOL SAFETY AND SECURITY**

Each school in the District will develop and implement a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. Each school, as required by law, shall establish a school security and safety committee which will assist in the development and administration of the school's security and safety plan. Each district school will conduct a security and vulnerability assessment every two years.

The District has developed, maintains and implements an emergency disaster preparedness and response plan (“School Security and Safety Plan”). The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection. Development and implementation of the plan includes collaboration with local and state emergency responders, (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

## **Student Nutrition and Physical Activity (School Wellness Policy)**

Student wellness, including good nutrition and physical activity, shall be promoted in the district's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Hunger-Free Kids Act of 2010 (Public Law 111-296).

### **Goals for Nutrition 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 school health education curriculum and will be integrated into other classroom content areas, as appropriate.

### **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 grades K-10 with electives available in grades 11 and 12 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.
- Unless otherwise exempted, all students will be required to engage in the District's physical education program.



Contributing to the fulfillment of the above-stated goals and in conformity with state statute, the Board requires that in all district schools, full-time students shall be provided a daily lunch program of not less than twenty (20) minutes. In addition, all students enrolled in grades kindergarten through five, inclusive, shall have included in the regular school day, time devoted to physical exercise, of not less than twenty minutes in total, except that this requirement may be altered by a Planning and Placement Team (PPT) for a child requiring special education and related services according to state and federal law, as may be amended from time to time.

### **Nutrition Guidelines for Foods Available 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 of these statutes 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 restrict the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture and will ensure that all foods sold or served to students separately from school meals meet the District's Nutrition Standards. All beverages sold or served to students on school premises will be healthy choices that meet the requirements of state statute and USDA beverage requirements (schools must follow whichever requirements are stricter).

All sources of food sales to students at school must comply with the District Nutrition Standards, including, but not limited to, cafeteria a la carte sales, vending machines and school stores. The District shall ensure that all beverages sold to students comply with the requirements of state statute and USDA beverage requirements. 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.

### **Monitoring**

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy.

### **Community Input**

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, 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 Board of Education, school administrators, and the public.

### **Evaluation of Wellness Policy**

In an effort to measure the implementation of this policy, the Board of Education designates the Superintendent as the person who will be responsible for ensuring that each school meets the goals outlined in this policy. The District will make available to the public an assessment of the implementation, including the extent to which the schools are in compliance with this policy and a description of the progress being made in attaining the goals of this policy.

## **SEARCH & SEIZURE**

Students have certain rights to privacy in their person and property. However, in cases where school officials have a reasonable suspicion that school rules or state laws have been violated, such officials may engage in a reasonable search of students and/or their property. The right to inspect desks, lockers and other equipment assigned to students may be

exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

- There is reason to believe that the student's desk or locker contains contraband material.
- The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

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

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

The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. Drug-sniffing dogs will not be used to sniff students. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

## **SECLUSION/RESTRAINT**

School employees may not place a student in seclusion or use a physical restraint on a student, except as an emergency intervention to prevent immediate or imminent injury to the student or others. Whenever seclusion or a physical restraint is used, the board of education must notify the student's parents or guardian not more than twenty-four hours later, and must make reasonable efforts to notify the guardian or parent immediately.

## **SEXTING**

Sexting is the act of sending sexually explicit messages or photos electronically, primarily between cell phones.

Sexting includes, but is not limited to, sending, sharing, viewing, or possessing of pictures, e-mails or other material of a sexual nature in electronic or any other form on electronic devices.

In the case of sexting:

1. Any student who photographs himself or herself and transmits the pictures or transmits inappropriate material is in violation of school policy.
2. Any student who receives a photograph or inappropriate material from another person and brings the cell phone, computer, or electronic device to school on which that material is located is in violation of school policy.
3. Any student who receives a photograph or inappropriate material from another person and transmits it to a third party is in violation of this policy.

## **SMOKING**

Bolton Center School, by Board of Education policy, is maintained as a smoke-free environment. Student shall not smoke or use tobacco products or e-cigarettes or vapor product devices in the building, on school property, in vehicles owned or used by the school or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law. This prohibition applies to all Bolton Center School students attending and/or participating in all officially sanctioned school activities on or off school property. Students in possession of tobacco products are considered in violation of this rule. In addition to appropriate school discipline, a student who smokes will be considered in violation of the BCS Code of Conduct and will be subject to any and all consequences therein. Bolton Board of Education regulations prohibit smoking at any time on school property. Any person who refuses to refrain from smoking will be asked to leave the premises.

