

Thompson Brook School Parent & Student Handbook



T B S



The Best Students
+ The Best Staff

The Best School

Covid-19 Policy and Practices for 2021-2022

Due to the Covid-19 pandemic, new policies and practices adopted by the Avon Board of Education and Thompson Brook School during the 2021-2022 period will take precedence over policies listed in this handbook. Covid-related policies and practices can be found on the APS website at <https://www.avon.k12.ct.us/>

Avon Public School Policies

All Avon Public School policies may be found on the district website under 'Board of Education', or <https://www.avon.k12.ct.us/our-mission/board-of-education/board-of-education-policies>

Avon Public Schools - Annual Notifications

Each year school districts are required to notify parents and guardians of specific plans, policies and practices. The 'Annual Notifications' can be found on the Avon Public Schools website under 'District' and 'Annual Notifications'. You may access these notifications directly at: <https://www.avon.k12.ct.us/our-mission/annual-notification>

THOMPSON BROOK SCHOOL
PARENT and STUDENT HANDBOOK

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general Avon Public Schools (district) and/or Thompson Brook School (TBS) 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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” or “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 Thompson Brook School’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.

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 Avon Public Schools designates a 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.

DISTRICT AND BOARD OF EDUCATION INFORMATION AND POLICIES

Please visit our district website for additional information and policies not covered in the TBS student handbook at <https://www.avon.k12.ct.us/>

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Thompson Brook School
“A place to wonder; a wonderful place to learn.”

All Thompson Brook students have the right to a safe, respectful, and quality education. Their major responsibility is to come to school ready to learn. To accomplish this, students should have a good night’s sleep and a healthy breakfast. Students should have completed their homework and be appropriately dressed for school.

Be safe.

Be caring.

Be respectful.

Be here and ready.



TBS Students demonstrate:

Care

Acceptance

Respect

Empathy

Safety

Avon Public Schools Mission Statement

Our mission is to inspire in each student a joy and passion for learning and a commitment to excellence, personal integrity, and social responsibility.

Avon Public Schools Statement of Beliefs

We educate students intellectually, socially, emotionally, and physically to acquire knowledge and skills, to develop creativity and character, and to pursue their interests, realize their potential, and meet the challenges in a constantly changing world.

We believe that...

- A high quality education is fundamental to create a life with purpose, meaning, and happiness.
- Educated people of good character are essential to democracy.
- Public education is a responsibility shared by students, parents, school personnel, and community members.
- Trust and respect are prerequisites for sustaining and improving safe and successful schools.
- Critical thinking, intellectual curiosity, and innovation are essential.
- All people should be treated with dignity and respect.

We are committed to...

- Clear communication and transparent processes.
- Rigorous, comprehensive, and innovative programs.
- Meeting the needs of all students.
- Collaboration, professional development, and ethical practice.
- Continuous improvement through systematically assessing our actions and outcomes.
- Using all resources efficiently and effectively to the greatest advantage of all students.

DAILY OPERATIONS

ARRIVAL

The school day begins at 8:05 AM and ends at 2:40 PM. Students may enter the building when the signal sounds at 7:50 AM. At this time students will go directly to their classrooms where they will be supervised by their regular classroom teachers. There is no supervision prior to 7:50 AM therefore students are not allowed on school grounds without parental supervision or unless previously arranged by a teacher.

Families are encouraged to use the bus transportation provided by the district. Parents who choose to drive their children to school will use the south entrance (facing Thompson Road) parking lot. The south entrance will be supervised by a staff member from 7:50 AM to 8:05 AM only. After 8:05 AM students are required to enter through the main doors. Students who arrive after 8:05 AM are late and must be signed in by a parent through the main entrance in the front of the building.

ATTENDANCE

(See Board Policy 5113)

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 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.

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 be considered absent.

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 nurse by 8:00 AM on the day of the absence by telephoning the school. Please call 860-404-4870 and press 5374 to reach the school nurse. A written excuse to the school is still required. The student should submit the written excuse directly to the office upon returning to school.

As all absences are considered unexcused until a written note is received, parents will still receive an automated call for the absence.

