



# Bristol Preparatory Academy

## **STUDENT / PARENT HANDBOOK 2020-2021**

### **BRISTOL PREPARATORY ACADEMY**

210 Redstone Hill Road

Bristol, CT 06010

860-584-7709

*Fax: 860-584-7763*

*Be Positive, Be Prepared, Be Present...Always*

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August 2020

Dear BPA Parent/Guardian and Students:

Welcome to the 2020-2021 school year at Bristol Preparatory Academy (BPA). This year is shaping up to be one of the most interesting and technologically diverse years ever. As we navigate the COVID-19 pandemic please know that our number one priority is the health and safety of our students and staff. Bristol is beginning this school year as a 1:1 district, meaning that all of our students have been provided with a new Dell laptop. It will be important that students care for these laptops and use them appropriately. This device will need to be brought to school daily. Teachers will be working with students online everyday and we will offer instruction on how to use the computer and the internet in a safe and professional manner. These devices will also allow us to transition to distance learning at a moment's notice. This is just one of the new and exciting changes happening at BPA.

Once again this year, we'll be placing a heavy emphasis on attendance, virtually or in-person, on time arrival to in-person classes and online classes, as well as reducing in-class distractions based on cell phone use. As you can well imagine, cell phones have the biggest impact on students' attention to classroom instruction. Please discuss with your child the importance of following school policies and limiting their cell phone use during the school day. Working together, we can maximize their learning experience at BPA.

A recent review of records from the 2019-2020 school year indicates that our students missed more than 10% of the total school days last year and as such, would be considered chronically absent by the Connecticut State Department of Education. Research has shown that excessive absences can interrupt the learning process and have a negative impact on overall student performance. We are asking that you make every effort to assist your student in attending school on a regular basis.

Each student is required to review this handbook because it contains important information regarding academic expectations, athletic activities, attendance, discipline guidelines, health issues, and selected Board of Education policies. We encourage parents to review the information in this handbook with their child. It is important that all faculty members, staff, parents, and students understand the expectations as we progress through the school year and we anticipate that all members of our learning community will respect and follow these expectations.

At Bristol Preparatory Academy, we value all members of our learning community and believe that the learning environment should be safe, yet challenging. We expect all members of our learning community to treat each other with respect. This respect should be clearly present in the daily interactions that occur before and after school, in the hallways, but especially in the classrooms. We only have **177** days to teach our students a comprehensive and rigorous curriculum and therefore we expect all students to attend school each day prepared to learn. Students who are having difficulties achieving academic success should seek assistance from our teachers and support staff. We have a wide variety of support in place to help ensure the success of all students.

The 2019-2020 school year should prove to be another great year for Bristol Preparatory Academy and its students and staff. Please use this handbook as a reference to important information and to make sure that you understand our expectations.

Sincerely,

Lawrence S. Covino  
Director

## TABLE OF CONTENTS

<b>MISSION STATEMENT</b>	7
<b>PHILOSOPHY</b>	7
<b>PREFACE</b>	8
<b>EQUAL OPPORTUNITY</b>	8
<b>ADMISSION/PLACEMENT</b>	8
<b>QUICK REFERENCE</b>	9
<b>DAILY BELL SCHEDULES</b>	10
<b>SPECIAL BELL SCHEDULES</b>	10
<b>SCHOOL CALENDAR</b>	11
<b>TESTING CALENDAR</b>	12
<b>EDUCATIONAL/PERSONNEL DIRECTORY</b>	13 & 14
<b>BRISTOL SPORTS</b>	15
<b>BRISTOL CLUBS AND ORGANIZATIONS</b>	16
<b>IMPORTANT INFORMATION FOR PARENTS/GUARDIANS</b>	17
<b>ACADEMIC INFORMATION</b>	18
Marking System	18
Class Rank and Grade Point Average (GPA)	18
Honor Roll/Academic Awards	18
Graduation Requirements	19
District Performance Standards	20
Annual Credit Requirement	21
Criteria for Promotion	21
Course Withdrawal	22
Independent Study Program	22
Physical Education Requirement	22
<b>CO-CURRICULAR &amp; EXTRA-CURRICULAR ACTIVITIES / ATHLETICS</b>	23
Definitions of Activity Types	23
High School Extra-Curricular Activities/Athletics	23
Eligibility	24-27
Code of Behavior (Athletes)	28
Code of Behavior (Spectators)	28
<b>ATTENDANCE</b>	29
Absence	30
Chronic Absenteeism	30
Definition of Excused Absences	30
Definition of Unexcused Absences	30
Leaving School Grounds	30
Tardiness	30
Truancy	30
Teacher Responsibilities	31
Administrator Responsibilities	31
<b>ATTENDANCE PROCEDURES</b>	31
Arrival at School	31
Call/Contact Attendance Office	31
Class Cuts	31
Co-Curricular Attendance	31
Courtesy Desk	31
Dismissal	32
Early Dismissal/Late Arrival/ Flexible Schedule Option for Grades 11 & 12	32
Regular Dismissal	32
Extended Excused Absences (15 days or more)	32

Make-up Work	32
Tardy Policy	33
<b>ACTIVITY RESTRICTIONS</b>	33
<b>DISCIPLINE</b>	33 & 34
Dangerous Weapons and Instruments	35
Dress Code	36
Expulsion	36
Out of School Misconduct	37
Smoking	38
Substance Abuse	38
Suspension	39
Teacher Detention	39
<b>DISCIPLINARY GUIDELINES</b>	39-42
<b>GENERAL INFORMATION</b>	42
Accountability Index	42
American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973	42
Asbestos	43
Assessments and Progress Reports	43
Automated Phone Messaging System	43
Bring Your Own Device (BYOD)	43 & 44
Bulletin Boards and Posters	44
Bullying	45
Cafeteria Behavior	45 & 46
Channels of Communication	46
Change of Student Information	46
Child Abuse, Neglect, Sexual Assault	46
Class Placement	46
Computer Passwords	47
Computer Resources	47
Curricular Use of "R" Rated Videos/Films	48
Dances and Social Events	48
Defibrillators in Schools (AEDs)	48
Digital Photograph	48
Directory Information	49
Dress Code	49
Driver Education	49
Electronic Devices and Games	50
English Learners	50
External Course Credit	50
Extra Help	50
Facilities	51
Family Educational Rights and Privacy	51
Fees	52
Field Trips	52
Financial Assistance	52
Fire Drills and Emergency Preparedness	52
First Amendment Rights	52
Food Allergies	53
Free and/or Reduced Lunch Program	53
Fundraising	53
Games, Playing Cards, Toys, etc.	53
Green Cleaning Procedures	53
Homeless Students	54 & 55

Homework	55
Insurance	55
Laser Pointers	55
Library Media Services	56
Littering	56
Lock Down Procedure	56
Lockers	56
Loitering	56
Lost and Found	56
Make-up Work	56
Materials for Non-Required Projects	56
Military	56
National Assessment of Educational Progress (NAEP)	57
Nondiscrimination in the Instructional Program	57
Parent Conferences	57
Parent Involvement/Communications	57
Passes	57
Pesticide Application	58
Physical Exercise	58
Planners	58
Positive Sustained School Climate	58
Posters	58
Proms	59
Promotion, Retention, and Placement	59
Property, Lockers, and Equipment	59
Psychotropic Drug Use	59
Public Complaints	59
Safety/ Accident Prevention	60
School Announcements	60
School Ceremonies and Observances	60
School District Records	60
School Security and Safety	61
Schools in Need of Improvement	61
Scientific Research Based Instruction/Intervention (SRBI)	61
Search and Seizure	61 & 62
Seclusion/Restraint, Use of	62
Sexual Harassment	62 & 63
Skateboards/Scooters	63
Smoking	63
Special Networking Sites	63
Special Programs	63 & 64
Staff Qualifications	64
Student Automobile Use/ Parking	64
Student Complaints/Grievances: Due Process	64 & 65
Student Fees, Fines, Charges	65
Student Publications	65 & 66
Student Records	67 & 68
Student Safety	68
Student Success Planning	68
Student Support Services	68
Suicide Prevention	69
Summer School	69
Surveys of Students	69
Telecommunication Devices	69

Testing	69
Title I Comparability of Services	69
Title I Parental Involvement	69
Transfers and Withdrawals	69
Transportation	70
Transportation Safety Complaints/Procedures	71
Tutoring	71
Vacation	71
Valuables	71
Video Recorders on School Busses/ School Campus	71
Video Recording, Photography and Web Site Publication Notice	71
Visitors to School	71 & 72
Websites	72
Wellness	72
Withdrawal from School	72
Working Papers	72
<b>HEALTH SERVICES</b>	72
Administration of Medication	73
Communicable/Infectious Diseases	73
Disabilities	74
Emergency Medical Treatment	74
Health Records	74
Homebound	74
Homeless Students	74
Immunizations	74
Physical Examinations	75
<b>SCHOOL COUNSELING SERVICES</b>	75
Career Resource Center	75
College Admissions Testing	76
Computerized Service	76
Library Materials	76
Scholarship Information	76
<b>APPENDICES</b>	77
Appendix A – Substance Abuse Policy	78
Appendix B - Search and Seizure Policy	80
Appendix C - Student Records Policy	81
Appendix D – Student Use of the District's Computer Systems	82 & 83
Appendix E – Computers:Responsible Computer, Network and Internet Use	84 - 89
Appendix F - District Parent Involvement Compact	90
Appendix G - Cheating/Plagiarism (Academic Integrity) Policy	91
Appendix H - Sexual Harassment Policy	92 - 94
Appendix I - Bullying Policy	95 - 97
Appendix J - Student Safety Policy	98
Appendix K - Truancy Policy	99
Appendix L - Nondiscrimination: Instructional Program Policy	100
<b>DISCRIMINATION GRIEVANCE FORM</b>	101
Appendix M - Summer School	102
Appendix N- Excused Absence Form	103
Appendix O-Student-Parent Handbook Agreement	104
Appendix P- BCHS Appeal of Loss of Privileges	105
Appendix Q - Bring Your Own Device (BYOD) and Protocol for the Use of Personal Technology in the Schools	106- 110
<b>BUILDING MAP</b>	111

## **Mission Statement for the Bristol Public Schools**

**It is the purpose of the Bristol Public Schools to teach and learn with passion and purpose.**

## **Mission Statement for Bristol Preparatory Academy**

***Having acquired essential academic knowledge through project based learning, all Bristol Preparatory Academy graduates will be meaningful contributors to an expanding global society as self-sufficient, positive agents of change within their community.***

## **Our Philosophy**

The philosophy of Bristol Preparatory Academy is that our family of learners will experience success in a small, personalized program, individualized to accommodate each student's academic, social and emotional needs. At BPA, teachers foster a positive, safe, and collaborative educational environment and ensure students' short and long term goals are realized.

Additionally, the school philosophy promotes the concept of project based learning and utilizes field trips, grant opportunities, reward incentives, and volunteer experiences to increase each student's sense of self-respect, worth and commitment to being positive and productive agents of change within their community.

## 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. Information contained in this handbook is subject to revision or elimination from time-to-time without notice either through a Board of Education policy revision or change in state or local statutes.

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” 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.

Board of Education policies are located on the district website at <https://www.bristol.k12.ct.us>, Board of Education, BOE Policies.

## EQUAL OPPORTUNITY Policy 5000

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 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 is: **Michael Dietter, Ed.D, Deputy Superintendent. He may be reached at 860-584-7007 or [michaeldietter@bristolk12.org](mailto:michaeldietter@bristolk12.org) .**

## ADMISSION/PLACEMENT Policy 5111

A student seeking enrollment in a Bristol school 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 principal. 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.

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 there suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.