## **STUDENT COMPLAINT**

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the Principal should be requested within five calendar days of the event or events causing the complaint. If the outcome of the conference with the Principal is not satisfactory, a conference with the Superintendent or designee can be requested within two calendar days following the conference with the Principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education, in accordance with Board policy. A student and/or parent with a complaint regarding possible discrimination on the

basis of gender should contact the Director of Student Support Services. A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with the Director of Student Support Services.

## **STUDENT DIRECTORY**

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student, without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to educational records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

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

## **STUDENT PRIVACY AND SHARING AND PUBLISHING STUDENT WORK**

In Bolton, we believe publishing and sharing student work online makes learning authentic and relevant to students. Sharing examples of students engaged in high-quality learning experiences extends learning beyond the classroom walls, helps students create a positive digital footprint, and prepare students with 21st century skills. Also, the sharing of student work and accomplishments connects families, community members, and other stakeholders to the learning process. We believe this is possible while respecting the safety and privacy of all students by adhering to the following guidelines.

**Posting photos of students online (class or club website, social media, etc.):** Teachers will cross reference the no-photo permission forms before posting.

**Posting student work (writing, projects, videos) online:** Posting quality student work online is encouraged and can help paint a positive picture of daily teaching and learning in the Bolton Public Schools. Teachers are asked to refrain from posting students' full names and to check that the student's parents haven't opted out of allowing student work to be posted.

If you do not want your child's photo or work published, please complete the Parent opt-out for publishing student photos/work form and return to the BCS main office. You may indicate if you would prefer not to have your child's picture or student work published, or if you would prefer that neither are published. A new form must be submitted each year.

## **STUDENT PUBLICATIONS**

Students have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting. The school encourages student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views and a means of communicating both within and beyond the school community.

All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, also statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted.

Expressions of personal opinion must be clearly identified as such and must bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers must be provided.

In addition, student newspapers and/or publications which are paid for by the school district and/or produced under the direction of a teacher as part of the school curriculum are not considered a public forum. In such cases, the Board of Education reserves the right to edit or delete such student speech which is feeling is inconsistent with the district's basic educational mission.

## **STUDENT RECORDS**

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

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

The Principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records. Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee such as an administrator, teacher, support staff, attorney, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student.
- Considering disciplinary or academic actions.
- Compiling statistical data.
- Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release student records. When the student reaches 18 years of age, only the student has the right to consent to the release of records. The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over eighteen and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available on the district website. Parents

may be denied copies of a student's records (1) after the student reaches age eighteen and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the Principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, email address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Military recruiters or institutions of higher learning shall have access to secondary school students names, addresses and telephone listings, unless a parent/guardian or secondary student aged eighteen or over requests in writing that such information not be released.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605. The district's HIPPA Privacy Officer is the Director of Student Support Services.

## **SUBSTANCE ABUSE**

As stated in the Code of Conduct section of this handbook, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to disciplinary action. In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use 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 or program, other than use for a valid medical purpose as documented by a physician. Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems.

Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support. Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages are considered grounds for expulsion. Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems.

## **SURVEYS**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sex attitudes or behaviors.
- Illegal, antisocial, self-incriminating and demeaning behavior.
- Critical appraisals of other individual with whom respondents have close family relationships.
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
- Income.
- Religious practices, affiliations, or beliefs of the student or the student's parents.

In addition, parents have the right to inspect, upon request, a survey that is to be administered by a school to a student, prior to its use. Parents will be notified at least two weeks in advance of any survey that will be given to their children. Parents will be notified of any non-emergency, invasive physical examination that is required as a condition of attendance administered by the school and which is not necessary to protect the immediate health and safety of students.

## **TELEPHONE**

Students will not be called to the telephone in the office. In case of emergency, the message will be delivered to the student. Students will not use the office phones except for school business. During school hours, a student must have a pass issued by a teacher to use the phone in the main office.

## **TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested as to whether the child is provided service by paraprofessionals and their qualifications.

## **TESTING**

All students in grades 3 through 8 inclusive and grade 11 shall annually, in March, April, or May, take a mastery examination in reading, language arts and mathematics. Students in grades 5, 8 and 10 shall annually, in March or April take a statewide mastery examination in science. Mastery testing is deemed appropriate through the PPT process. In order to graduate students must meet District standards for graduation, in addition to required course credits. The mastery examination test is one of the measures to be used to determine if students have met the identified standards. Student scores on each component of the statewide grade 10 or 11 state assessment test may/shall be included on transcripts and permanent records.

## **TITLE I**

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

**TITLE I PARENTAL INVOLVEMENT** Parents of a child in a Title 1 funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs.