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.”
- B. Students receive an excused absence for the tenth absence 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. Student’s observance of a religious holiday. (Parent note required)

3. Death in the student's family or other emergency beyond the control of the student's family. (Parent note required)
4. Court appearance which is mandated. (Parent note 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. (Parent note required)

The responsibility for makeup of work lies with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within a period of time not longer than twice the length of the student's absence. (Example: If a student is absent two school days, he/she has four school days to make up the work missed.)

Unexcused Absence

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges. Such absences may also be reflected in the student's final grade. 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. Parents are also encouraged to contact the main office, teacher, and administrators to get help in verifying attendance and attendance records at any time during the year.

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 on the parent or guardian to pick up the student in the school office. Children are not allowed to call parents to pick them up because they don't feel well without going to see the school nurse first. 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/guardian or be on the emergency contact list.

Tardiness

Students who are not in their homeroom by 8:25 AM are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action if the principal determines that tardiness is excessive.

Truancy

A student age five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Disciplinary action may include after

school detention for the amount of time missed. Parents have the responsibility to assist school officials in remedying and preventing truancy. Information about truancy will also be posted in the annual strategic school profile reports.

ASSEMBLIES

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

BIKE RIDERS

There are two bike racks located at the front (west) side of the building by the office. Students must have written permission from their parents to ride their bikes to school and an appropriate lock to secure it. The school is not responsible for damage to or theft of bikes. Children under 13 years of age are required to wear a helmet. Students should plan ahead for cases of inclement weather and know the backup plan established by the family. Fill out the form provided by the office if riding a bike to school.

BUS INFORMATION

Students are to ride their assigned bus only. If there is a need for an exception, requests may be made to the Transportation Coordinator at the central office, 860-404-4700. For bus behavior expectations, please go to "Transportation" listed under the "Student and School Safety" section of this handbook.

CAFETERIA

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

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 and applications for this program are found on the district website.

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. Students will enjoy a nutrition based meal prepared with high quality fresh and local ingredients whenever possible.

Lunch room guidelines:

1. I can stay in my seat and speak with an inside voice to others at my table.
2. I can stay in line and not cut in front of others.
3. I can clear the table when directed by the lunch duty person.
4. I can follow the recycling guidelines and dispose of trash properly.
5. I can clean my space at the table and the floor around me.
6. I can wait to be dismissed by the adult on duty when my area is properly cleaned.
7. I can ask permission to leave the cafeteria and sign out in the log book provided.

CELEBRATIONS

TBS recognizes the importance of celebrations. Occasional celebrations help our students maintain a healthy balance of learning and fun. An important part of our role is to ensure that celebrations do not

disrupt the learning process. Additionally, TBS adheres to Avon's wellness policy that recognizes the importance of wellness, good nutrition and an active lifestyle in the overall health of our students. The following guidelines are designed to allow for successful celebrations without infringing upon academic time.

Celebrations should align with the needs of the classroom and be approved by the teacher. Recognition of a student's birthday will be included in the morning announcements. Classroom parties for birthdays are not allowed. A parent who wishes to further recognize his/her child's birthday at school has several options:

1. Make a non-perishable food donation at TBS that will be brought to the Avon Food Bank.
2. Contact the school librarian to purchase a book for the TBS library collection. The parent chooses if they wish to have a book template on the inside of the book's cover and/or his/her child's name on the Birthday Book chart.
3. Make a donation to the PTO in the child's name, or anonymously.

CHEATING/PLAGIARISM (Academic Dishonesty)

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 and school goals and values. All forms of cheating and plagiarism are unacceptable. 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.

CLUBS AND ACTIVITIES

There are many opportunities for students to explore their special interests through clubs and activities. These opportunities are organized by the PTO and/or teachers and may be held before or after school. Activities change from year to year. Students are informed of these activities through PTO posting on the website, announcements, signups, and/or flyers distributed to students in homeroom.

COMPUTER USE

Responsible Use: All students at TBS will have access to computers and be assigned a Chromebook. This computer will be for school use only and be specific to the individual. All students will take proper care of their own computer by properly storing, handling, traveling, and using the Chromebook in a responsible manner. Damage caused by irresponsible behavior may result in payment to reimburse the school for associated costs.

Students must not share passwords or other personal information that would allow others to access their Chromebook or computer account.