# Quick Reference Telephone Numbers at Bristol Preparatory Academy

**Main Office:** 860-584-7865

**Attendance Office:** 860-584-7865

**Main Office Fax:** 860-584-4898

**Director, Mr. Lawrence S. Covino** 860-584-7865 ext. 710102 or 860-385-3428  
[lawrencecovino@bristolk12.org](mailto:lawrencecovino@bristolk12.org)

**Program Coordinator, Mr. Edward Mongeon**  
[edwardmongeon@bristolk12.org](mailto:edwardmongeon@bristolk12.org)

**Nurse's Office** 860-584-7865, ext. 710120

**Bus - First Student** 860-584-2225

**School Counseling Office** 860-584-7865, ext. 710125

*For more information please visit the BPA website*

**<http://bpa.bristol.k12.ct.us>**

# 2020-2021 Daily Schedule

<u>Doors Open</u>	<u>7:25</u>
<u>Homeroom</u>	<u>7:35 - 7:45</u>
<u>Period 1</u>	<u>7:45 - 8:30</u>
<u>Period 2</u>	<u>8:30 - 9:20</u>
<u>Advisory</u>	<u>9:20 - 9:50</u>
<u>Period 3</u>	<u>9:55 - 10:45</u>
<u>Period 4</u>	<u>10:45 - 11:30</u>
<u>Lunch</u>	<u>11:30 - 11:55</u>
<u>Period 5</u>	<u>11:55 - 12:40</u>
<u>Period 6</u>	<u>12:40 - 1:20 Independent Study Program</u>

## 2 HOUR DELAY

<u>Period 1</u>	<u>9:35 - 10:25</u>	<u>(50 mins)</u>
<u>Period 2</u>	<u>10:25 - 11:20</u>	<u>(50 mins)</u>
<u>Lunch</u>	<u>11:20 - 11:45</u>	<u>(25 mins)</u>
<u>Period 3</u>	<u>11:45 - 12:35</u>	<u>(50 mins)</u>
<u>Period 4</u>	<u>12:35 - 1:20</u>	<u>(45 mins)</u>

## Early Release 12:00

<u>Period 1</u>	<u>7:35 - 8:25</u>	<u>(50 mins)</u>
<u>Period 2</u>	<u>8:25 - 9:20</u>	<u>(50 mins)</u>
<u>Period 3</u>	<u>9:20 - 10:30</u>	<u>(50 mins)</u>
<u>Period 4</u>	<u>10:30 - 11:10</u>	<u>(50 mins)</u>
<u>Period 5</u>	<u>11:10 - 12:00</u>	<u>(50 mins)</u>

# Bristol Public Schools

## 2020 2021

AUGUST							0
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	TMD	PDD	PDD	28	29	
30	PDD						

SEPTEMBER							17
S	M	T	W	T	F	S	
						4	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

OCTOBER							21
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

NOVEMBER							17
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

DECEMBER							17
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

JANUARY							19
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

**EXPLANATION OF DATES:**

Aug.	25	Teacher Meeting Day
Aug.	26, 27 & 31	Teacher Professional Development Days
Sep.	1 - 3	Teacher Professional Development Days
Sep.	4	No School
Sep.	7	Labor Day - No School
Sep.	8	First Day of School
Oct.	7	PDD - Shortened Day: PreK-8 only
Oct.	12	Columbus Day - No School
Oct.	14	PDD - Shortened Day: 9-12 only
Nov.	3	Professional Development Day - No School
Nov.	11	Veterans Day - No School
Nov.	25	Thanksgiving Recess - Shortened Day
Nov.	26 & 27	Thanksgiving Recess - No School
Dec.	23	Holiday Recess - Shortened Day
Dec.	24-31	Holiday Recess - No School
Jan.	1	New Years Day - No School
Jan.	18	Martin Luther King Jr. Day - No School
Feb.	15	Presidents' Day - No School
Feb.	16	Vacation Day - No School
Mar.	3	PDD - Shortened Day: PreK-12
April	2	Good Friday - No School
April	5-9	Spring Break - No School
April	14	PDD - Shortened Day: PreK-12
May	31	Memorial Day - No School
June	11	Projected Last Day of School

**Parent Conference Days: Shortened Days**

Elementary:	October 21, 22, 23	(Snow Date: Nov. 12)
	March 24, 25, 26	(Snow Date: April 15)
K-8:	October 21, 22, 23	(Snow Date: Nov. 12)
	March 23, 24, 25	(Snow Date: April 15)
Middle:	October 20, 21, 22, 23	(Snow Date: Nov. 12)
	March 24, 25	(Snow Date: April 15)
High:	October 20, 21, 22	(Snow Date: Nov 12)
	March 25	(Snow Date: April 15)

**Shortened Days Not Listed Above:**

Elementary, K-8 and Middle School	- Last 3 days of school
High School	- Midterms on the 88-91st school days;
	Final Exams - Last five days of school

**Emergency Days:**

Students must attend school 177 days. With no snow days the last day of school will be June 11th. Each snow day will advance the last day of school forward to no later than June 30.

FEBRUARY							18
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28							

MARCH							23
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

APRIL							16
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

MAY							20
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

JUNE							9
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

**Total Days of School: 177**

- No School
- Shortened Day - All
- Shortened Day - PreK-8 only
- Shortened Day - 9-12 only

# BPA TESTING CALENDAR

## **PSAT/NMSQT**

Wednesday, October 14, 2020

7:35 a.m. at BPA

## **SAT SCHOOL DAY**

Wednesday

March 24, 2021

7:35 a.m. at BPA

## **SCHOLASTIC APTITUDE TEST (SAT)**

Saturday

September 23, 2020

Wednesday

October 14, 2020

Tuesday

October 27, 2020

## **ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)**

TBD

## **NEXT GENERATION SCIENCE STANDARDS**

TBD

# EDUCATIONAL/PERSONNEL DIRECTORY

## BOARD OF EDUCATION

Board members are unpaid elected public officials with the responsibility for governance of the school district. The members of the Bristol Board of Education are:

Chairperson: Jennifer Dube  
Vice-Chairperson: Kristen Giantonio  
Secretary: Allison Wadowski

Members: Eric Carlson  
Karen Vibert  
Shelby Pons  
Thomas O'Brien  
John Sklenka  
Christopher Wilson

In order to perform its duties in an open and public manner and in accordance with state law, the Bristol Board of Education holds regular business meetings on the first Wednesday of each month at 7:00 p.m. in the auditorium of the Bristol Board of Education building. Parents, students and other community members are encouraged to attend.

## SUPERINTENDENT OF SCHOOLS

Dr. Catherine Carbone  
860-584-7006

## ASSISTANT SUPERINTENDENT OF SCHOOLS

Dr. Michael Dietter  
860-584-7002

## DIRECTOR OF TEACHING & LEARNING

Mrs. Carly Fortin  
860-584-7079

## DIRECTOR OF HUMAN RESOURCES

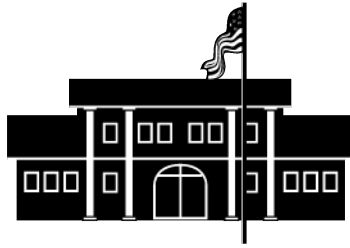
Dr. Samuel Galloway  
860-584-7022

## DIRECTOR OF SPECIAL SERVICES

Mrs. Kimberly Culkin  
860-584-7052

## DIRECTOR OF PHYSICAL EDUCATION HEALTH & ATHLETICS

Mr. Christopher Cassin  
860-584-7041



<p style="text-align: center;"><b>Bristol Preparatory Academy Contact List</b></p>
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**Director, Mr. Lawrence S. Covino**  
lawrencecovino@bristol12.org

860-584-7865 ext. 710102 or 860-385-3428

**Program Coordinator, Mr. Edward Mongeon**  
edwardmongeon@bristol12.org

**Nurse's Office**

860-584-7865, ext. 710120

**Bus - First Student**

860-584-2225

**School Counseling Office**

860-584-7865, ext. 710125

**To report an absence call 860-584-7865 ext: 710102**

# BRISTOL SPORTS

All *eligible* Bristol Preparatory Academy students may participate in all extracurricular and sports programs.

## Fall Sports

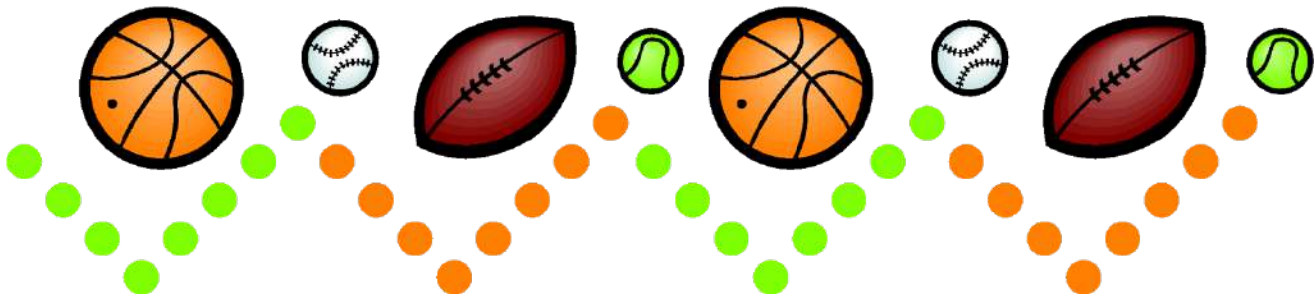
<b>Boys Sport</b>		<b>Girls Sport</b>
Cross Country		Cheerleading
Football		Cross Country
Soccer		Soccer
		Swimming
		Volleyball

## Winter Sports

<b>Boys Sport</b>		<b>Girls Sport</b>
Basketball		Basketball
In-door Track		In-door Track
Swimming (co-op)		
Wrestling		

## Spring Sports

<b>Boys Sport</b>		<b>Girls Sport</b>
Baseball		Lacrosse
Golf		Outdoor Track
Lacrosse		Softball
Outdoor Track		Tennis
Tennis		



## BRISTOL CLUBS AND ORGANIZATIONS

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>● Academic Quiz Bowl –</li> <li>● ASL Club (American Sign Language) –</li> <li>● Art Club –</li> <li>● Band &amp; Jazz Band –</li> <li>● BC Flats, Bell City, and Madrigals Choirs –</li> <li>● Book Club –</li> <li>● Cheerleaders –</li> <li>● Chess Club –</li> <li>● CoffeeHouse –</li> <li>● Colorguard –</li> <li>● Concert Choir –</li> <li>● Dance Team –</li> <li>● Environmental Club –</li> <li>● Family &amp; Consumer Sciences –</li> <li>● FBLA (Future Business Leaders of America) –</li> </ul> | <ul style="list-style-type: none"> <li>● Footlights (Drama) –</li> <li>● Foreign Culture Club – World Language Department</li> <li>● Future Teacher Club –</li> <li>● GSA (Gay Straight Alliance) –</li> <li>● Guitar Club –</li> <li>● GX Station –</li> <li>● InterAct –</li> <li>● Latin Club –</li> <li>● Math League –</li> <li>● Poetry Contest –</li> <li>● Signatures (Creative Arts Publication) –</li> <li>● Ski &amp; Snowboarding –</li> <li>● Step Team –</li> <li>● Student Council –</li> <li>● Torch (Yearbook) –</li> <li>● Unified Sports –</li> <li>● Unified Theatre –</li> </ul> |
|--|---|

*Additional clubs may be proposed and developed during the school year. Inquiries about new clubs and organizations should be made to the Activities Director.*

***Remember in order to be eligible to participate in any extracurricular or sport activity you must be a student in good standing as described on pages 23 - 28.***



## IMPORTANT INFORMATION A PARENT/GUARDIAN SHOULD EXPECT FROM BRISTOL PREPARATORY ACADEMY

The families of our students should familiarize themselves with the following information from the high school in order to monitor the progress of their sons/daughters.

<p><b>Report Cards</b></p>	<p>Written reports of student grades and absences shall be issued to parents at least once every 60 days.</p> <p>Grades recorded for students are determined by the teacher of the course, and the determination of the student's grade by the teacher, in the absence of clerical or mechanical mistakes, fraud, bad faith, or incompetency, shall be final.</p>
<p><b>Project Based Presentations</b></p>	<p>Bristol Preparatory Academy students will present Project Based Learning course presentations at least once every ninety days. These presentations will be open to parents and additional information will be posted on our website.</p>
<p><b>Discipline Notifications</b></p>	<p>Teachers will call parents/Teachers or an administrator will notify parents or guardians to discuss discipline concerns within the classroom. In addition, written notification or an automated phone message regarding disciplinary infractions will be sent. In cases of significant discipline situations or suspensions, the administrator will call the parents/guardians, informing them of the situation.</p>
<p><b>PowerSchool®/Parent Portal</b> http:// PowerSchool@bristol.k12.ct. us</p>	<p>Parents/guardians may access their child's grades, school attendance and other academic information by using the PowerSchool® Parent Access Portal. This web-based tool is accessible via the Internet and <b>requires school issued login access</b>. Parents/guardians may obtain the necessary user credentials in the BPA main office and will be asked to present proper identification.</p>
<p><b>Pupil Personnel Team (PPT)</b></p>	<p>You will receive written notification regarding date and time on which a PPT is to be held.</p>

**NOTE: Students and Parents are required by the Bristol Board of Education to read the Student/Parent Handbook and become familiar with all school system policies, school rules and regulations. Students and Parents/Guardians must sign and return the Handbook Agreement (Appendix O).**

## ACADEMIC INFORMATION

### Marking System

<u>Numerical</u>	<u>Alphabetical</u>	<u>Numerical</u>	<u>Alphabetical</u>
97 - 100	A+	77 - 79	C+
93 - 96	A	73 - 76	C
90 - 92	A-	70 - 72	C-
87 - 89	B+	67 - 69	D+
83 - 86	B	65 - 66	D
80 - 82	B-	0 - 64	F

### Class Rank and Grade Point Average (GPA)

#### GRADING SYSTEM – Policy 6146.1

Class rank and GPA will be determined for each student at the conclusion of each semester.

Final class rank and GPA will be determined after all end of the year grades have been submitted. This class rank and GPA will be included on transcripts for graduating seniors and will be used to determine class rank and GPA for returning students.

For additional information on the computation of class rank, please contact the school counseling department or refer to the Program of Studies.

#### Honor Roll/Academic Awards

An honor roll is published at the end of each marking period. The honor roll will be separated from the weighting system. To be eligible for honor roll status, students must carry a minimum of five credits during a marking period and have no incomplete (I) grades. Placement on the honor roll will be as follows:

***Principal's Commendation*** will be given to any student attaining an average **GPA of 3.5 or higher with no grade below a 90%.** These students will be invited to the Principal Commendation Breakfast which is held at the end of the first three quarters.

***Honors*** will be awarded to any student attaining an average **GPA of 2.5 or higher with no more than one grade below an 80%.**

***Honorable Mention*** will be awarded to any student attaining an average **GPA of 2.5 or higher with no more than one grade below a 70%.**

**Student Improvement Award** will be given to students who have displayed substantial improvement in academics and/or behavior during each semester. Every teacher may nominate one student each semester.

## GRADUATION REQUIREMENTS BOE Policy 6146 (a)

To graduate from the Bristol Public Schools, a student must have earned a minimum of 25.25 credits and must have met the credit distribution requirement. Students must also meet two performance standards: writing and mathematics. The district's performance standard in writing took effect with the class of 2006. The district's performance standard in mathematics took effect with the class of 2007.