## **TRAFFIC**

It is imperative that caution be used at all times when driving near the school grounds and in driveways. Please drive slowly, as children do not always use good judgment and may not see you. Inform your child to use the crosswalks at all times. Your cooperation and caution are most appreciated. Safety is essential. Please be a positive role model for driving, parking, and walking safely. Four basic rules help ensure the safety of our students:

- 1.** Do not park in front of the school. This is a fire department regulation
- 2.** Do not park in the far end of school lots and then signal your child to join you by crossing the parking area. Meet your child at the designated pick-up locations. All students must be signed out before leaving school grounds during the school day.
- 3.** Honor posted **NO PARKING** and **ONE WAY** signs and do not double park.
- 4.** Do not pass a bus displaying its red stop signals.  
Repeated parking and driving violations will be reported to the State police.
- 5.** Do not drop students off in the second row of the parking lot in the morning. Orange cones will be placed in locations where parking is prohibited and to control the traffic flow. The second row may be used in the afternoon for pick-up of middle school students.

## **TUTORING**

Teachers may not teach privately (tutor) students of the school in which he/she teaches. This restriction does not apply to students who are on homebound instruction.

## VACATIONS

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered "unexcused absences." Ten unexcused absences in a school year or four unexcused in one month, may result in truancy paperwork being filed with the state. Students will receive the work they missed while on vacation upon their return to school. The responsibility for makeup of work lies with the student, not the teacher. Unless a student has an extended illness, all makeup work is to be completed one day for each day out of school. For example, a student who is absent from school for three days will have three school days to complete makeup work.

## VIDEO RECORDING – Buses/School Campus

The district has installed video recording equipment on school buses to monitor school transportation and discipline. Video recording will be done randomly during the school year, students will not be notified when a recording device has been installed and in use on their bus. Videos will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Video recording shall be treated as protected student records under the Family Educational Rights and Privacy Act.

Video/audio equipment will also be used to monitor student behavior while at school in common areas both inside and outside of campus. Students will not be told when the equipment is being used. The Principal or his/her designee will review the videos routinely and document student's misconduct. Discipline will be in accordance with the District's discipline policy.

## VISITORS

The entire staff at Bolton Center School would like to encourage you to become involved with your child's education in a variety of ways. However, for the safety of your child, as well as out of concern for not disrupting your child's academic environment, we ask that you follow these requests:

1. Parents may visit with the teacher and/or the classroom only with prior appointment.
2. Enter and exit the school only through the main entrance.
3. Go directly to the office and sign in.
4. All visitors permitted past the office are required to wear a visitors badge at all times.
5. Please do not proceed to a teacher's room without first notifying an office secretary. Office personnel will call ahead to a teacher's classroom before visitors proceed to rooms.
6. **If you wish to speak with your child's teacher, please call for an appointment.** Please **do not drop by to talk to the teacher** in his/her classroom or in the hallway. Once school begins at 8:30 a.m. it is expected that teachers will be available to work with their students, not hold meetings or conversations with visitors, except during their planning periods or other times when they are not responsible for instructing the students.
7. Teachers will be available to arrange meetings before or after school, during their planning periods or during their lunch periods if they so choose.

All doors that open to the outside of any school must remain locked in order to preserve the safety and security of students and staff. Unauthorized persons shall not be permitted in school buildings or on school grounds. School Principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law. All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

**Student Visitors:** Any student who wishes to have a visitor attend school as a guest must obtain prior permission from the Principal or Assistant Principal at least one week in advance of the visit. On the day of the visit the visitor will be issued a guest pass by the Principal or Assistant Principal. The visitor will stay with the host for the full day and be introduced to each teacher at the beginning of each class. Beginning June 1, there shall be no visitation requests approved.

## Volunteers and Chaperons

### School Volunteers, Interns, and Other Non-Employees

## **Screening Procedure**

The following procedure has been established for screening volunteers, interns and other non-employees ("volunteers") within the Bolton Public Schools. For the purpose of this procedure, volunteers are defined as those individuals who volunteer their time to assist in schools for the benefit of the student body with the express knowledge, consent and direction of a Bolton Public Schools employee. Student interns are defined as individuals currently enrolled in a post-secondary program for which an authorized internship is required or for which the student may be granted credit as part of an approved course of study. As with other volunteers, all student interns must be approved in advance by the building administrator or his/her designee and must be under the direction of a Board employee.

This procedure identifies those situations in which an individual may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry within 10 days of application and/or request to volunteer within the Bolton Public Schools. All results must be received by the Superintendent's Office before the volunteer may commence his or her services. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the Bolton Public Schools.

## **Screening Procedure Definitions**

The District has identified two classifications of volunteers: Group I and Group II.