Digital Citizenship: When sharing documents, collaborating on assignments, and/or communicating using school computers, students will be good digital citizens by:

- using only their own identity
- submitting original work or citing references appropriately
- enhancing the online community with respectful posts (See Cyber Bullying section)
- visiting assigned or appropriate sites only

DELAYED OPENING/EMERGENCY CLOSING INFORMATION

In the event school has a delayed opening (two hours is the standard time) or is closed because of bad weather or another emergency, announcements will be made. Information regarding school cancellation will be delivered automatically to parents through our automated messaging service. This service relies on the accuracy of the information provided by the parent at the time of their child's enrollment. This information can be updated. For assistance, contact the school's secretary who can assist you with this process. School closing information is also shared through local radio, television, or by accessing the school's website. Please do not call the radio stations, police, schools or the superintendent.

DISMISSAL

Dismissal begins with announcements at 2:40 PM. Names are posted on a shared document or announced over the PA system for students whose parents called during the school day to change dismissal plans from the bus to parent pick up. All students should remain quiet while buses are called.

Parents who choose to pick up their children at the end of the school day will use the south entrance (facing Thompson Road) parking lot. Parents who plan to pick up their child at the end of a specific day are asked to write a brief note or call the main office before 2:00 PM in order for the child's name to be added to the dismissal list. If anyone other than a parent/guardian is picking up a student, a permission note is required prior to dismissal.

ELECTRONIC DEVICES AND GAMES (Cell Phones, Game Devices, CD Players, etc.)

Students are not permitted to use such items as CD players, DVD players, cameras, electronic game devices, messaging devices, or cell phones during the school day, unless prior permission has been obtained from the principal. Without such permission, the items will be collected by teachers and turned into the principal. The principal will determine whether to return the item at the end of the day to be taken home by the student or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct.

These items must be stored in lockers or backpacks upon entering the building. In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet or which has the capacity to take photographs of any kind. Students found to be using any electronic communication devices in violation of Board policy and school rules shall be subject to disciplinary action. Further, a student may be disciplined for creating and/or distributing written or electronic material, including Internet material, social media, and blogs, that cause substantial disruption to school operations or interferes with the rights of other students or staff members.

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.

FEES

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, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including:

1. Club dues.
2. Security deposits.
3. The materials for a class project that the student will keep.
4. Personal physical education apparel.
5. Voluntary purchases of pictures, publications, yearbooks, etc.
6. Student accident insurance.
7. Insurance on school-owned instruments and instrument rental.
8. Fees for damaged library books and school-owned equipment.
9. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.

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. All school rules, including those governing cell phone usage, are in effect unless given a special exemption by the principal. This also means that conduct and dress standards should be appropriate for the field trip activity. If there are specific requirements for dress, it will be stated in the field trip information sheet.

Students may not be picked up at a field trip site unless in an emergency situation. The parent of the student must contact the TBS office about the emergency and the office will contact the teacher to advise him/her of the situation. The parent will then be notified of the possibility for picking up the child. The bus will leave the field trip site on schedule. If the bus leaves prior to the parent arriving, he/she must pick up the child at TBS.

FOOD ALLERGIES

Avon Public Schools has a NO nut policy in place. The cafeteria has a designated “nut-free” table. In an effort to keep everyone as safe as possible, students are not to share their lunch with others.

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 can be addressed with 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.

GUM

Gum chewing is not permitted in the building or on school grounds at TBS, unless it is part of a student’s individual plan.

FINANCIAL ASSISTANCE

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

FIRE DRILLS AND EMERGENCY PREPAREDNESS

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 drill will be planned and conducted with the local law enforcement agency. Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner. When the fire 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.

FUND-RAISING/SERVICE PROJECTS

Individual students, student groups or classes may be permitted to conduct fund-raising drives for approved school purposes. Students must get approval at least two weeks in advance. The approval process includes completing a Community Service Proposal Sheet, a meeting with the principal to review the project, and proposing the activity to the team leaders. Only approved projects will be allowed at school. School bake sales will not be granted permission. Projects scheduled for May & June should be avoided.

Any food items sold as part of any fund-raising activity must meet the nutritional standards published by the Connecticut Department of Education. Beverage or foods not allowed for sale during regular school hours may be sold provided (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend, (2) the sale is at the location of such event, and (3) the food or beverage are not sold from a vending machine or school store.