### Credit Distribution Requirement

The following credits must be earned:

- ✓ English – 4 credits
- ✓ Mathematics – 3 credits
- ✓ Social Studies – 3 credits, including 1.0 in United States History and .5 in Civics
- ✓ Science – 3 credits
- ✓ Physical Education – 2 credits
- ✓ Health – .25 credit (1 credit for the Class of 2023)
- ✓ Vocational Fine Arts – 1 credit

### Grade Weighting/Class Ranking

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

A grade weighting/class ranking system shall be implemented for the high schools in accordance with the regulations in this policy. *Grade weighting for independent study is determined by the plan approved by administration, the department chairperson, and supervising teacher.*

### Weighted Quality Points:

Numeric Grade	Category AP	Category 1 Accelerated	Category 2 Academic/Coll ege prep	Category 3 Instructional Support
97-100	5.4	4.8	4.3	4.0
93-96	5.1	4.5	4.0	3.7
90-92	4.7	4.2	3.7	3.3
87-89	4.2	3.7	3.3	3.0
83-86	3.8	3.4	3.0	2.7
80-82	3.4	3.0	2.7	2.3
77-79	2.9	2.6	2.3	2.0
73-76	2.5	2.25	2.0	1.7
70-72	2.1	1.9	1.7	1.3
67-69	1.7	1.5	1.3	1.0
65-66	1.2	1.1	1.0	.5
less than 65	0	0	0	0

## District's Performance Standards - UPDATED in 2019

The following performance standards must be met - BOE Policy 6146

1. **Writing and Mathematics Performance Standards:** Students will have achieved the District Performance Standards if they have met the following for each performance area.
  - A. Class of 2019/2020:
    1. Earn a score of 450 on the PSAT or SAT in Math or Evidence Based Reading and Writing or a combined score of 900, or
    2. Earn an equivalent score on a district alternative assessment
  - B. Class of 2019 and later: Meet the SAT benchmarks for the CT Next Generation accountability system in:
    1. Evidence-Based Reading and Writing
    2. Math
    3. College and Career Readiness Indicator (combined score)**OR**
    4. Earn an equivalent score on a district alternative assessment
- Students who did not meet the graduation performance standard by scoring at the proficient level on an assessment will have at least five opportunities over the course of their junior and senior year to complete the performance standard in each area, if attending Bristol Preparatory Academy for the full junior and senior years.
- Transfers: If a student transfers into the Bristol Public Schools after completing at least three years in a high school in another district, he/she may be exempted from Bristol's performance standards requirement for graduation.
- Special Needs: Students with special needs may meet the district performance standards for graduation in a modified manner if so indicated in their Individual Education Plan.
- English Learners:
  - o English Learners, who are in their first year of enrollment in a U.S. school, i.e. have been enrolled for the first time in a U.S. school and have been in attendance for ten months or less, are exempt from the graduation requirements.
  - o English Learners, who are not proficient on the state mandated English Mastery test (score a Level 1, 2, 3), shall meet the writing performance standard and the mathematics performance standard by participating in an alternative assessment designed for English Learners.
- Notification
  - o of teachers: The high school administration will notify teachers of the junior scores upon their receipt at the school and provide teachers (in subject areas with required performance tasks) a list of all juniors who have not met the performance standard in the teachers' area. At the beginning of the school year, the administration will provide teachers (in subject areas with required performance tasks) a list of all seniors who have not met the performance standard in the teachers' areas.

- o of students: The administration will notify those juniors who did not meet the performance standard in writing and/or math upon receipt of the scores and of their options to meet the performance standard. At the beginning of the school year, each senior shall be notified by his/her school counselor of his/her status relative to meeting the performance standards for graduation.
- o of parents: The administration will notify, in writing, the parents of juniors and seniors who have not met the performance standard goal in any area and thus must pass one or more of the district performance tasks in order to graduate. Parents of juniors and seniors will be informed, in writing, of the options for juniors and seniors to meet the performance standard(s).

2. **Options if Requirements Are Not Met**: Seniors who are not eligible for graduation with their class due to a failure to meet the district graduation requirement for the credit distribution and meeting the performance standard in writing and mathematics, as per policy as described above, may select one of the following options:

- Return in September as a fifth year student.
- Enroll in summer school to obtain course credit for failed courses.
- Enroll in courses to be designated through the Bristol Adult Education Program and receive the Bristol Adult High School Diploma.
- Make arrangements for retesting or re-submission of a portfolio to meet the performance standard for writing and/or retake the alternative assessment in mathematics.



**Annual Credit Requirement**

Our school is on an eight-period schedule. As a result, students will be required to take courses totaling the following credits in each grade:

Grade 9	6.75 including Physical Education and Health
Grade 10	6.5 including Physical Education
Grade 11	6.0 including Physical Education (and Health for Class of 2023)
Grade 12	6.0 including Physical Education

**Criteria for Promotion**

From Grade 9 to Grade 10: To be promoted from Grade 9 to Grade 10 a student must earn 5.25 credits and demonstrate that he/she is proficient in the core academic areas (English, Social Studies, Science and Mathematics) by receiving a passing grade in each subject. Students must "make-up" failed core academic courses by receiving a passing grade in summer school. Students must meet the summer school proficiency standards, as specified in Board of Education Policy #6174. If such a student does not attend summer school or fails to meet the summer school proficiency standards, the administration will review the student's achievement and may take any of the following actions based upon the students' individual circumstances.

1. Placement in an Alternative High School Program
2. Placement in Adult Education if age eligible
3. Placement on a Freshman Team

Regardless of which option the administration chooses, the student shall remain classified as a Grade 9 student until all four core Grade 9 courses are completed with passing grades

From Grade 10 to Grade 11: To be promoted from Grade 10 to Grade 11 a student must earn an accumulated 11.75 credits and demonstrate that he/she is proficient in at least one of the four core academic areas (English, Social Studies, Science and Mathematics) by receiving a passing grade in the subject. Students must "make-up" failed core academic courses by receiving a passing grade in summer school.

Grade 11 to Grade 12: To be promoted from Grade 11 to Grade 12 students must earn an accumulated 17.25 credits.

Graduation: To graduate from high school, a student must earn an accumulated 25.25 credits.

### **Course Withdrawal**

Any student who drops or withdraws from a class after the quarter one or three (for second semester classes) first progress reporting period during the school year will be given a "WP" or "WF" dependent upon the grade in the course at the time of withdrawal. Course withdrawals will be reported on report cards and transcripts and will be calculated into the student's GPA.

**WP-** A WP will be weighted at a 73 at the level the course is taken.

*AP=2.5, Accelerated =2.25, Academic=2.0, and Instructional Support 1.7*

**WF-**No points will be earned and the credit will count as potential credit in GPA calculations.

### **Independent Study Program: BPA uses an online Program called Edgenuity**

An Independent Study Program is available at BPA for students in their junior and senior years. Its purpose is to extend and enrich the curriculum as well as provide students with inhouse credit recovery opportunities by permitting interested and able students to pursue, in depth, a topic or field of study not offered in the school's curriculum. Enrollment is open to any student with an "80" average in the subject field in which the student plans to study.

The purpose of the Independent Study Project is to engage students in a personalized learning experience. It allows students an opportunity to demonstrate interdisciplinary skills and knowledge while investigating a specialized area of interest. The research, product and/or activity must be intrinsically linked. A faculty advisor will guide the student in all phases of the project. The advisor will evaluate the student's work and serve as one of the evaluators of the presentation. This is a learning activity extending beyond existing course offerings, which must be approved after an application and a screening process is completed. See school counselor for project requirements.

### **Physical Education Requirement**

All students are required to participate in physical education. One-half (.50) credit per year is required per the Bristol Board of Education policy. If you are to be medically excused from physical education, a doctor's note should be presented to the nurse. The nurse will notify the physical education teacher and alternate work will be assigned (walking if approved by a doctor). Medical excuses lasting longer than 14 classes may result in removal from physical education. The credit must be made up.

**To receive credit in physical education each year, all physical fitness assessments must be completed.**

## **CO-CURRICULAR & EXTRACURRICULAR ACTIVITIES / ATHLETICS**

**Co-Curricular Activities** are extensions of curricular courses which occur during the school day. Students participate in the course during the school day and participation in the co-curricular activity is required as part of the course. Examples of co-curricular activities are orchestra, band, or choral performances outside of the school day when the courses take place during the school day.

**Extracurricular Activities** are not-for-credit activities, for which there is no curriculum, and these activities take place outside of the school day. Examples include athletic teams, intramurals, clubs, and performances in plays.

### **HIGH SCHOOL EXTRACURRICULAR ACTIVITIES /ATHLETICS**

#### **Athletics**

Athletics are considered an integral part of the school's educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation.

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 consists of a pre-assessment prior to the sport season, of written materials, online training or videos, and/or in person training. The consent form includes a summary of the school/district's concussion education plan and applicable school board concussion policies.

Student interscholastic activities shall be governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Eligibility for participation is governed by state law as well as the regulations of the CIAC.

Any student athlete who has not reported to school by noon will not be permitted to practice or play that afternoon or evening. Exceptions to this rule will be considered only if the player's parent explains the unusual circumstances to the principal or designee.

District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, associations, or conferences, of rules for student participation.

It is the Board's policy to provide students interscholastic athletic competition in a variety of sports. Qualified personnel shall be provided for coaching and supervising individual sports. In addition, it is the policy of the Board to provide intramural athletic activities as an outgrowth of class instruction in physical education commensurate with the grade level of the students involved.

Each student who chooses to participate in an interscholastic athletic program is required to have on file, in the offices of the building nurse, a certificate of consent, which is signed by the parent or legal guardian. No student may start practice for any athletic team until he or she has been examined and approved by a medical doctor. This certificate of consent shall be in effect for each student as specified in Sec. 5141.31.

The purpose of school athletics is both educational and recreational. The athletic program should encourage participation by as many students as possible and should be carried on with the best interests of the participants as the prime consideration. Participation should be without unreasonable interference with other obligations in the school, community and home. It is recognized that a well-organized and well-conducted athletic program is a potent factor in the morale of a student body and an important phase of good community-school relations.

Every possible effort shall be made to offer equal opportunities for both sexes in sports and activities that shall include life sports that a student can carry through adulthood.

In addition, the student participating on an interscholastic team agrees:

1. Not to participate on another team outside of school in the same sport while on the school's team (applicable to high school student-athletes only)
2. Not to receive any personal economic gain based upon athletic skill.
3. To participate under his or her own name.
4. Not to participate in any post season or individual contests as a representative of the Bristol Public Schools without the school's explicit and expressed permission.

The failure of one (1) team member to abide by all of the eligibility rules will result in the forfeiture of all contests for the team while the individual was ineligible.

Students participating in interscholastic athletics assume a special responsibility. They serve as models for much of the student body and are representatives of our school district to other school districts and the communities served by our schools.

Student athletes are expected to behave in a manner that will bring credit to themselves and their schools. It is our expectation that students involved in the athletic program will refrain from smoking and the use of alcohol or any other behavior-altering drug.

Failure to comply with the school's expectations may result in removal from the activity and/or in disciplinary action being taken.

Students who are absent or suspended from school may not participate in an extra-curricular activity. Any student who is not present for a minimum of three periods must receive administrative approval to participate in a co-curricular activity held that day.

## **ELIGIBILITY (BOE Policy 6145.2(c))**

### **Residency**

When a student under 18 years of age leaves the residency of a legal guardian in one Bristol public high school district to reside with friends or relatives in another Bristol public high school district, having filed forms provided by the Board of Education for that purpose, that student will not be eligible to participate



in interscholastic athletics at the receiving school in any sport the student previously participated in at the sending school for three hundred sixty-five (365) calendar days of continuous enrollment from the date of the first allowable play date following the date of enrollment (first day of attending classes) in the receiving school, or the first contest after the date of enrollment, if entry is after the first allowable play date at the receiving school.

Parents/legal guardians authorizing the minor student to change residence (i.e., leave home) will be required to provide the Board of Education with legal documentation, on request, to establish their current legal custody of the minor involved.

Students and/or their parents/legal guardians may file a waiver request with the Superintendent of Schools within thirty (30) days of change of residency, seeking exemption from this policy because the change in residency is required for compelling personal reasons unrelated to athletics, such as illness or incapacity of family members. The Superintendent of Schools shall consult with the two high school principals and the Supervisor of Physical Education, Health and Athletics and make a recommendation to the Board regarding the request. Should the Superintendent recommend against the waiver, the student and/or parents/legal guardian may appear before the Board, which shall issue the final decision regarding the requested waiver.

### **Extracurricular Activities/Athletics - High School Request for Pupil Transfer within the Bristol Public School System with No Change in Residency**

Any student who is granted an out of area transfer request that results in attendance at the non-resident high school is partially eligible for interscholastic athletics for thirty (30) calendar days from the first date of practice following the date of enrollment (first day of attending classes) (for students entering over the summer, the 30 days begin on the first day of practice) in the receiving school, or the first contest after the date of enrollment, if entry is after the first allowable play date in any sport the student participated in at the previous school.

Students and/or their parents legal guardians may file a waiver request with the Superintendent of Schools within thirty (30) days of notification of denial of the out of area request, seeking exemption from this policy because the out of area request is required for compelling personal reasons unrelated to athletics/ such as illness or incapacity of family members. The Superintendent of Schools shall consult with the two high school principals and/or the Supervisor of Physical Education, Health and Athletics and make a recommendation to the Board regarding the request. Should the Superintendent recommend against the waiver, the student and/or parents/legal guardian may appear before the Board, which shall issue the final decision regarding the requested waiver.