### **Group I**

Volunteers will be classified in Group I when they assist school staff members with school activities in the presence of a Bolton Public Schools employee. Background checks will not be required of Group I volunteers. Group I volunteers are those who assist school staff members with school activities such as those listed below:

- a. assisting in a classroom, cafeteria, or library when a staff member is present; or
- b. accompanying a class on a field trip during the school day with a staff member; or
- c. helping in the school office during regular school hours; or
- d. assisting in the cafeteria or library during regular school hours; or
- e. assisting during extracurricular events, i.e., dances, fairs, open house, sporting events, etc.

### **Group II**

Volunteers will be classified in Group II when they provide services to students when not in the direct presence of a Bolton Public Schools employee. Group II volunteers will be required to complete a consent form regarding the release of information concerning any prior or pending criminal offenses, and such volunteers will be required to submit to a record check of the Department of Children and Families (DCF) Abuse and Neglect Registry. Group II volunteers are those who engage in activities such as those listed below:

- a. accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time; or
- b. chaperoning an overnight field trip; or
- c. working in direct contact with students without the direct presence of a Bolton Public Schools employee;
- d. working as a student intern; or



e. coaching.

Upon receipt of DCF Abuse and Neglect Registry results indicating that the volunteer is involved in an abuse or neglect investigation or that the volunteer is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or his or her designee will notify the volunteer of the results of the Registry check and will provide an opportunity for the volunteer to respond to the results of the Registry check. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may be approved to volunteer within the Bolton Public Schools.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's consent form, the Superintendent will make a case-by-case determination as to whether to allow the individual to volunteer in the Bolton Public Schools. Prior to any such decision by the Superintendent or designee, the Superintendent or designee shall inform the volunteer and shall provide an opportunity for the volunteer to respond. Notwithstanding the foregoing, the falsification or omission of any information on a volunteer consent form, including, but not limited to, information concerning criminal convictions or pending criminal charges, may be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

### **Prior Approval Required**

All school volunteers (including student interns or other non-employee working in the schools) must be approved in advance by the building principal or other administrative designee. The school district, acting through the appropriate building administrator or his/her designee, reserves the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration.

### **Sign-in Procedure**

All volunteers must report to the school office upon arrival to sign in and must report to the office prior to departure to sign out. A sign-in/sign-out log will be maintained in each school office. Volunteers must indicate the purpose of their visit and include any other information (i.e. destination; provide proof of identification etc.) as may be required by the log. Additionally, volunteers will be provided with identification badges, which must be displayed during each visit.

### **WEBSITE**

School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The Principal or his/her designee will approve all material posted on the school's web page. Student maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions.

### **WITHDRAWAL FROM SCHOOL**

The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person having control of a child seventeen years of age may exercise the option by personally appearing at the school district office to sign a withdrawal form. This form will include an attestation from the school's guidance counselor or a school administrator that the district has provided the parent or person with information on the educational options available in the school system and in the community. A student who has attained the age of seventeen and who has voluntarily terminated enrollment in the district's schools and subsequently seeks admission may be denied readmission for up to ninety school days from the date of such termination unless such student seeks readmission to the District not later than ten school days after such termination in which school accommodation will be provided not later than three school days after such student seeks readmission. A student, nineteen years of age or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

Students who withdraw from school during the school year as a result of transferring to another school or enrolling in an adult education program should contact the guidance office to obtain a withdrawal form. The form must be completed with all required signatures and returned to the guidance office before the student's transcript and records can be released.

## **PBIS BEHAVIOR PURPOSE STATEMENT**

**Bolton Center School is a safe place to learn because we are kind, respectful, responsible and honest.** Our school participates in PBIS-Positive Behavior Interventions and Supports. PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. Students are expected to behave in an appropriate manner at all times, whether students are in the school building or at a school functions. Students are expected to comply with requests or reminders of appropriate behavior made of them by any adult working in the school. A student referred to the office will discuss the issue with an administrator and/or counselor. An office discipline referral (ODR) may result in a discipline action.