HOMEWORK and DAILY INDEPENDENT READING

Homework is an extension of classroom instruction and should be appropriate to the age, ability, and level of independence of students. Homework shall be carefully planned, communicated, and evaluated for its purpose, appropriateness, value, and consistency across grade levels and courses. Teachers should assign homework that:

- can be completed independently by students within a reasonable time frame,
- is aligned with learning objectives,
- has been clearly communicated,
- meets the needs of all learners,
- supports students in their acquisition of knowledge and skills,
- is comprised of previously taught content or builds the foundation for future success.

Guidelines for Effective Homework Assignments

1. Homework is an appropriate extension of class work. The assignment and its purpose must be as clearly stated and carefully planned as any classroom activity
2. Corrected homework requires a timely return in order for students to learn from the experience
3. Homework will be assigned only when adequate time is given to prepare students for the assignment.

4. Homework will not be used for disciplinary purposes (e.g., disruptive classroom behavior).
5. Complex, long-range assignments will incorporate clear directions, guidelines, including a sequence of tasks, deadlines, and frequent progress reviews.
6. Homework should not be assigned over long vacation periods, long weekends, or holidays.

Homework Responsibilities of Parents

While students assume the major responsibility for completing homework assignments, parents are encouraged to take an active interest in students' homework by:

1. Promoting a positive attitude for homework
2. Providing a consistent time and suitable place for homework
3. Refraining from actually doing the work, producing any section of the assignment, or editing the finished project
4. Encouraging students to self-advocate and communicate to the teacher any special circumstances that may affect the student's ability to complete the homework assignment
5. Communicating with the teacher if the student is spending an unreasonable amount of time on the homework assignment

Guidelines for Effective Elementary Homework Assignments for Grades 5 & 6

Homework will be separated into three main categories: ongoing practice, written assignments, and long range assignments. Homework will be consistent with Board of Education Policy [6115.1](#) regarding religious holidays.

A. Ongoing Practice: Students at the elementary level are expected to read, practice their math facts, and prepare for upcoming assessments through ongoing practice. General recommendations for ongoing practice will be provided by teachers at each grade level.

B. Written Assignments: Written assignments require a student to complete a given task. Examples of this could be responding to text, completing math problems, or writing observations in a journal. In elementary school, written assignments will not be assigned to students in Kindergarten through second grade. Beginning in grade 3, students may begin to be assigned written homework in accordance with the guidelines below. Written homework will be clearly defined and able to be completed in a reasonable timeframe. In grades 3-6, homework will not impact a child's grade in a given subject, but will determine his or her mark in the homework section of the report card.

Written assignments may be assigned within the guidelines presented below:

- Grade 5: Up to three written assignments per week
- Grade 6: Up to four written assignments per week

C. Long Range Assignments: Long range assignments are completed over multiple weeks. No more than one long range assignment will be given per marking period. In elementary school, long range assignments can be given by teachers in grades 1-6. These assignments will be accompanied by clear directions and guidelines. When a long range project is given, the teacher will reduce the assigned written homework by at least one night per week until the project reaches its due date.

LOST AND FOUND

Any articles which are found in the school or on school grounds should be turned in at the (main office). Unclaimed articles will be disposed of at the end December and March parent conferences and the end of school year. Loss or suspected theft of personal or school property should be reported to the main office. "Lost and Found" is located in the cafeteria. Small personal items like jewelry are kept in the office. Students may check the lost and found before and after school, during lunch and recess, and with their teacher's permission during the day.

LIBRARY/MEDIA CENTER

Students are invited to use the books, magazines, newspapers, videos, CD's and other materials, including computers, located in the library/media center. 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.

Guidelines have been established for the use of the Internet. 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 (Responsible) 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.

PARENT CONFERENCES

Parents are encouraged to become partners in their child's educational successes. Scheduled conferences occur twice per year, upon completion of the first and second marking periods. These conferences take place during the day, between 12:10 PM and 3:10 PM and in the evening, between 6:30 PM and 8:00 PM to accommodate parent schedules. Additional 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 INVOLVEMENT/COMMUNICATIONS

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 parent-teacher conferences, participation in school parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

PARENT-TEACHER ORGANIZATION

The TBS PTO 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 TBS PTO. The purpose of the PTO is to promote the welfare of children and to foster the intelligent cooperation of parents, teachers, and administrators in the education of their children. The PTO encourages an exchange of ideas and information between educators, parents, and children through its programs, special projects, and publications. PTO meetings are held in the TBS cafeteria. Dates and times are posted on the PTO website, accessible through the TBS website, and all parents and teachers are invited to attend.