### **High School Co-Curricular Eligibility**

An activity which occurs outside of the school day as an extension of curricula courses is a co-curricular activity. Students participate in the course during the school day and participation in the co-curricular activity is required as part of the course. This pertains specifically to student participation in band, orchestra and/or choral performances which are required for participation in the course. Students will be allowed to participate in such required performances even when on academic restriction (middle school level) or partial eligibility (high school level) for extra-curricular activities.

### **High School Full Extracurricular Eligibility**

Quarter 1, 2 and 3 grades will be used to determine eligibility during the winter and spring seasons. Final end of the year grades, 2<sup>nd</sup> semester and summer school grades will determine eligibility for the fall

season. During the school year, student eligibility and ineligibility status is determined on the day report cards are distributed or on the fourteenth (14) calendar day following the end of the marking period. In order to be eligible to participate in all aspects of an extracurricular activity, a student must meet the following criteria:

### **Fall Season**

A student is eligible when he/she:

- Is entering grade 9 from grade 8 OR must have received a minimum of five and a half (5.5) academic credits plus .5 physical education credit from the previous school year and summer school. Students attending BTEC or transferring into a Bristol School may have the .5 physical education credit waived by the building principal.
- Must be enrolled in a minimum of five and a half (5.5) academic credits plus .5 physical education credit during the current school year.
- Passes all courses OR
- Fails one class for the year or second semester with a grade no lower than 60, not retaken or failed in summer school and has a weighted semester two GPA of 2.0 or higher.
- If the student retakes the failed course in the fall, the student must achieve a grade of 65 or higher in that failed course by the midterm of the marking period. Eligibility of these students will be determined on the third school day after the progress reporting period.

If the student does not repeat the failed course, all grades must be a 70 or better at the midterm of the first marking period. Eligibility of these students will be determined on the third school day after the progress reporting period.

- The student must be a member of the school in grades 9, 10, 11 or 12.
- The student shall not have reached his or her twentieth (20th) birthday. A student-athlete will not be allowed to start a season or compete during a season in which his/her twentieth (20th) birthday falls.
- A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.
- Any student who has been enrolled in grades 10, 11, 12 inclusive in any school (member or non-member) shall not participate in the same branch of athletics for more than (3) seasons. A student, upon enrolling in grade nine (9) shall have 4 continuous or uninterrupted years to complete his or her athletic eligibility.

### **Winter and Spring Seasons**

- At the end of the previous marking period, the student is eligible when he/she:
- Is enrolled in a minimum of five and a half (5.5) academic credits plus ½ physical education credit.
- Passes all courses OR
- Fails one class with a grade no lower than 60 and have a weighted quarter GPA of 2.0 or higher.
  - To maintain full eligibility the student must achieve a grade of 65 or higher in the failed course on the progress report following the marking period in which the failure occurred.
  - If the student does not repeat the failed course, all grades must be a 70 or better at the progress report following the marking period in which the failure occurred.
  - Eligibility of these students will be determined on the third school day after the progress reporting period.
- Students with an incomplete become ineligible the day grades are distributed or on the 14 calendar date after the close of the term. The student then has 10 days to make up the

incomplete. If a student does not make up the incomplete within 10 days, the student remains ineligible. A student becomes eligible when the incomplete grade has been resolved within the 10 days.

- The student should be a member of that school in grade 9, 10, 11, 12.
- The student shall not have reached his or her twentieth (20th) birthday. A student-athlete will not be allowed to start a season or compete during a season in which his/her twentieth (20th) birthday falls.
- A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.
- Any student who has been enrolled in grades 10, 11, 12 inclusive in any school (member or non-member) shall not participate in the same branch of athletics for more than (3) seasons. A student, upon enrolling in grade nine (9) shall have 4 continuous or uninterrupted years to complete his or her athletic eligibility.

## **High School Partial Extracurricular Eligibility**

### **Fall Season**

A student placed on Partial Extra-Curricular Eligibility would be granted limited participation but will not be able to represent the school in any type of competition, performance, etc. (i.e., athletic, drama, musical etc.).

Partial Extracurricular Eligibility will be offered to a student only once per academic year. To gain Partial Extracurricular Eligibility, a student must meet the following criteria:

- Fails two classes for the year or second semester and not retaken or failed in summer school.
- Be carrying a full academic load; the load for all students is a minimum of five and a half (5.5) academic credits plus  $\frac{1}{2}$  physical education credit per year.
- The period of Partial Extracurricular Eligibility will extend to the progress reporting period of the first quarter.
- To become eligible at the progress reporting period, a student on Partial Extracurricular Eligibility must attain a minimum average of "65" in the subject(s) that were failed and be passing all other classes. If the student does not or is unable to retake the failed class or classes, the student **must have a 70 in all subjects**. Eligibility of these students will be determined on the third school day after the progress reporting period.
- Students, who qualify under the Partial Eligibility Rule during a try-out period, may try-out for extracurricular activities, with the understanding that the Partial Eligibility Rule goes into effect immediately should he/she make the cut.
- Transfer students' grades are interpreted by the standards of the previously attended school.
- The student shall not have reached his or her twentieth (20th) birthday. A student-athlete will not be allowed to start a season or compete during a season in which his/her twentieth (20th) birthday falls.
- A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.
- Any student who has been enrolled in grades 10, 11, 12 inclusive in any school (member or non-member) shall not participate in the same branch of athletics for more than (3) seasons. A student, upon enrolling in grade nine (9) shall have 4 continuous or uninterrupted years to complete his or her athletic eligibility.

## **High School Partial Extracurricular Eligibility Winter and Spring Seasons**

A student placed on Partial Extra-Curricular Eligibility would be granted limited participation but will not be able to represent the school in any type of competition, performance, etc. (i.e., athletic, drama, musical etc.).

Partial Extracurricular Eligibility will be offered to a student only once per academic year.

To gain Partial Extra -Curricular Eligibility, a student must meet the following criteria:

- Be carrying a full academic load; the load for all students is a minimum of five and a half (5.5) academic credits plus ½ physical education credit per year.
- For the current school year, fails (defined as a grade lower than 65) no more than 2 subjects at the end of the previous marking period. The period of Partial Extracurricular Eligibility will extend to the date of progress reporting of the marking period following the marking period in which the failure(s) occurred. A student on Partial Extra-Curricular Eligibility must attain a minimum average of "65" in the subject(s) that were failed and be passing all classes.
- In the event that a student fails a first semester course, which cannot be repeated the second semester, the student will be placed on Partial Extracurricular Eligibility for the third marking period and must be passing all subjects with a grade of 70 at the quarter progress report. Eligibility of these students will be determined on the third school day after the progress reporting period.
- Students, who qualify under the Partial Eligibility Rule during a try-out period, may try-out for extracurricular activities, with the understanding that the Partial Eligibility Rule goes into effect immediately should he/she make the cut.
- Transfer students' grades are interpreted by the standards of the previously attended school.
- The student shall not have reached his or her twentieth (20th) birthday. A student-athlete will not be allowed to start a season or compete during a season in which his/her twentieth (20th) birthday falls.
- A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.
- Any student who has been enrolled in grades 10, 11, 12 inclusive in any school (member or non-member) shall not participate in the same branch of athletics for more than (3) seasons. A student, upon enrolling in grade nine (9) shall have 4 continuous or uninterrupted years to complete his or her athletic eligibility.

## **CODE OF BEHAVIOR (ATHLETES)**

Students participating in interscholastic athletics assume a special responsibility. They serve as models for much of the student body and are representatives of our school district to other school districts and the communities served by our schools.

Student athletes are expected to behave in a manner that will bring credit to themselves and their schools. It is our expectation that students involved in the athletic program will refrain from smoking and the use of alcohol or any other behavior-altering drug.

Failure to comply with the school's expectations may result in removal from the activity and/or in disciplinary action being taken. Students who are absent or suspended from school may not participate in a co-curricular activity. Any student who is not present for a minimum of three periods must receive administrative approval to participate in a co-curricular activity held that day.

## **CODE OF BEHAVIOR (SPECTATORS)**

Students attending interscholastic athletic events assume the same special responsibilities as athletes. Students are reminded that they also serve as representatives of our school. Students and spectators are expected to behave in a manner that will bring credit to themselves and Bristol Preparatory Academy. It is our expectation students and spectators will conduct themselves in an appropriate manner (no swearing, cat-calls, use of derogatory names, fighting, etc.). Smoking or use of alcohol is also prohibited. This rule pertains to all home and away contests. Failure to comply with these regulations will result in disciplinary action by the administration.

## **ATTENDANCE BOE Policy 5113 (a)**

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.

Absence means an excused absence, unexcused absence, or out-of-school suspension.

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. A student engaged in

dual enrollment' such as enrollment in college courses or military training are not considered absent if they produce certifying documentation.

A child whose total number of absences at anytime 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.

**A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17.**

### **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 early in the morning on the day of the absence by telephoning the school.

### **Chronic Absenteeism**

A student whose total number of absences at anytime during a school year is equal to or greater than then 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.

### **Excused Absence Policy [Form available as 5113 Appendix]**

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 documentation includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.
- 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 appearances which are 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 on active duty.

The responsibility for makeup of work lays with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within five (5) days after the student returns to school.

### **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 if these become excessive or the marking period ends.

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

### **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 parent/guardian and school administration. In the event it is necessary for a student to be dismissed early, a parent/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/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 or the parent/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/guardian and an official picture ID.

### **Tardiness**

Students who are not in their classroom at the first bell are considered tardy. They must sign in at the courtesy desk before reporting to class, and their teacher will mark them tardy. Students may be subject to disciplinary action including suspension if the principal determines that tardiness is excessive. **High school students with a delayed start are considered tardy if they arrive later than the start of class.**

### **Truancy**

A student age five to eighteen inclusive with four (4) unexcused absences in one month or ten (10) unexcused absences in a school year will be considered truant. Disciplinary action may include detention or other progressive discipline. Tests and academic work missed in class that day may be recorded as a zero grade. However, the student is encouraged to obtain missed work from their teacher to avoid a significant academic penalty.

Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

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### **Teacher Responsibilities**

**A. At the first confirmed unexcused absence from a class, the teacher will:**

1. Notify the attendance office on the designated form of the unexcused absence as soon as confirmed. The teacher will in turn notify the parent of the absence and the consequences.
2. All absences are to be recorded in PowerSchool®, even though they may be school approved. Teachers will maintain class attendance records.

### **Administrator Responsibilities**

Any student enrolled at BPA who fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent (or other person having control of the child) is aware of the pupil's absence, a reasonable effort to notify, by telephone, the parent or such other person shall be made by school personnel under the direction of the school principal.

## **ATTENDANCE PROCEDURES FOR GRADES 9-12**

### **Arrival at School**

All students are expected to arrive at school and report to first period class prior to the 7:35 a.m. bell.

### **Call/Contact Attendance Office**

Parents are requested to call the BPA Office (**860-584-7709, ext. 710101**) on the morning of an absence between 7:30 a.m. - 9:00 a.m. to explain the absence. For the convenience of parents who cannot call during those hours, the Attendance Office voicemail system can be accessed 24-hours per day.

### **Class Cuts**

A class cut occurs whenever a student is present in school and chooses not to report to a given class. If a student misses 22 minutes or more, due to an unexcused tardy, the teacher will count the tardiness as a class cut. Teachers will indicate consequences for class cuts in the syllabus for each class in addition to those outlined in the student handbook.

### **Co-Curricular Attendance**

Students attending a co-curricular event after school must be in attendance for **three (3) periods** on the day of the event.

### **Courtesy Desk**

Students entering or leaving the building, during the school day, will be expected to do so through the main entrance. At the beginning and end of the school day, students may use all exits from the building.

- Students with late arrival or early dismissal are required to sign in/out at the courtesy desk. Students who do not follow these guidelines will lose their early dismissal/late arrival privilege.
- Students who are tardy to school after first period **MUST** report to the main office to acquire a tardy slip from the attendance secretary in order to proceed to class. Failure to sign in may result in a disciplinary action.
- Students who secure a dismissal during the day, must also sign in or out at the courtesy desk.
- All visitors will be expected to sign in at the main office, stating their business and destination. Visitors will receive a visitor's badge, which must be worn while in the building. Visitors will be expected to sign out and return their badge to the main office before they leave.



## **Dismissal**

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

Request for release of a student during the school day must be handled by the administration to ensure maximum provisions for the safety and welfare of the student. Dismissals should meet the same criteria used for excused absences from school. **Dismissals should be requested by calling the attendance office at 860-584-7709, ext. 710101 or submitting a written note. Requests for dismissal should be made no later than 9:00 a.m. on the day of the dismissal to allow processing and teacher notification. Dismissals received after 9:00 a.m. will need approval from the administration.** **Note: Classroom instruction will not be interrupted to dismiss students.**

## **Regular Dismissal**

Students are encouraged to use time after school to meet with teachers, take advantage of tutoring programs, join clubs and activities, participate in sports and/or performing arts, or participate in any of the many supervised activities. In an effort to maintain a safe environment, all students not participating in a supervised activity must be out of the building and off school property after dismissal. Students who are found in the building or on campus after this time may be subject to disciplinary action and/or police referral.

## **Extended Excused Absences (15 days or more)**

Parents of students whose absences may exceed 15 school-days should contact the student's school counselor to inquire about and arrange for homebound instruction.

## **Make-up Work**

1. Students are responsible to make arrangements to complete all work missed due to excused absences from class. **It is recommended that each student identify a peer in each class to contact by telephone or e-mail regarding assignments in case of absence from class.** In this manner, students can begin to complete work before they return to school.
2. Students who participate in field trips are required to contact teachers prior to the day of the trip regarding make-up work. Upon their return, students are responsible for completing all assigned tests, quizzes and homework.
3. Teachers will include expectations for completion of missed work due to absences in the syllabus for each course.