**BCS BULLDOG BARK EXPECTATIONS  
CREATED THROUGH PBIS  
BY STAFF AND STUDENT**

## PBIS BEHAVIOR EXPECTATIONS

	<b>Classrooms</b>	<b>Cafeteria</b>	<b>Hallway</b>	<b>Playground</b>
<b>Be Kind and Honest</b>	<ul style="list-style-type: none"> <li>*Smile and greet others</li> <li>*Include others</li> <li>*Do your own work</li> <li>*Cooperate</li> <li>*Encourage others</li> <li>*Tell the truth</li> </ul>	<ul style="list-style-type: none"> <li>*Use your manners</li> <li>*Include everyone</li> <li>*Turn in items that do not belong to you</li> <li>*Choose your seat for the lunch period</li> <li>*Allow others to choose their own seat</li> </ul>	<ul style="list-style-type: none"> <li>*Report unsafe and inappropriate behavior</li> <li>*Smile</li> <li>*Respond when others greet you</li> <li>*Help others when needed</li> <li>*Hold the door for the person behind you</li> </ul>	<ul style="list-style-type: none"> <li>*Include others</li> <li>*Play fairly</li> <li>*Encourage others</li> <li>*Take turns with equipment</li> <li>*Be a good sport</li> <li>*Problem solve peacefully</li> <li>*Smile and greet others</li> </ul>
<b>Act Responsibly</b>	<ul style="list-style-type: none"> <li>*Be prepared</li> <li>*Be responsible for own work</li> <li>*Do your best</li> <li>*Use time wisely</li> <li>*Care for school property</li> </ul>	<ul style="list-style-type: none"> <li>*Throw away all of your trash</li> <li>*Keep your area clean</li> <li>*Follow directions</li> <li>*Come prepared</li> <li>*Enter and exit in an orderly fashion</li> <li>*Get permission to leave your seat</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to your destination</li> <li>*Keep hallway clean</li> <li>*Return to your classroom promptly</li> </ul>	<ul style="list-style-type: none"> <li>*Line up quietly when called</li> <li>*Collect and return equipment</li> <li>*Report problems to an adult</li> <li>*Follow directions</li> </ul>
<b>Respect Myself and Others</b>	<ul style="list-style-type: none"> <li>*Follow directions the first time</li> <li>*Raise your hand quietly to speak</li> <li>*Be polite</li> <li>*Use Indoor voice</li> <li>*Take care of others' property</li> </ul>	<ul style="list-style-type: none"> <li>*Use inside voice and appropriate language</li> <li>*Listen to adult</li> <li>*Use table manners</li> <li>*Use please and thank you</li> </ul>	<ul style="list-style-type: none"> <li>*Walk quietly</li> <li>*Respect school property</li> <li>*Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Take turns fairly</li> <li>*Be a good sport</li> <li>*Take care of school property</li> <li>*Follow adult directions promptly</li> </ul>
<b>Keep Safe</b>	<ul style="list-style-type: none"> <li>*Push chair in</li> <li>*Use furniture appropriately</li> <li>*Use materials appropriately</li> <li>*Walk</li> <li>*Keep hands, feet, materials to yourself</li> <li>*Keep personal belongings off the floor</li> <li>*Keep hands, feet, materials to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Stay seated</li> <li>*Keep hands and feet to yourself</li> <li>*Walk</li> <li>*Eat only your own food</li> </ul>	<ul style="list-style-type: none"> <li>*Hands to self</li> <li>*Stay to the right</li> <li>*Walk</li> <li>*Face forward</li> <li>*Be aware of surroundings</li> <li>*Take one stair at a time</li> </ul>	<ul style="list-style-type: none"> <li>*Use equipment appropriately</li> <li>*Stay in designated area</li> <li>*Run only on field</li> <li>*Follow play scape rules</li> <li>*Keep hands to self</li> </ul>

	<b>Bathroom</b>	<b>Buses</b>	<b>Assemblies/Field Trips</b>
<b>Be Kind and Honest</b>	<ul style="list-style-type: none"> <li>*Report any unsafe or inappropriate behavior</li> <li>*Speak politely to others</li> </ul>	<ul style="list-style-type: none"> <li>*Smile and greet others</li> <li>*Offer to share a seat</li> <li>*Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>*Be attentive</li> <li>*Be polite</li> <li>*Applaud appropriately</li> </ul>
<b>Act Responsibly</b>	<ul style="list-style-type: none"> <li>*Immediately report problems to an adult</li> <li>*Use sinks, soap, toilets, towels, and stalls appropriately</li> <li>*Sign in and sign out</li> </ul>	<ul style="list-style-type: none"> <li>*Use inside voice</li> <li>*Be a role model</li> <li>*Report all problems to the driver</li> <li>*Enter and exit in an orderly manner</li> </ul>	<ul style="list-style-type: none"> <li>*Get permission to leave</li> <li>*Follow adult directions</li> <li>*Listen, watch, and learn</li> </ul>
<b>Respect Myself and Others</b>	<ul style="list-style-type: none"> <li>*Show consideration for privacy</li> <li>*Clean up after yourself</li> <li>*Be patient</li> <li>*Use quiet voice</li> <li>*Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>*Wait your turn</li> <li>*Use inside voice and appropriate language</li> <li>*Keep your bus clean</li> <li>*Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>*Be a good listener</li> <li>*Stay with your class</li> <li>*Polite applause at the appropriate times</li> <li>*Keep in your own space</li> </ul>
<b>Keep Safe</b>	<ul style="list-style-type: none"> <li>*Wash and dry hands</li> <li>*Use fixtures and supplies appropriately</li> <li>*Sign in/out</li> <li>*Keep soap/water in the sink</li> </ul>	<ul style="list-style-type: none"> <li>*Remain seated unless entering or exiting bus</li> <li>*Keep hands, feet, objects to yourself</li> <li>*Keep aisle clear</li> <li>*Listen to driver</li> <li>*Use quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>*Walk when entering and exiting</li> <li>*Use bleacher stairs</li> <li>*Do not leave without permission</li> <li>*Stay seated until directed to get up</li> </ul>