PROPERTY, LOCKERS, AND EQUIPMENT

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

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

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

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

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

Students should not attempt to repair school equipment but should notify their teacher immediately if it isn't function properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students may not bring in locks from home and attach to assigned lockers. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

RECESS/PHYSICAL EXERCISE

All students enrolled in elementary school shall have included in the regular school day, time devoted to physical exercise, of not less than twenty minutes in total. This requirement may be altered by a Planning and Placement Team (PPT) for a child requiring special education and related services. This daily period of physical activity for elementary school students can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities. The period of physical activity will not be taken away from an elementary student as a form of punishment. In addition, students in all grades, K-12, cannot be assigned physical activity as a form of punishment.

Recess time is generally scheduled either immediately before or after their normally scheduled lunch period. On early dismissal days, recess will not be held. Recess provides all students with an opportunity to socialize, to exercise, and to play in a less structured setting. It also allows children to make friends and to develop the ability to occupy free time creatively. When the temperature outdoors is 20 degrees or warmer, children will go outside for recess. When the temperature drops below 20 degrees or when the wind is blowing, causing the wind chill factor to be below 20 degrees, or when there is any precipitation, the students will remain indoors.

If children are well enough to come to school, then they are well enough to go outside; conversely, if children are not well enough to go outside, then they may not be well enough to be in school.

Playscape rules:

1. I can take turns when others are waiting to use the equipment.
2. I can wear safe footwear to participate: sneakers or rubber soled shoes with a back are necessary; shoelaces will be tied properly.
3. I can respect the playground equipment: wheelchair accessible equipment, adjustable basketball hoop, and maze tilt table, are available for all to use properly.

REPORT CARDS

Report cards are issued three times per year: Early December, mid-March, and at the end of the school year in June. Report cards are delivered electronically to parents via Powerschool. Access to and instructions for Powerschool usage are shared with parents at the beginning of each school year. Contact the main office if assistance with Powerschool is needed.

SOCIAL EMOTIONAL LEARNING & TBS CARES

TBS has five core values that support/frame its goals of increasing social skills and academic engagement, establishing positive classroom and school climate, increasing learner investment and independence, and keeping disruptive behavior to a minimum. These values are encompassed in the acronym CARES:

- Care
- Acceptance
- Respect
- Empathy
- Safety

TBS also utilizes the Second Step curriculum for Social Emotional Learning (SEL).

Consequences:

TBS students who make poor choices and do not follow the four basic school tenets will first be spoken to by the adult in charge, who may assign a logical consequence. Should behaviors become a pattern, teachers will notify the office. The assistant principal or principal may remove the student from a class.

At this point, the student may be subjected to one of more of the following:

1. Discuss the event with the assistant principal or principal.
2. Receive appropriate discipline – loss of privileges, community service for the school, write an apology, lunch detention, after school detention, etc.
3. Have parents contacted by phone or email.

Continued misbehavior and significant misconduct may lead to an in-school suspension. Please see the “Student and School Safety” section for additional information on student expectations, conduct, and levels of discipline.

SCHOOL CEREMONIES AND 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 Veterans Day and Memorial Day are encouraged. Avon Public Schools reminds students, faculty, and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities that relate 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,

1. School and class displays shall not be overly religious, and church-like scenery will be avoided;
2. Religious music shall not entirely dominate the selection of music; and
3. 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 class or activity, the teacher should be contacted.

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

STUDENT ACADEMIC AND BEHAVIORAL SUPPORT

Avon Public Schools employs a tiered support model to insure that all students are performing to their full potential by closely monitoring student academic and social emotional development. To assist in the identification of students at risk for meeting grade level expectations, universal assessments are used systematically throughout the school year. Once identified, areas of concern are targeted using a tiered support model that begins with our district's core curriculum differentiated to meet student need and advances as needed through tiers of intervention.