## Tardy Policy

Students are allowed four (4) minutes for passing from one class to the next. Students who confer with a teacher or have business in the office must secure a pass and present it to their teacher to excuse tardiness to class. Going to your locker is not considered an appropriate excuse for being late to class. **Teachers will track tardies in PowerSchool®. The following attendance procedures will be used by administration for Period 1-2 through Period 7-8 including students returning from lunch.**

Tardy (to school or to class)	Consequences	Person Responsible
1	Warning	Teacher
2-4	Lunch detention	Teacher
5-9	After school detention	Administration
10-14	Three 1-hour after school detentions or community service	Administration
15+	Suspension of privileges	Administration

At the 7:35 a.m. bell, students are expected to be seated in their first period class. Teachers will report the official attendance for the day at the conclusion of Period 1. Students who arrive late to first period class will be considered tardy to school. Students who arrive after first period has ended, must report to the office to be issued a tardy slip to be used to admit the student to class. Tardiness to school will be considered excused under the same criteria used for determining excused absences. Administration will assign discipline to all students with unexcused tardies based on the BCHS Tardiness Policy.

**Privileges will be suspended at 15 tardies to school to include proms, dances, attendance at athletic events, after school clubs and activities, and parking/driving.** Continued tardiness to school beyond the above may result in additional administrative action to include suspension from school.

**PLEASE NOTE: BEING TARDY TO SCHOOL CAN IMPACT A STUDENT'S ABILITY TO PARTICIPATE IN EXTRACURRICULAR SPORTS AND ACTIVITIES.**

## ACTIVITY RESTRICTIONS

Students in grades 9-12 will lose privileges for school activities to include proms, dances, attendance at athletic events and after school clubs, and parking/driving:

- upon receipt of the third incident of suspension for the school year
- at five (5) or more unverified or truant absences from school (TRU or AUV) and/or
- at seven (7) or more unexcused absences and/or
- at 15 or more unexcused tardies to school
- outstanding, unpaid debt
- failure to serve an administrative detention

- three (3) or more cell phone violations (not appealable)

Any absence/tardy can only be modified within ten (10) school days. Students may appeal for reinstatement of their privileges because of excessive absences or tardiness as per the procedure below. **\*Students with 25 or more tardies may NOT appeal without evidence of serious hardship.**

### **Appeal Process for Suspension of Privileges**

A student who loses privileges due to items listed above under **Activity Restrictions** may apply for reinstatement of these privileges. The process below must be followed:

1. File notice of Intent to Appeal **see Appendix P**. This notice must be completed and signed by both the student and his/her parent/guardian.
2. From the date of filing the Intent to Appeal form with the building principal, the student must demonstrate perfect attendance for 45 school days. Perfect attendance is defined as no unexcused absences or tardiness during that 45 school day appeal period.
3. Any unexcused absence or tardiness during that 45 school day appeal period will result in the denial of the appeal and continuation of the suspension of privileges.
4. If privileges are reinstated, any subsequent unexcused absence or tardiness to school will result in suspension of privileges for the remainder of the school year.
5. The administration will notify the student of the result of the appeal at the conclusion of the 45 school day appeal period.
6. The principal shall make the final decision on any appeal of suspension of privileges.

# DISCIPLINE

## **DISCIPLINE – Policy 5114**

A student who violates the district's code of conduct shall be subject to disciplinary action. The Bristol Public Schools 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 and 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.

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 (*Policy 5132*)
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 or 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. 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 of 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

### **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 - Policy 5132**

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.

Items that are specifically prohibited under this policy include but are not limited to the following:

1. Shoes, boots or sneakers which mark the floor or have wheels.
2. "See through" style and/or mesh style shirts or blouses, midriff tops, backless tops, halter-tops or tank tops.
3. Flip-flops or thong style sandals at the elementary level.
4. Underwear worn as outerwear, including sleepwear.
5. Jackets, coats or boots normally worn as outerwear.
6. Hats, caps bandannas or headgear except those worn to established religious customs.
7. Short shorts and cutoffs.
8. Face coverings
9. Sunglasses
10. Any article of clothing (including jackets, shorts, hats and bandannas), jewelry or other items which is identifiable as a known symbol of gang membership or affiliation.

### **Expulsion**

The administration 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/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).

### **Out of School Misconduct - Policies 5114 & 5131.8**

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.

### **Smoking – Policy 5131.6**

Student shall not smoke or use tobacco products or e-cigarettes or vapor product devices 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 – Policy 5131.6**

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.

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. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents/guardians.

In such cases, the decision to involve the parents/guardians will be arrived jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

### **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.

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.

**Teacher Detention**

Teachers may provide consequences for inappropriate behavior within the classroom, or on school property. This may involve after school detentions and/or community service.

**DISCIPLINARY GUIDELINES**

**BPA Progressive Discipline and Tiered Levels of Behavior**

Bristol Preparatory Academy defines behaviors by placing them within a three tier model to maintain a learning environment in which students, staff, and parents feel as though they are valued and supported members of our school community. Behaviors which negatively affect learning, or safety of the learning environment, are described in the following tiered model.

**Tier 1: Nuisance Behaviors**

**Tier 2: Disruptive and/or Persistent Nuisance Behaviors**

**Tier 3: Severe and/or Persistent Disruptive Behaviors**

Placing behaviors in a tiered structure helps to define the seriousness of behavioral concerns. This is useful for staff, students, and parents in responding to behaviors.

**Persistent Behaviors:** It is important to note that some behaviors become more severe when they persist over a period of time. For example, teasing can become bullying when done in a persistent manner. Behaviors listed in Tier 1 may become a Tier II or Tier III issue if a behavior repeatedly occurs.

**Context of Behavior:** The context of behavior may also affect the seriousness of consequences. For example, swearing at a person will be considered a more serious concern than swearing alone. As school staff works to maintain BPA’s expectations, problem behaviors will be examined on a case-by-case basis as the level of severity is determined.

**Examples of Tiered Behaviors**

(including, but not limited to)

<b><u>Tier 1: Nuisance Behaviors</u></b>	<b><u>Tier 2: Disruptive Behaviors, and Tier 3: Severe Behaviors</u></b>
<input type="checkbox"/> Cheating/Plagiarism (see BOE policy)	<input type="checkbox"/> Persistent Tier 1 and 2 Behaviors

<ul style="list-style-type: none"> <li><input type="checkbox"/> Cutting Class (1 time)</li> <li><input type="checkbox"/> Inappropriate Language/Physical Contact</li> <li><input type="checkbox"/> Inappropriate Use of Technology</li> <li><input type="checkbox"/> Minor defiance, disrespect, or disruption</li> <li><input type="checkbox"/> Property Misuse</li> <li><input type="checkbox"/> Tardy</li> <li><input type="checkbox"/> Other nuisance behavior</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Abusive language/profanity</li> <li><input type="checkbox"/> Fighting/Assault</li> <li><input type="checkbox"/> Bullying/Cyberbullying</li> <li><input type="checkbox"/> Cell phone violation (see cell phone policy)</li> <li><input type="checkbox"/> Cutting class (2+ times)</li> <li><input type="checkbox"/> Cutting Tier 1 teacher detention</li> <li><input type="checkbox"/> Hazing</li> <li><input type="checkbox"/> Larceny/theft</li> <li><input type="checkbox"/> Leaving school building without permission</li> <li><input type="checkbox"/> Major classroom disruption</li> <li><input type="checkbox"/> Persistent/egregious insubordination</li> <li><input type="checkbox"/> Possession of illegal substances, including vapes</li> <li><input type="checkbox"/> Possession of weapons</li> <li><input type="checkbox"/> Sexual Harassment/Lewd behavior</li> <li><input type="checkbox"/> Threatening</li> <li><input type="checkbox"/> Vandalism</li> <li><input type="checkbox"/> Video recording/photographing without permission</li> <li><input type="checkbox"/> Other disruptive or severe behavior</li> </ul>
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## Examples of Tiered Behavior Responses or Consequences

(including, but not limited)

### Tier 1: Nuisance Behavior

*Nuisance behaviors disrupt the focus on student learning and/or the safety of the learning environment. The teacher/staff observing the problem behavior should intervene with any of the following responses:*

#### Teacher Responses to Tier 1 Behaviors

- Conference with Student
- Parent/Guardian contact/conference  
**AND** (if appropriate)
- Time Out/Break
- Lunch/After-School Detention
- Loss of Privilege
- Instructional/Restorative/Reflective Assignments
- Community Service/Restitution

### Tier 2: Disruptive and/or Persistent Nuisance Behavior

*Disruptive or persistent Tier 1 behaviors which greatly disrupt the learning environment. The behavior should be addressed by the observing teacher/staff, and **MAY** be reported to the school administration with a discipline referral, depending on the context of the behavior:*

#### Teacher or Administrative Responses to Tier 2 Behaviors

- Conference with student/parent/guardian
- Time Out/Break
- Loss of Privilege
- Referral to Support Staff
- Community Service/Restitution
- Peer Mediation
- Instructional/Restorative/Reflective Assignments
- After-School Detention
- Individualized Instruction
- In-School Suspension

- Other Administrative Decision

### Tier 3: Severe and/or Persistent Disruptive Behavior

*Severe or persistent Tier 2 behaviors which significantly disrupt the learning environment. The behavior **MUST** be reported **immediately** to the school administration, and a discipline referral **MUST** be completed.*

#### Administrative Responses to Tier 3 Behaviors

- Conference with student/parent/guardian
- Loss of Privilege
- Individualized Instruction
- Instructional/Restorative/Reflective Assignments
- Community Service/Restitution
- Peer Mediation
- After-School Office Detention
- In/Out of School Suspension
- Other Administrative Decision
- Refer to SRO or Juvenile Review Board

### Other Behavior Policies

<u>Behavior</u>	<u>Description</u>	<u>Tiered Behavior Responses</u>
Cell Phone Violation	It is the expectation of the administration and faculty that students place their cell phones in a designated storage area in their classrooms during instructional time.	<p><b>First Offense:</b> Students phone is visible or heard; phone will be turned over to teacher for the remainder of the day. <i>If student refuses to hand over phone, referred to administrator and will be sent home.</i></p> <p><b>Second Offense:</b> Phone will be turned over to a teacher for the remainder of the day and receive an after school detention . Parent/guardian must retrieve phone from administrator. <i>If student refuses to hand over phone, referred to administrator and will be sent home.</i></p> <p><b>Any further violation will result in a 1 to 3 day suspension.</b> Parent/guardian must retrieve phone from administrator. <b>Additionally, privileges will be suspended to include proms, dances, attendance at athletic events, after school clubs and activities, and parking/driving, without chance of appeal.</b></p>
Smoking/Chewing Tobacco/ Use of E-Cigarettes or any	Student smoking or using chewing tobacco or other tobacco products including any liquid nicotine products inside the school	<b>First Offense:</b> One (1) day after school detention. Parent contact. Completion of an activity such as impact of nicotine. Student may be

<p>Vapor Electronic Smoking Devices.</p>	<p>building, on school grounds, on a school bus, or at a school-sponsored activity at any time. Possession of smoking/vaping materials by underage students is illegal and subject to police action. Connecticut Law makes it illegal for (1) a minor (under age 18) to buy or possess in public an e-cigarette or vapor product and (2) anyone to sell, give, or deliver them to a minor.</p>	<p>referred to a cessation program. Referral to the SRO. <b>Second Offense:</b> Three (3) day after school detentions. Parent contact. Completion of an activity such as impact of nicotine. Student may be referred to a cessation program. Referral to the SRO. <b>Additionally, privileges will be suspended to include proms, dances, attendance at athletic events, after school clubs and activities, and parking/driving. Subsequent Offenses:</b> One (1) day out-of-school suspension. Referral for counseling. Parent contact.</p>
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## GENERAL INFORMATION

### ACCOUNTABILITY INDEX

School Accountability Index scores will be posted on the school website in the fall as part of each school's Accountability Plan.

### AMERICAN WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973 Policy 0521, 6121

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity in which that person is involved receives federal funding directly.

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)] a person is considered to have a disability if that person:

1. has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

Should you have any questions regarding Section 504, please call either your child's school principal or the Civil Rights Coordinator, Dr. Michael Dietter at 860-584-7006.

### ASBESTOS

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

### **ASSESSMENTS AND PROGRESS REPORTS - Policy 6146.2, 5124**

- A. Parents/Guardians will receive the results of their child's state assessments.
- B. Written reports of student progress will be issued four (4) times per year at the high school level and three (3) times per year for grades K-8.
- C. Parents will be advised no later than the beginning of the final marking reporting period of a student's potential failure in a course or grade and the possibility of the student repeating the grade or course.

### **AUTOMATED PHONE MESSAGING SYSTEMS**

The Bristol Public School system uses an automated phone-messaging system 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 personally 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 (home phone, work phone, cell phone) and an e-mail address.

### **BRING YOUR OWN DEVICE (BYOD)**

The Bristol Board of Education has authorized a Bring Your Own Device (BYOD) policy (BOE 6141.328 a-c, see Appendix Q) at each Bristol high school. The purpose is to gain experience in letting students seamlessly integrate the use of personally owned technological devices along with the day-to-day achievement of instructional objective and related curricular goals. This policy will permit students to bring their own technological devices to support and enhance their learning.

### **Bring Your Own Device Student/Parent Agreement (see Appendix O)**

The use of personally owned technology to provide educational material is a privilege at school. When abused, privileges will be taken away. When respected, they will benefit our learning environment tremendously.