**STANDARDS OF BEHAVIOR FOR THE SCHOOL BUS** established by the bus company and the State of Connecticut to assure student safety. Safety during school transportation is a primary consideration for parents, school authorities, and bus operators. The following guidelines have been

1. Students boarding the bus are to go directly to a seat and remain there until reaching their destination and the bus stops moving. Students are not permitted to stand or move to another seat, and their feet must remain out of the aisles.
2. Throwing objects out bus windows and extending any portion of a student's body out an open bus window are specifically prohibited by state law.
3. Pushing, tripping, hitting, or annoying any other passenger(s) on the bus is forbidden.
4. Eating, drinking, smoking, or playing with matches, cigarette lighters, or sharp objects is forbidden.
5. Students must not shout, use profanity, throw objects or distract the driver.
6. Students must present signed passes to the bus driver in order to (a) get off a bus at other than the assigned stop or (b) ride a bus other than the one assigned.
7. Damage done to any portion of the school bus by a student is to be paid for by the student or the parent. Vandalism represents grounds for suspension.
8. The bus driver is in charge of the bus and of the students being transported in it.
9. The bus driver may stop the bus and warn the offending students or assign them seats, if necessary.
10. If such misconduct is repeated, the driver will submit a detailed written report to the principal or assistant principal, who will inform the parents.

**11.** Reoccurrence of this misconduct may result in the revocation of student's privilege of riding on the school bus for a period of up to five days for each occurrence. The student and his parents will still be responsible for the student's regular attendance at school.

**12.** Continued misconduct will be referred to the superintendent's office.  
Any questions about your child's bus transportation, please call 643-1569.



**Be Kind and Honest  
Act Responsible  
Respect self and others  
Keep Safe**

**BOLTON CENTER SCHOOL**  
**108 Notch Road Bolton, CT 06042**  
**(860) 643-2411 FAX (860) 646-4860**

August 2023

Dear Students and Parents,

Welcome to another year of learning at Bolton Center School. I am excited about the coming year and the chance to work with you in providing the best education possible. Here at Bolton Center School we are committed to a safe school where we challenge and provide skills to our students, instilling in them habits of excellence and a desire to learn.

This planner is designed to give you important information about our school's practices and procedures and to help students to organize assignments. I hope you will read this information carefully, review it together and use the planner daily because it will help everyone have a positive and productive year.

Through the doors of Bolton Center School come some of the finest students in the state of Connecticut. We can be proud of our school, and by working hard together, we can maintain a recognized tradition of excellence in education.

Make this an excellent year!

Darryl Giard  
Principal  
[darryl.giard@boltonct.org](mailto:darryl.giard@boltonct.org)

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**Please sign and return to your homeroom teacher by September 15, 2023.**

I have read and understand the policies outlined in the handbook. If I have any questions I will call the school and discuss them. I will read and review with my child the Board of Education policies posted on the Bolton Public Schools Website as needed and review the Student Behavioral Expectations pamphlet included with the planner.

My child's name is \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

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





## Computer System Expectations

The use of the Bolton Public Schools' computer system is a privilege. Computer privileges may be revoked for any infraction of any of the school's computer lab rules. Students who are taking courses in which computer access is required may still have computer privileges suspended for infraction of rules. Students who intentionally commit acts that jeopardize the viability of the school's computer network may be subject to the full limit of disciplinary consequences up to and including police involvement and expulsion from school. Parents/guardians and students may be assessed compensatory charges for intentional acts of damage.

### Acceptable Use Policy

- Users will access the computer system only for educational purposes, research, and communication.
- Users will access the Internet only for educational purposes, research, and communication. At all times, students are expected to use the Internet to work on specific school assignments.
- Users must secure permission to use the desktops or laptops in the school's computer labs or library.
- Users will not bring food or beverages into any of the school's computer labs at any time.
- Users must secure permission to print any document.
- Users must be logged in under their own name and password.
- Users agree to refrain from the use of personal e-mail, instant messaging, downloading files, chat rooms, game playing, and other activities that are not educational in nature.
- Users will abide by all constraints regarding appropriate language, conduct, and personal interactions as deemed acceptable by the Bolton Public Schools.