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

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

PROCEDURES FOR RESOURCE ASSISTANCE

If a teacher thinks there is a need for reading or math resource help for a student, the following steps will be followed:

1. All students participate in Tier 1 instruction that follows the district curricula. Students benefit from well-planned instruction that includes the use of effective teaching strategies, differentiation of presentation, material and activities as needed and the application of learning in meaningful, real world problems.
2. Teachers monitor student progress using formative and summative assessments, as well as universal screenings given to all student throughout the year.
3. If a student is unable to maintain adequate progress and meet grade level benchmarks, teachers will attend to the area of weakness by providing short term interventions, known as Tier 1 Interventions, targeted to specific student needs and monitor student response to the

interventions. At this time, teachers can consult their grade level team, building specialists or department coordinators to develop an individual intervention plan or access additional resources. Student achievement levels and areas of concern are also communicated to parents.

4. A student not making sufficient progress in identified areas noted on progress monitoring assessments, district and/or diagnostic assessments will be provided the next level of support. Tier 2 interventions are designed to remediate the root cause preventing a student from achieving through the use of a more intense intervention plan. This plan is often implemented by a building specialist or intervention tutor. To access this support, teachers would provide this information to the designated building administrator, specialists and/or department coordinators responsible for scheduling interventions. This communication can take place during a universal screening cycle, at a Student Assistance Team meeting or at the request of a teacher. The need to make changes to a student's intervention plans and the reason are communicated to parents by the classroom teacher.
5. If a student is not making sufficient progress in a Tier 2 Intervention the student's intervention plan is reviewed and changed as needed. The result may indicate the need to increase the level of support once again to by decreasing group size, increasing the frequency of intervention, and/or altering the instructional materials or approach. These students will move to Tier 3 when needed. The primary difference between Tier 2 and 3 interventions is the ratio of students to interventionist as well as the frequency and intensity of intervention. Tier 3 intervention students continue to receive strong Tier 1 instruction and all aspects of Tier 2 intervention that were effective with the addition of more prescriptive, targeted instruction. Again, the need for changes are communicated and discussed with the designated building administrator, specialists, department coordinators and parents.

STUDENT COMPLAINTS/GRIEVANCES: DUE PROCESS

A student or parent who has a complaint should first bring the matter to the appropriate teacher or staff member. If the outcome is not satisfactory, a conference with the principal should be requested in a timely fashion. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested 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 Title IX Coordinator. A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with the principal, assistant principal, or the Director of Pupil Services.

STUDENT SUCCESS PLANNING

Beginning July 1, 2012 and each year thereafter, a student success plan will be created for each student, starting in sixth grade that includes the student's career and academic choices in grades six through 12 inclusive. Such student success plan shall include a student's career and academic choices in grades six to twelve, inclusive. The Student Success Plan (SSP) in an individualized student driven plan developed to address every student's needs and interests to help the student stay connected in school and to achieve postsecondary educational and career goals.

VACATIONS

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school breaks. Family vacations or trips that take place when school is in session and cause

a student's cumulative absences to exceed 10, will be considered "unexcused absences." Teachers will not provide work in advance of the vacation, nor will teachers be expected to reteach the classes missed due to the vacation.

WHO DO I GO TO?

Question or Problem	Go speak with, First	Second	Third
Playground	Adult on duty	Your classroom teacher and/or parent	Counselor, assistant principal, or principal
Cafeteria	Adult on duty	Your classroom teacher and/or parent	Counselor, assistant principal, or principal
Bus problem	Bus driver*	Your classroom teacher and/or parent	Counselor, assistant principal, or principal
School rules	Your classroom teacher	Counselor	Assistant principal or principal
Teacher	The teacher	Counselor	Counselor, assistant principal, or principal
Suggestions for school	Your classroom teacher	Counselor	Assistant principal or principal

*Unless the problem is about the bus driver, then skip this step.

STUDENT and SCHOOL SAFETY

BULLYING PROHIBITION

The Avon Board of Education has the responsibility to maintain a safe school environment for everyone. To ensure that no person ever feels threatened or intimidated by others, the school district expressly forbids any form of bullying behavior by students, teachers, administrators, or other employees.

Bullying behavior by any student in the Avon Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

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

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or physical, mental, 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.