Students who bring their own device must adhere to the Student Code of Conduct as well as all Board policies, particularly the Internet Acceptable Use and Internet Safety. Additionally, students must adhere to the following:

BYOD devices are to be used for instructional purposes connected to the approved curriculum, not to cheat on assignments or tests, not to make personal phone calls, not to send text messages, and not to post information, photos, or videos not authorized by the teacher.

### **To participate, students acknowledge and agree to the following:**

- Only the school's Internet will be accessed. Attempts will not be made to bypass the local connection.
- The District's network filters will be applied to one's connection to the Internet and attempts will not be made to bypass them.

- Only authorized data can be accessed. Infecting the network with a virus, Trojan, or program designed to damage, alter, or destroy the network; and hacking, altering, or bypassing security policies are not allowed.
- The school District has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The backing up of data through a jump drive, an external drive, or another media device regularly is strongly encouraged.
- As we are working to achieve a more paperless environment, printing from personal laptops will not be possible.
- As we do not have enough outlets for students to charge their devices in classrooms, each student must charge his or her own device prior to bringing it to school daily.
- Using a personal device to transmit or share inappropriate content during the school day will result in the loss of BYOD privileges. Additional consequences may be applied depending upon the circumstances. Transmission of material of a bullying nature or sexual nature will not be tolerated.
- Using a personal device at unauthorized times will result in the loss of BYOD privileges. Use of these devices in the cafeteria, gymnasium, locker rooms, hallways, and bathrooms is strictly prohibited. The purpose of BYOD is purely for the extension and enrichment of the learning environment.
- Devices cannot be used during assessments, unless otherwise directed by a teacher. Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.
- Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.
- Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.
- Students are not to physically share their personal devices with other students, unless approved in writing by their parent/guardian.
- Personal devices may not be used to cheat on assignments, tests or for non-instructional purposes, such as making personal phone call and text/instant messaging.
- Personal devices may not be used to send inappropriate e-messages during the school day.

## **BULLETIN BOARDS AND POSTERS**

Ample bulletin board space and wall space will be provided for the use of students and student organizations. The following general limitations on postings apply:

1. All materials for posting must include the name of the student group issuing the notice.
2. **The school shall require that notices or other communications be officially approved, dated and stamped by an administrator before posting.**
3. All posted material must be removed after the advertised event has been concluded or within a reasonable time determined at the time of posting to assure access to bulletin boards and wall space.
4. The school administration will identify areas available for posting materials.
5. Postings may be no larger than 8½ x 11 inches.

## **BULLYING Policy 5131.911**

- a. Students who engage in any act of bullying while at school, at any school function, or in connection to or with any district sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.
- b. Bullying is defined as:
  - i. any targeting of a student based on the student's actual or perceived "differentiating" characteristics, such as race, gender, sexual orientation, disability, religion, or physical appearance and
  - ii. actions taken through electronic communications or devices that otherwise qualify as bullying and are known collectively as "cyberbullying"; written, oral, and electronic communications; physical acts; and gestures by a student or a group of students that are repeatedly directed against another student that
    - a) causes the student physical or emotional harm or damages his or her property;
    - b) puts the student in reasonable fear of harm or property damage;
    - c) creates a hostile school environment for the student;
    - d) infringes on the student's rights at school;
    - e) substantially disrupts the education process or a school's orderly operation or
    - f) an act that creates a hostile environment among students that is so severe or pervasive that it alters the school's climate or
    - g) as any overt acts by a student or groups of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity, or on a school bus, which acts are committed more than once against any student during the school year.
- c. Bullying which occurs outside of the school setting will be addressed by school officials if it has a direct and negative impact on a student's academic performance or safety in school, creates a hostile school environment, infringes on the rights of the victim at school; and/or substantially disrupts the education process or orderly operation of the school.
- d. To be considered bullying, communications, physical acts and gestures must be repeated and the student against whom the activity is directed must be attending school in the same district as the students engaged in the bullying activity.

## **LUNCH ROOM BEHAVIOR**

There are always two classrooms identified as "Lunch Rooms". These classrooms rotate weekly and teachers will inform students on Monday mornings regarding which rooms will be utilized for lunch. Students are responsible for placing their lunch order prior to 8:00 a.m., failure to do so may result in not getting a lunch from Food Services. Students are required to handle only their lunch and to be respectful of others.

All eating is to be done in the assigned classroom or in designated areas. Food is not permitted elsewhere in the building. Students are expected to dispose of refuse properly and to return chairs to their original positions before leaving the lunch area. Rules of cleanliness are to be observed at all times. Misconduct during lunch 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.

The District participates in the National School Lunch Program and offers 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 Bristol Food Services Department and information available 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 must meet federal and state standards and guidelines.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur. The school nurse should be contacted to initiate a medical plan.

The District maintains a “no charging policy.”

### **CHANNELS OF COMMUNICATIONS**

If there is a question about a student’s classes or work in school, it is best to first contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of complaints regarding instruction, discipline or learning materials is (1) teacher, (2) principal, (3) superintendent, (4) board of education.

### **CHANGE OF STUDENT INFORMATION**

If you have a change of address or home phone number or there is a change in your parents’ work phone number or emergency contact, you must provide this information to office personnel by obtaining, completing and submitting a Change of Student Information form.

### **CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT – Policy 5141.4**

All school employees, including teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including school 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 receive 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.

### **CLASS PLACEMENT**

Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. Parents will have an opportunity to provide information relative to placement. The final decision for placement rests with the principal or his/her designee.



## COMPUTER PASSWORDS

Students will be provided with a **Computer User ID** for accessing and using computers at Bristol Central High School. This **Computer User ID** makes it possible to store and transfer electronic files on the school's computer network.

Your **Computer User ID** is made up of two elements:

USERNAME:           14JonesSam (Year of Graduation/Last Name/First Name)  
PASSWORD:           Student ID Number

The first time you use a computer at school, the computer will ask you to select a personal password to replace your student ID. **PLEASE BE SURE YOU SELECT A PASSWORD YOU WILL REMEMBER.**

**Note:** You will need to type your personal password into the computer two times. If you make a mistake the first time, you will have a second chance to get this right.

The best passwords are to mix uppercase and lowercase letters with numbers. The most important thing for you to remember is the password you have selected. Choose a password that is easy for you to remember, write it down, and keep it in a secure and private space.

**Bristol Board of Education Policy prohibits students from sharing this password with anyone. Your Computer User ID is your own private information and should not be given to or shared with anyone.**

## COMPUTER RESOURCES – Policy 5131.81

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless the posting is approved by a teacher.

The District reserves the right to monitor, inspect, copy, review and store at anytime 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 the School District and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

The Board of Education is committed to aiding students and staff in creating a 21st Century learning environment. Therefore students (plus staff) will be permitted to access the District's wireless network

with their personal devices during the school day at district high schools. With teacher approval, students may use their own devices to access the Internet and collaborate with other students.

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

### **CURRICULAR USE OF “R” RATED VIDEOS/FILMS**

The following policy will be followed for the curricular use of “R” rated videos:

1. Each department must submit a list to the principal of the “R” rated videos to be used during the school year.
2. Each teacher will include the list of “R” rated videos or films to be shown in the course syllabus that is provided to each student.
3. Students must submit a permission slip signed by a parent/guardian in order to participate in the viewing of any “R” rated video. Included with the permission slip should be an explanation as to why it will be used, how it fits into the curriculum, and the length of the video to be used (clips or full-length).

### **DANCES AND SOCIAL EVENTS**

School dances may be scheduled periodically during the school year. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. Students are expected to dress appropriately for all dances. Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance.

The hours for all dances will be predetermined and communicated to students. The following rules will apply at all school dances:

1. A student who pays for admission to the dance must sign the dance list. Only those students whose names appear on the list of dance attendees will be allowed to enter the dance. **No tickets will be sold at the door.**
2. A student who wishes to transfer his/her spot to another student must see the advisor to the school organization sponsoring the dance by the close of school on the last school day of the week of the dance to make arrangements. No substitutions will be honored at the door.
3. Students must be prepared to present identification at the door prior to entry.
4. No backpacks will be allowed into the dance.
5. All bags, purses, etc. may be searched by staff.
6. No bottles or cans may be brought into the dance.
7. Admittance to the dance is from 7:00-7:30 p.m. No student will be admitted after 7:30 p.m.
8. Any student who wishes to leave the dance prior to dismissal time must have permission from a parent/guardian approved by administration.

### **DEFIBRILLATORS IN SCHOOLS (AEDs)**

Each school will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardiopulmonary 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.

## **DIGITAL PHOTOGRAPH**

For the purpose of maintaining accurate school-wide student identification records, all BPA students shall have a current digital photograph, as provided by school/yearbook personnel and filed annually in the school's database. This digital student photograph will be taken by school/yearbook personnel annually and will be maintained as part of the student's school record for the duration of the student's attendance in the Bristol Public Schools.

## **DIRECTORY INFORMATION - POLICY 5125, 5145, 5145.15**

Bristol Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

**"Directory Information"** means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, one or more of the following items: parent's name and/or e-mail address, student's name, address, telephone number, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, photographic, computer and/or video images, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

Military recruiters or institutions of higher learning shall have access to secondary school student names, addresses and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior parental consent. The Board of Education shall notify parents of the option to make such a request and shall comply with any request received.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

## **DRESS CODE - POLICY 5132**

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.

Items that are specifically prohibited under this policy include but are not limited to the following:

1. Shoes, boots or sneakers which mark the floor or have wheels.
2. "See through" style and/or mesh style shirts or blouses, midriff tops, backless tops, halter-tops or tank tops.
3. Flip-flops or thong style sandals at the elementary level.
4. Underwear worn as outerwear, including sleepwear.
5. Jackets, coats or boots normally worn as outerwear.
6. Hats, caps bandannas or headgear except those worn to established religious customs.
7. Short shorts and cutoffs.

8. Face coverings
9. Sunglasses
10. Any article of clothing (including jackets, shorts, hats and bandannas), jewelry or other items which is identifiable as a known symbol of gang membership or affiliation.

### **DRIVER EDUCATION**

The course consists of 30 hours of classroom instruction; eight (8) hours of behind-the-wheel instruction (Currently suspended as a result of COVID-19) and eight (8) hours of observation of another student's driving. The classroom instruction deals with Connecticut State Motor Vehicle Law, basic driving techniques, traffic safety and the licensing procedure. The driving portion consists of learning basic driving skills. Students must be 16 years old at the start of the class. Students under suspension will not be permitted to return after the close of school to attend the Drivers' Education course. For more information, go to the BPA website and click on the link for Driver Education. Online registration is available at [www.bristol.k12.ct.us/drive](http://www.bristol.k12.ct.us/drive).

### **ELECTRONIC DEVICES AND GAMES - POLICY 5131.81/6141.328**

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices, games, or telecommunications devices with text messaging at school, unless the device falls under the purview of the BYOD policy. Without such permission, the items will be collected by teachers and given to 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. 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 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 and will be reported to the police or DCF for investigation.

### **EMERGENCY PROCEDURES**

In the event of a dangerous or other emergency/urgent situation, there may be the need to secure the school building. Notice to staff will be communicated through a call over the intercom with a predetermined signal. Students will be expected to follow staff directions. Various emergency procedures will be practiced during the school year.

### **ENGLISH LEARNERS - POLICY 6141.311**

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 LEP 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, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

Parents/guardians must be notified within first 30 days of school if their child has been identified as an English learner.

### **EXTERNAL COURSE CREDIT**

Students wishing to transfer credits from accredited schools and/or programs as part of their Bristol Preparatory Academy transcript must see their school counselor for an External Credit application.

### **EXTRA HELP**

Teachers are regularly available to assist students with extra help, make-up work, or individual assistance on Monday, Tuesday and Thursday afternoons, with the exception of days prior to a non-school day. Students are encouraged to take advantage of this help opportunity to improve grades or to make up work missed in class.

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

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the student's school receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A

school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational **interest if the official needs to review an education record in order to fulfill his or her professional responsibility.**

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

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student. Further details are available at:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html>

## **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/Class dues
2. Security deposits
3. The materials for a class project that the student will keep
4. Personal physical education and athletic equipment and apparel
5. Voluntary purchases of pictures, publications, class rings, yearbooks, etc.
6. Student accident insurance
7. Insurance on school-owned instruments, instrument rental and uniform maintenance
8. Fees for damaged library books and school-owned equipment
9. Fees for driver-training courses

## **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. Students may be denied the privilege of attending a field trip if they have violated school rules and are suspended or specifically excluded from a particular trip. **All school rules and policies are in effect during field trips.**

## **FINANCIAL ASSISTANCE**

Students should 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. Any student who needs financial assistance for school activities should contact a school counselor, advisor or administrator 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. Such crisis response drill will be planned and conducted with the local law enforcement agency or the school staff. 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. The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

Local law enforcement and other local public safety officials will evaluate and provide feedback on fire drills and crisis response drills.

### **FIRST AMENDMENT RIGHTS**

No expressed idea will be suppressed because it is not shared by the majority. However, expressions which involve false statements, disruptive or potentially dangerous content, the use of obscenities, and advocacy of violation of law or school regulations are unacceptable.

### **FOOD ALLERGIES – Policy 6142.101**

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, when known in advance, 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.

A student with glycogen storage disease is permitted to have a parent/guardian or a person they so designate to provide food or dietary supplements on school grounds during the school day.