### System Security

- Users are responsible for their individual computer accounts and should take all reasonable precautions to prevent others from using their accounts.
- Users will immediately notify a teacher, the principal, or system administrator if they become aware of any security problem.
- Users will not open or attempt to repair any computer hardware without the prior approval of systems personnel.
- Users will not install or attempt to install any computer software without the prior approval of systems personnel.
- Users will not connect, attempt to connect, or disconnect any computer or peripheral to or from the network without the prior approval of systems personnel.
- Users will not possess, use, or attempt to use on school property any of the following items without the prior approval of systems personnel: any computer operating system disk or CD, computer or network utilities, network monitors, unlocking utilities or any other disk or CD containing software used to repair, change or monitor computer operations, network activity, or security.

### Personal Safety

- Student users will not post contact information (i.e., address, phone number) about themselves or any other person. Bolton Public Schools will not be responsible for any damages users may suffer through use of the Internet.
- Student users will not use computers to contact someone they have met online. Students will not use computers to agree to meet with someone they have met online. Any contact of this nature by another party or the receipt of any message from another party that a user feels is inappropriate should be reported to school authorities immediately.
- Users who mistakenly access inappropriate material should immediately notify a teacher, the principal, or systems personnel so that this material may be blocked from further access.

### User Rights

Users should be aware that personal files are not private on the district system. Routine maintenance and monitoring of the system may lead to discovery that users have violated portions of this policy and agreement, the Honor Code, the Code of Conduct, or the law. A search may be conducted if there is reasonable suspicion that users have violated portions of this policy and agreement, the Honor Code, the Code of Conduct, or the law.

### Illegal Activities

*Illegal activities include, but are not limited to, the following:*

- Attempting to gain unauthorized access to the Bolton Public Schools network or any other computer system
- Unauthorized use of another person's login, password, or files.

- Deliberately attempting to disrupt the computers or network or destroy data by spreading computer viruses or other means.
- Using the Bolton Public Schools' computer system in any way that is a violation of any federal, state, or local law. This includes, but is not limited to, misuse of copyrighted/confidential material or any use of threatening or obscene material.

### **Plagiarism and Copyright Infringement**

- All works found on the Internet must be duly credited when used in research and written reports. Please refer to the Bolton High School Honor Code for more information regarding this rule.
- Unauthorized duplication of software or the illegal possession of copyrighted software is prohibited.

### **Cyberbullying Policy**

Cyberbullying includes harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures, or website postings, including blogs.

Disciplinary action shall be taken in accordance with the school's bullying policy and may result in police involvement, suspension and/or expulsion from school.

- The district's computer network and the Internet, whether accessed on campus or off campus, during or after school hours may not be used for the purpose of harassment.
- Malicious use of the district's computer system to develop programs, to institute practices that harass other users, to gain unauthorized access to any entity on the system, and/or damage the components of an entity on the network is prohibited.
- Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
- In situations in which the cyberbullying originates from a non-school computer, but is brought to the attention of school officials, disciplinary action shall be based upon whether the conduct is determined to be disruptive of the educational process, such that it interrupts or impedes the operations of the school. A copy of the material should be printed and brought to the attention of the principal.

This Acceptable Use Agreement is applicable during and after school, on or off school property.

Policy Adopted: April 5, 2012

**The use of the Bolton Public Schools' computer system is a privilege. Computer privileges may be revoked for any infraction of any of the school's computer lab or equipment rules. Students who are taking courses in which computer access is required may still have computer privileges suspended or revoked for infraction of rules. Students who intentionally commit acts that jeopardize the viability of the school's computer network may be subject to the full limit of disciplinary consequences up to and including police involvement and expulsion from school. Parents/students may be assessed compensatory charges for intentional acts of damage.**

## Bolton Center School Computer System Expectations

The use of the Bolton Public Schools' computer system is a privilege. Students who log on to school computers are accepting the following terms and conditions of the Bolton Center School Computer System User Expectations.

It is not the intent of this student user agreement to exhaustively enumerate all instances of acceptable use of the computer systems. Therefore, any violation of this policy, even though not specifically mentioned in the policy or administrative guidelines, but determined by Bolton Public Schools to be an inappropriate use of computers systems or to improperly restrict or inhibit other members from using and enjoying the systems, may result in students' access privileges being revoked and in disciplinary action.

Please read and review the **Computer System Expectations** with your child. Both you and your child should sign the bottom portion of this paper and return it to your child's homeroom teacher by Friday, September 8, 2023.