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

1. Creates a hostile environment at school for the victim,
2. Infringes on the rights of the victim at school, or
3. Substantially disrupts the education process or the orderly operation of a school.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the Safe School Climate Specialist but no disciplinary action shall be taken solely on the basis of an anonymous report.

The Safe School Climate Specialist is responsible for taking a bullying report and investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school.

CODE of CONDUCT

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.
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.
24. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
25. 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.
26. 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.
27. 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.

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.

Dangerous Weapons and 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 condition such readmission on specified criteria.

Dress Code

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law.

Appropriate clothing is clean, comfortable and allows students to participate fully in all school activities. This includes all classrooms, science labs, physical education activities, and recess. Appropriate clothing and accessories should be safe, modest and reflect respect for self and others. Clothing should not offend any person or group and not be a distraction in the learning environment.

In order to maintain an environment conducive to the educational process, the Avon Board of Education prohibits the following from wear during the academic school day:

- a. Footwear which may cause a safety hazard.
- b. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any articles of attire which present a safety hazard to the student, or other students or staff such as oversized metal belt buckles and all metal belts.
- c. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.
- d. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words."
- e. Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- f. Shorts, skirts, or pants which reveal undergarments.
- g. Backpacks and/or book bags are permitted to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.

Administrators reserve the right to determine if clothing could cause a distraction.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

Smoking/Vaping

Smoking/vaping or use of tobacco products is prohibited on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

Substance Abuse

As stated in the 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.

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.

CYBER BULLYING

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 (Responsible) computer use policy and procedures. Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

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 Technology. All reports of cyberbullying will be investigated by the Safe School Climate Specialist.

In situations in which the cyberbullying 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 be in violation of 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.

Students will be provided instruction about appropriate online behavior.

DISCIPLINE

A student who violates the district's code of conduct shall be subject to disciplinary action. The (DISTRICT'S) disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to an including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time.

Detention

A student may be detained outside of school hours on one or more days for violation of the code of conduct. The detention shall not begin, however, until the students' parents have been notified of the reason for the detention (and can make arrangements for the student's transportation on the day(s) of the detention).

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. The teacher will notify school administrators immediately. A school administrator will review the incident and take appropriate action. 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 an 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.

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 of his/her parents.

Expulsion

A teacher may remove a student from class when the student deliberately causes a serious disruption to the teaching and learning process within the classroom. The teacher will notify school administrators immediately. A school administrator will review the incident and take appropriate action.

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 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 extra-curricular 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.

Student 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 is cause for expulsion for a calendar year. A student 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 was 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).

HARASSMENT STATEMENT

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, or any disability they may have. 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, the assistant principal, 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 his/her teacher or the principal. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

LASER POINTERS

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property unless under a staff member's supervision and in the contest of instruction. Laser pointers will be confiscated and students will be disciplined.

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:

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

SCHOOL SECURITY AND SAFETY

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.

For the school year commencing and each school year thereafter, the District will develop, maintain and implement 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.

SEARCH AND SEIZURE

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk 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.

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.

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. Sexual harassment in a school setting, is conduct that:

1. is sexual in nature;
2. is unwelcome; and
3. denies or limits a student's ability to participate in or benefit from a school's educational program.

It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Sexual harassment, whether verbal or physical, includes, but is not limited to the following: touching of a sexual nature, displays of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, cartoons, epithets or gestures. 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 designee or with the Title IX Coordinator.

SPECIAL NETWORKING SITES

Students may not access social media sites using district equipment, while on district property, or at district-sponsored activities unless the posting is approved by a district representative, teacher, or staff member. Social media websites are websites such as, but not limited to, Facebook, You Tube, Flickr, Instagram, Snapchat, and Twitter.

The District will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment. For safety purposes, the district employs both Internet filters and firewalls.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be

and remain the property of Avon Public Schools and no user shall have any expectation of privacy regarding such materials.

TEXTBOOK CARE AND OBLIGATIONS

Students are responsible for the care of books, computers and supplies entrusted to their use. They will be assessed for damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials.

TRANSPORTATION

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

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand while the bus is in motion.
4. Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall not eat on the bus.
8. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
9. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
10. Students must ride the bus to which they are assigned.

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

1. A conference involving the assistant principal, the student passenger, the driver, and the parent(s) may be required.
2. The assistant 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.
3. 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 parents 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.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).