### **FREE AND/OR REDUCED LUNCH PROGRAM**

Bristol Preparatory Academy is a participant in the National Free and Reduced Price School Meal Program. Bristol Preparatory Academy initiated a new breakfast component of this program in the spring of 2018. Information concerning this program will be distributed in homeroom early in the school year. Applications should be returned to the cafeteria.

## **FUNDRAISING – Policy 1324 Appendix B**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the Superintendent in compliance with policy.

Any food items sold as part of any fundraising 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.

## **GAMES, PLAYING CARDS, TOYS, ETC.**

Such items as electronic games, toys, playing cards of any sort, hacky sacks, etc. are not required in courses at BPA. Possession of such items often leads to problematic situations. As a result, possession/use of such items at BPA is prohibited. Staff members will confiscate such items and submit them to the administration. The student's parent or guardian may redeem these items at any time from the main office. Students may redeem these items at the discretion of the administrator.

## **GREEN CLEANING PROGRAMS**

The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information.

***“No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect” (a required statement by law).***

## **HOMELESS STUDENTS - Policy 5118**

Employees of the Bristol Board of Education shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education, which may exist in district policies or practices, in compliance with all applicable federal and state laws. Further, it is the policy of the Bristol Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. Homeless students as defined by federal and state statutes, residing within the district or residing in temporary shelters in the district, are entitled to free school privileges.

Homeless students within the district not placed in a shelter remain the district's responsibility to provide continued educational services. Such services for the child may be:

1. Continued in the school ("school of origin") that the student attended when permanently housed or the school of last enrollment; or
2. Provided in the school that is attended by other students living in the same attendance area where the homeless child lives.



To the extent feasible, a homeless child will be kept in the school of origin, unless it is against the wishes of the parent/guardian.

Homeless children shall be provided educational services that are comparable to those provided to other students enrolled in the district, including but not limited to, Title I, transportation services, compensatory educational programs, gifted and talented, special education, ESL, health services and food and nutrition programs.

The Superintendent of Schools or designee shall refer identified homeless children under the age of eighteen who may reside within the school district, unless such children are emancipated minors, to the Connecticut Department of Children and Families.

The district administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors and youth eighteen years of age:

1. The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted to obtain records.
2. Other enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the Superintendent. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
3. Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived at the discretion of the Superintendent.
4. Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student's school of origin in compliance with federal and state regulations.
5. Official school records, policies, and regulations shall be waived at the discretion of the Superintendent, in compliance with federal statutes.
6. The district shall make a reasonable effort to locate immunization records from information available. The District's liaison shall assist the parent/guardian in obtaining the necessary immunizations and records. The District shall arrange for students to receive immunizations through health agencies and at District expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of Board of Education policy on immunizations.
7. Other barriers to school attendance by homeless children or youth may be waived at the discretion of the Superintendent of Schools.

The District's educational liaison for homeless children is the Director of Teaching & Learning.

Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. The district so notified may choose to either:

1. Continue to provide educational services, including transportation between the temporary shelter and the school in the home district; or

2. Pay tuition to the district in which the temporary shelter is located.

The Superintendent shall develop regulations, to ensure compliance with applicable statutes in the implementation of this policy.

## **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.

## **INSURANCE**

School insurance is made available to families through a specific program. Information is 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 arrangements is contractual between the parent and insurance carriers and the Bristol Public School assumes no liability from disputes arising from such contract.

## **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.

## **LIBRARY MEDIA SERVICES**

Students are invited to use the books, magazines, newspapers, videos, CDs and other materials, including computers, located in the media center. Students are responsible for any material they sign out. Materials must be returned (to the media specialist or clerk) at the circulation desk. Students must pay for any materials they lose or damage. 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. 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 students 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.

## **LITTERING**

Maintaining a clean and attractive school building and campus requires the cooperation of everyone. Students are expected to dispose of litter in appropriate receptacles inside the building and around the campus. Students who litter will be subject to disciplinary action, including community service clean-up duty or detention.

## **LOCKERS**

Students may request a locker for use during the school year. Lockers are subject to search by school administrators when it is determined their contents may present danger to other members of the school community. Lockers are assigned for student use, but remain the property of BPA. Students will be assessed for damage to lockers resulting from negligent or willful behavior.

## **LOITERING**

**To ensure safety and security, students are not to loiter in the school after 2:00 p.m.** All students who stay after school because of athletics, clubs, discipline, academics or meetings must be supervised by a staff member. No student should remain in the school after dismissal without teacher supervision.

## **LOST AND FOUND**

All items found should be brought to the main office. Students should report to the main office to inquire about lost materials. All found items will be maintained securely in our lost and found area. Unclaimed materials will be donated to community organizations or discarded at the discretion of the administration.

## **MAKE-UP WORK**

A student will be permitted to make-up tests and to turn in projects due in any class missed because of absence. Secondary teachers may assign a late penalty to any project that results from an unexcused absence in accordance with time-lines approved by the principal and previously communicated to students.

For any class missed, students may be assigned make-up work based on the instructional objectives of the subject or course and the needs of the student. The student is responsible for obtaining and completing make-up work within the time specified by the teacher.

## **MATERIALS FOR NON-REQUIRED PROJECTS**

Students involved in special interest work over and above the basic instructional program may be charged for materials necessary in their chosen project or course area.

## **MILITARY - Policy #5145.14**

Military recruiters or institutions of higher learning shall have access to secondary school student names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent.

## **NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)**

The federal *No Child Left Behind Act* requires schools selected to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments.

## **NONDISCRIMINATION IN THE INSTRUCTIONAL PROGRAM - Policy 6121**

This school system pledges to avoid discriminatory actions and seeks to foster good human and educational relations which will help to attain:

1. equal rights and opportunities for students and staff members in the school community
2. equal opportunity for all students to participate in the total school program of the schools
3. continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences
4. training opportunities for improving staff ability and responsiveness to educational and social needs
5. opportunities in educational programs which are broadly available to all students
6. an appropriate learning environment for students which includes (1) adequate instructional books, supplies, materials, equipment, staffing, facilities and technology, (2) equitable allocation of resources among district schools and (3) a safe school setting.

Each student, at the time he/she becomes eligible for participation, will be advised of his/her right to an equal opportunity to participate in school programs without discrimination, of any kind.

## **PARENT CONFERENCES**

Parents are encouraged to become partners in their child's educational success. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, school 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, with exception to fall and spring conferences, but every effort will be made to accommodate parent schedules.

## **PARENT INVOLVEMENT/COMMUNICATIONS - Policy 1110.1**

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 campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

## **PASSES**

Students are not allowed in the corridors during class time without a pass. All students not in a classroom must be issued a pass by the teacher when leaving an assigned area. In addition, teachers must have students log in/out when issued a pass. The student must report to the designated area during the time noted on the pass. Any student abusing the pass system may be placed on the "NO PASS" list for the remainder of the marking period. Repeated instances of abuse of passes may result in longer placement on the "NO PASS" list. Students found in an unauthorized area without a pass could be brought to in-school suspension for the remainder of the period.

## **PESTICIDE APPLICATION - Policy 3524.1**

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 pesticide 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 Facilities Office at 860-584-7012. Notice will be provided at least 24 hours in advance of the application of a pesticide either on the school's homepage or on the school or district's primary social media account.

## **PHYSICAL EXERCISE**

Students in all grades, K-12, cannot be assigned physical activity as a form of punishment.

## **PLANNERS (No PLANNERS WILL BE USED FOR 20-21, STUDENTS WILL USE GOOGLE CALENDAR)**

A planner is provided to students free of charge. The purpose of the planner is to assist the student in planning and organizing their time and maintaining a record of assignments and when assignments are due. Students are expected to carry the planner with them each day. Lost/stolen planners may be purchased for \$5.00. As a result, each student will be provided with a planner which is simple, easy-to-use and includes the following attributes:

✓yearly calendar ✓weekly calendar ✓organized space to write in a variety of assignments  
✓space for adding notes, comments, etc. ✓section for addresses and telephone numbers

In addition, we encourage students to maintain their calendars and their assignments on their electronic devices such as smartphones, tablets, personal laptops. See Bring your own Device policy on page 50 in this handbook.

## **POSITIVE SUSTAINED SCHOOL CLIMATE - Policy 5131.911**

"Positive Sustained School Climate" is the foundation for learning and positive youth development and includes:

- a. Norms, values and expectations that support people feeling socially, emotionally, intellectually and physically safe;
- b. People who treat one another with dignity, and are engaged and respected;
- c. A school community that works collaboratively together to develop, live and contribute to a shared school vision;
- d. Adults who model and nurture attitudes that emphasize the benefits and satisfaction gained from learning; and
- e. A school community that contributes to the operations of the school and the care of the physical environment.

## **POSTERS**

Signs and posters that students wish to display must be approved by the school principal. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

## **PROMS**

The following rules will be in place for both the Junior Prom and Senior Prom. Students in good standing may purchase tickets to their prom. See page 33-34 for **Activity Restrictions** and **Appeal Process for Suspension of Privileges**. Appeal of Loss of Privileges form is available in Appendix P.

1. Admittance to the prom will only be allowed during a pre-established time window. No student will be admitted after the cut-off time.
2. Students may not leave the prom before a pre-established designated time without written parental permission. Any student who leaves the prom before the conclusion of the prom must leave the facility and may not return. Students who leave the prom early must sign out.
3. No backpacks, bottles or cans will be allowed into the prom.
4. All bags, purses, etc. may be searched by staff.
5. Students may be escorted by a guest from another high school or a guest of high school age, with the prior approval of the administration. All guests must complete the Approval of Guest at School Function Form and submit to the administration for review and approval. No guests 21 years or older will be permitted to attend the prom.

## **PROMOTION, RETENTION AND PLACEMENT**

Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade. Students who master objectives at an exceptional rate may be considered for acceleration to another grade or class. Students who fail to master basic learning objectives at a normal rate will be considered for retention. Retention and acceleration decisions are the responsibility of the teaching staff and principal, after prior notification and discussion with parents. The final decision rests with the school principal.

## **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.

Students should not attempt to repair school equipment but should notify the main office immediately if it isn't functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students should 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.

## **PSYCHOTROPIC DRUG USE - POLICY - 5141**

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisors, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the district is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

## **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.

## **SAFETY/ACCIDENT PREVENTION**

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk
- Follow the school's code of discipline
- Remain alert to and promptly report safety hazards, such as intruders on campus
- Know emergency evacuation routes and signals
- Follow immediately the instructions of staff who are overseeing the welfare of students.

## **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 Memorial Day, Thanksgiving and President's Day are encouraged. Nutmeg 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 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,

1. school and class plays 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 course/activity, the principal 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. Non-participants 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.

## **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.

The District has developed and maintains an emergency disaster preparedness and response plan for implementation as needed (“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, and (4) recovery.

## **SCHOOLS IN NEED OF IMPROVEMENT - Policy #6172.4**

Schools identified for “comprehensive support and improvement” or “targeted support and improvement” must provide an understandable and uniform format of such information and, to the extent practicable in a language parents/guardians understand; including the reason for such designation.

## **SCIENTIFIC RESEARCH BASED INSTRUCTION/INTERVENTION – SRBI**

- Scientific Research-Based Interventions (SRBI) emphasize successful instruction for all students through high-quality core general education practices, as well as targeted interventions for students experiencing learning, social-emotional or behavioral difficulties. Core general education practices include comprehensive curriculums in key academic areas, effective instructional strategies, creation and maintenance of a positive and safe school climate, and a comprehensive system of social-emotional learning and behavioral supports (Bluestein, 2001; Greenberg et al., 2003; Wessler and Preble, 2003). The focus of SRBI involves instruction and interventions in general education at the onset of concern for a students’ academic or behavioral performance.
- SRBI meetings typically take 30 minutes and are usually attended by the classroom teacher or team representative, school counselor, administrative designee or SRBI chair, and other essential personnel.

**Positive Behavioral Intervention and Supports (PBIS)** is a systems based approach to teaching and managing behavior and is a sub-committee of SRBI. The PBIS team's goal is to enhance the capacity of **School Attendance Areas**.



Students will attend the school designated within the school boundary in which the student resides, except that in the best interests of the child the Superintendent, within his/her sole discretion, may approve a student's attending a school in another boundary.

## **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.

Student vehicles parked on school grounds may be searched if there is reasonable cause to search. 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 - Policy 5144.1**

The Board of Education (Board) seeks to foster a safe and positive learning environment for all students. In compliance with the law, Board of Education employees will avoid the use of physical restraint or seclusion of students. However, physical restraint or seclusion of a student by trained school employees may be necessary in an emergency situation to maintain the safety of the student, where harm to the student or other is immediate or imminent. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative.

**Seclusion** means the involuntary confinement of a student in a room, physically prevented from leaving. Seclusion does not include an exclusionary time out.

**Physical restraint** means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head, including, but not limited to, carrying or forcibly moving a person from one location to another. Excluded from this definition is briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; medical devices including but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; helmets or other protective gear used to protect a person from injuries due to a fall; helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan or individualized education program pursuant to Connecticut's special education laws or prescribed or recommended by a medical professional and is the least restrictive means to prevent such self-injury or an exclusionary timeout

### **Exclusionary Time-out - Policy 5144.2**

The Board of Education (Board) recognizes that the use of exclusionary time out may be an effective method of behavior intervention for some students. A time out setting used for an exclusionary time out is an area for a student to safely deescalate, regain control, and prepare to meet expectations to return to his/her educational program. The time-out setting offers a quiet place to be used when students are overwhelmed, experiencing over-stimulation or are out of control. Exclusionary time out means a temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or deescalating such student's behavior.

### **SEXUAL HARASSMENT - Policy 5145.5**

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/she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, school 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, Michael Dieter Ed.D., 860-584-7007.