Darryl Giard  
Principal  
[darryl.giard@boltonct.org](mailto:darryl.giard@boltonct.org)

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I have been told about the rules I should follow when I am using the computers at school. If I do not follow the rules, I understand there will be consequences and that I may lose my computer privileges.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Sign name or initials representing name)

### For Parents/Guardians

- I give permission for my child to use the Internet in accordance with the Computer System user Expectations. \_\_\_Yes \_\_\_No
- I realize Bolton Center School publishes a variety of teacher and student projects and club information on the Internet. I give permission for my child's work and first name to be published on Bolton School's computer web pages and in the quarterly newsletter. \_\_\_Yes\_\_\_No

Parent or Guardian's Name: \_\_\_\_\_

(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Bolton Center School

## Parent opt-out for publishing student photos/work

Information about publication of student photos/work can be found on page 35 of the parent and student handbook.

**\*Only fill out and send in if you are opting out**

Student's name \_\_\_\_\_

Student's grade: \_\_\_\_\_

Student's homeroom teacher (BCS only): \_\_\_\_\_

Please check only those that apply:

- ☐ I do not grant permission for publishing **photos** of my student.
- ☐ I do not grant permission for publishing my **student's work**.
- ☐ I do grant permission for publishing **photos and/or student work** of my student with no names attached.

Parent / Guardian's name: \_\_\_\_\_

Parent / Guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **BCS 2023-2024 ACADEMIC CALENDAR**

Open House/Curriculum Night for grades K-5	September 21, 2023
Open House/Curriculum Night for grades 6-8	September 26, 2023

### **TRIMESTER REPORTING FOR GRADES PK-8**

#### **First Trimester**

August 30-November 17

Report Cards Released – November 17

**½ days for Parent Teacher Conferences November 20 and 21**

#### **Second Trimester**

November 18 – March 11

Report Cards Released – March 11

**½ days for Parent Teacher Conferences March 14 and 15**

#### **Third Trimester**

March 12– June 10

Report Cards Released – last day of school

**\*Adjustments may be made to any marking period**

# BOLTON PUBLIC SCHOOLS 2023-2024 CALENDAR

Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
August & September (22 days)					February ( 18 days)				
28	29	30	31	1				1	2
4	5	6	7	8	5	6	7	8	9
11	12	13	14	15	12	13	14	15	16
18	19	20	21	22	19	20	21	22	23
25	26	27	28	29	26	27	28	29	
October (20 days)					March (20 days)				
2	3	4	5	6					1
9	10	11	12	13	4	5	6	7	8
16	17	18	19	20	11	12	13	14	15
23	24	25	26	27	18	19	20	21	22
30	31				25	26	27	28	29
November ( 19 days)					April (17 days)				
		1	2	3	1	2	3	4	5
6	7	8	9	10	8	9	10	11	12
13	14	15	16	17	15	16	17	18	19
20	21	22	23	24	22	23	24	25	26
27	28	29	30		29	30			
December ( 16 days)					May ( 22 days)				
				1			1	2	3
4	5	6	7	8	6	7	8	9	10
11	12	13	14	15	13	14	15	16	17
18	19	20	21	22	20	21	22	23	24
25	26	27	28	29	27	28	29	30	31
January (21 days)					June ( 6 days)				
1	2	3	4	5	3	4	5	6	7
8	9	10	11	12	10**	11	12	13	14
15	16	17	18	19	17	18	19	20	21
22	23	24	25	26	24	25	26	27	28
29	30	31							

First Half Year ( 98 days)					Second Half Year (83 days)				
	PD – Professional Development Day, No School					Holidays and School Vacations, No School			
	Early Release District-wide - See Release Times Below					Early Release – BCS Only (Teacher Conferences)			

Early release schedule: 10:15 AM (Pre-K) / 11:00 AM (9-12) / 12:10 PM (K-8)

August 28 & 29 ~ District Professional Development  
**August 30 ~ First Day of School**  
 September 4 ~ Labor Day  
 October 9 ~ Columbus Day/Indigenous People's Day  
 October 10 ~ District Professional Development  
 November 7 ~ District Professional Development  
 November 23 ~ 24 ~ Thanksgiving Holiday

**\*\*Schools will close upon completion of the 181<sup>st</sup> student school day.**

December 25 ~ 29 ~ Holiday Recess  
 January 1 ~ New Year's Day  
 January 15 ~ Martin Luther King Day  
 February 16 ~ District Professional Development  
 February 19 ~ 20 ~ President's Day and Winter Recess  
 March 29 ~ Good Friday  
 April 8 ~ 12 ~ Spring Recess  
 May 27 ~ Memorial Day

**\*\*June 10 ~ Last Day of School – District Half Day of School**

Approved – November 9, 2022