### **SKATEBOARDS/SCOOTERS**

Skateboards and scooters must be stored properly in student lockers or other designated areas during the day or they will be confiscated by the administration. Confiscated skateboards will be returned at the discretion of the administration. **Students will not be allowed to carry skateboards or scooters around the building during the school day. Skateboard use on school property is prohibited.**

### **SMOKING - POLICY 5131.6**

Student shall not smoke or use tobacco products or e-cigarettes or vapor product devices on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

### **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/staff member. Social media websites are websites such as, but not limited to, Facebook, YouTube, Flickr and Twitter.

The District will not be liable for information/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 the School District and no user shall have any expectation of privacy regarding such materials.

## **SPECIAL PROGRAMS**

The district provides special programs such as but not limited to, gifted, bilingual, learning disabilities and for those with other disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the school counselor. The coordinator of each program is available to answer questions about eligibility requirements, programs and services offered in the district or by other organizations.

The District utilizes the SRBI – Scientifically Based Research Interventions process which combines systematic assessment, decision-making and a multitiered 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.

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

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parental involvement. Parents will be informed regarding the use of scientific, research-based interventions. Parents have the right to have the school paraprofessional assigned to their child, if any, attend and participate in PPT meetings. Parents, as required by law, will be provided information at PPT meetings about their right to have advisors and paraprofessionals attend PPT meetings.

## **STAFF QUALIFICATIONS - Policy 4111**

Parents/guardians have the right to request information at the beginning of the school year about whether the student's teacher has met state qualifications (certification) and licensing criteria for the grade levels and subject areas in which the teacher is providing instruction; whether the teacher is under an emergency or other provisional status, and whether the teacher is teaching in the field of discipline covered by the teacher's certification.

## **STUDENT AUTOMOBILE USE/ PARKING**

Student's use of motor vehicles at BPA is a privilege granted by the school to authorized students only. Students should request an application for a parking pass during the first week of school. Students are subject to the rules, regulations and administrative guidelines in the parking regulations and must comply with all state laws and licensure requirements.

Parking at BPA is very limited. Special areas have been designated for staff, seniors, underclassmen, visitors and handicapped parking. All students who wish to drive to school must complete and submit a BPA Parking/Driving Permit Application annually. All students must display a permit to use the appropriate campus parking areas. The number of registration permits will be limited to the number of

designated student parking spaces. Vehicles parked outside of designated areas or not displaying the proper parking permit will be reported to the Bristol Police. Pedestrian traffic on and off school grounds should utilize sidewalk areas for personal safety.

Please note that parking on the school campus is a privilege. This privilege may be denied, suspended or revoked by the administration for the following reasons, which include but are not limited to:

1. Parking in other than the designated student parking area
2. Parking in fire or bus lanes
3. Unauthorized parking in handicapped spaces
4. Failure to display a registration permit
5. Speed in excess of 15 m.p.h.
6. Reckless or dangerous motor vehicle operation on school grounds
7. Excessive unexcused absences from school (5 or more) or tardiness to school (10 or more)
8. Leaving campus during the day without authorization
9. Failure to maintain satisfactory academic standing or citizenship
10. Failure to repay any outstanding debts (books, uniforms, school issued material, etc.).

### **STUDENT COMPLAINTS/GRIEVANCES: DUE PROCESS**

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 (5) 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 five (5) 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 school principal. A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with the Office of Special Services 860-584-7051.

### **STUDENT FEES, FINES AND CHARGES**

#### School Issued Equipment/ Material

Any school issued equipment such as (but not limited to) uniforms, electronic devices or other school issued material must be maintained and cared for until it is returned upon completion of its use to the appropriate school personnel. If proper use or normal care is not practiced by the student, he/she will be expected to pay a fee to cover the cost of replacement or repair. The excuse of the item being stolen will not be accepted.

#### Textbooks

The Board of Education states it is the responsibility of the students, who have the loan of textbooks, workbooks, etc., to maintain and care for each textbook or workbook until it is returned to the proper authority at the end of the school year or at the completion of its use.

If proper use or normal care is not practiced by the student, he/she will be expected to pay a fee to cover the cost of replacement or repair. The excuse of the textbook being stolen will not be accepted.

**Students who have unpaid fines due to lost/stolen textbooks, uniforms, or library materials, etc. will be put on the debt list. Students on the debt list will not be able to receive school**

**transcripts, a diploma, participate in school activities, such as proms and dances, park on school property or participate in graduation exercises until all debts are paid in full.**

### **Care of Textbooks**

1. Each book is stamped and numbered with a barcode. Students must read the statement on the cover stamp carefully.
2. Each student will be assigned a numbered book. The student is responsible for returning that book at the end of the year or at the end of the period when the class is using the book.
3. Students must return the book in good shape except for the ordinary unavoidable wear.
4. Students must not write in or mark the book in any way.
5. The books will be inspected. Students will be held responsible for the condition of the book.
6. The school is not responsible for books that are lost or stolen. Students should report their loss immediately to the teacher who gave them the book. Lost books, if not recovered, must be paid for by the student.
7. Books, marked or torn in other ways disfigured or mutilated, must be paid for by the student.
8. If a student drops a subject, he/she is to return the textbook to the subject teacher immediately. The subject teacher will make a record of the return of the book and thus release the student of the responsibility for that book.
9. No pencils, pens, rulers, bundles of paper, or other bulky things are to be carried inside of books.
10. Each book should be covered for protection.
11. If a student leaves school, books are to be returned to the subject teacher or to the office. Students will be held accountable for all unreturned books.

### **STUDENT PUBLICATIONS - POLICY 6145.3**

The official student newspaper provides an instructional device in the teaching of writing and other journalistic skills. It also provides a forum for the opinion of students, school staff and members of the community, as well as to serve the entire school by reporting school activities.

The newspaper/publication advisor shall have the primary responsibility of reviewing each article prior to its publication. The school principal or his/her designated representative other than the newspaper advisor may also review copy prior to its publication. However, such copy must be returned to the student editors within 72 hours [excluding weekend] after it is submitted for review. No copy may be censored except for reasons listed in board policy.

### **Material Not Permitted in Official School Newspapers**

1. Material which is libelous or which violates the rights of privacy;
2. Profanity, hereby defined as the language which would not be used in The Hartford Courant or the New York Times;
3. Material which criticizes or demeans any race, religion, sex or ethnic group;
4. Ads for cigarettes, liquor, or any other product not conducive to good health.
5. Any material, the publication of which would cause substantial disruption of the school. Substantial disruption is hereby defined as the threat of physical violence in the school or nearby community and/or the disruption of the school's educational program; and
6. Endorsements of political candidates or ballot measures, whether such endorsements are made via editorial, articles, letter or photograph cartoon.

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 if its feeling is inconsistent with the district's basic educational mission.

**Distribution of Literature:** Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and/or the Building Principal.

## **STUDENT RECORDS - POLICY 5125**

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, Board of Education member, 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:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right of consent to 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 18 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 from the principal's or superintendent's office.

Copies of student records are available at a cost of 50 cents per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 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,

e-mail 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 18 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 HIPAA Privacy Officer is the Human Resources Director at 860-584-7022.

#### **STUDENT SAFETY - BOE POLICY 5142 - APPENDIX J**

To insure the safety of all students, faculty and staff, BPA has an active Safety School Climate Committee and Crisis Management Team.

#### **STUDENT SUCCESS PLANNING**

A student success plan for each student enrolled in grades 6 through 12 shall be created. Such student success plan shall include a student's career and academic choices in grades 6 to 12, 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.

#### **STUDENT SUPPORT SERVICES**

Student support and remedial services will be provided to high school students allowing students to retake courses in summer school or through an online course. Students will also be permitted to enroll in a class offered at a community or state college. Alternate forms of the required end-of-year examinations will also be provided. Alternate assessments for those eligible students, in the five core courses, is another option.

#### **SUICIDE PREVENTION - Policy 5141.5**

The Board of Education recognizes that suicide is a complex issue and that, while the school may recognize a potentially suicidal youth, it cannot make a clinical assessment of risk and provide in-depth



counseling. Instead, the Board directs school staff to refer students who may be at risk of attempting suicide to an appropriate service for assessment and counseling.

The Board of Education recognizes the need for youth suicide prevention procedures and will establish program(s) to identify risk factors for youth suicide, procedures to intervene with such youth, referral services and training for teachers, other school professionals and students to provide assistance in these programs.

Any school employee who may have knowledge of a suicide threat must take the proper steps to report this information to the building principal or his/her designee who will, in turn, notify the appropriate school officials, the student's family and appropriate resource services.

### **SUMMER SCHOOL**

Students in danger of failing will be notified prior to a retention decision. The school district shall provide and may require a student to attend one or more alternatives for remedial assistance, including summer school.

### **SURVEYS OF STUDENTS - Policy # 6162.51**

Without written parental consent, no student may take part in a survey. A permission slip will be sent home with the beginning of the year, when a student enrolls and/or as needed.

### **TELECOMMUNICATION DEVICES**

Personal electronic devices shall be used following the District BYOD policy.

### **TESTING**

All students in grades 3 through 8 inclusive and grade 11 shall annually, in March or April, 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. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student's IEP. 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 may/shall be included on transcripts and permanent records.

### **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 - Policy 6172.4**

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.

### **TRANSFERS AND WITHDRAWALS**

Students withdrawing from school must notify the school counseling office one week in advance of their last day. At that time, they will be given forms for their parents to complete. Included will be a formal written statement of withdrawal and release of records form.

On their last day of attendance, students will be given a form that must be signed by each of their teachers. This form will indicate their grade at the time of withdrawal and that all materials have been returned. Records cannot be forwarded until all materials have been returned.

## **TRANSPORTATION**

Buses are provided for those students living beyond two miles. Buses will discharge students at the rear of the building. A drop-off/pick-up area has been designated at the front of the building for parents who transport students.

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 smoke or use any form of tobacco products or e-cigarettes or vapor product devices.
8. Passengers shall not eat on the bus.
9. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
10. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
11. 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 principal, the student passenger, the driver, and the parent(s) may be required.
2. 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.
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).

All vehicles coming into or leaving the school grounds are subject to the regulations of the school. A student may drive to school, provided the student abides by the traffic rules and has parental permission. Students are not allowed to go to their cars during school hours. In case of emergency, they will be given a pass to do so by the administration. Any violation of proper automobile use may result in the suspension of parking privilege or any such discipline which is appropriate for the circumstances.

#### **TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES - POLICY 3541.5**

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place.

#### **TUTORING**

Teachers may not teach privately (tutor) students of the school in which he/she teaches. This does not apply to a teacher of homebound children employed by the Board of Education.

#### **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."

#### **VALUABLES**

The sharing of lockers is discouraged, as each individual should be the only person who knows his/her locker combination. Students should never leave valuable possessions unattended. All valuables, including musical instruments should always be secured in the lockers that are provided. Students are strongly encouraged to bring a padlock to physical education class to secure all belongings. **The school is not responsible for any stolen items which are not secured.**

#### **VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL CAMPUS**

The district has installed video-recording equipment on school buses to monitor school transportation and discipline. Videotaping 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. Tapes will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act.

Video/audio equipment will be used to monitor student behavior in common areas or campus. Students will not be told when the equipment is being used. The principal or his/her designee will review the tapes routinely and document student misconduct. Discipline will be in accordance with the District's discipline policy.

#### **VIDEO RECORDING, PHOTOGRAPHY AND WEB SITE PUBLICATION NOTICE**

Parental permission must be granted in writing to permit the participation of students' in any video or photograph, which may be viewed by the general public in the news media, on television, or the school website. **(see Student/ Parent Agreement Appendix O)**

## **VISITORS TO SCHOOL**

A student, whose family plans to move to Bristol, may visit the school with administrative approval, which must be requested in advance of the visit. However, students are not allowed to bring other students or friends to BPA as "guest for the day." All authorized visitors must report to the main office, present a valid photo ID, and sign the visitor's book and secure a visitor's pass.

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. Visits cannot interfere with the educational program of the school nor interrupt teaching activities.

## **WEBSITES**

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. Students maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions.

## **WELLNESS**

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided, in addition to time in the elementary school day for supervised recess.

## **WITHDRAWAL FROM SCHOOL**

If a student finds it necessary to leave school permanently, he/she should notify the school counseling office before the last day of classes. All books and other school property must be returned. Students under the age of 18 must have parent permission in writing for withdrawal from school. Withdrawn students are **NOT** permitted on school grounds during school hours. **It is our policy to notify the police of any trespassers.**

## **WORKING PAPERS**

Working papers may be obtained from the main office. State of Connecticut requires:

- Written promise of a job from employer;
- Evidence of age (birth certificate, passport or driver's license)

# **HEALTH SERVICES**

**Provided by the Bristol-Burlington Health District**

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. Scoliosis and hearing tests are administered to students in grade 8. The results are provided to the parents.

It is important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

**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. They are available from the school nurse. All medication must be in the original container with proper labels.

In cases in which a student is able to self-administer medication, the parent/guardian 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, dentist's 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 it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

A student with asthma or an allergic condition may carry an inhaler or an epi-pen 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 epi-pen 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 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 school nurse, or in the absence of the nurse, a "qualified/school employee" may administer anti-epileptic medication to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. Written parental permission and written order from a physician is required.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parent/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 glycogen 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 physician are required.

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.

### **Disabilities**

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

### **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 will be forwarded. 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 (HIPAA) to maintain the privacy of protected health information.

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. Such self testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

### **Homebound**

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 district liaison for homeless students is Carly Fortin, Director of Teaching and Learning, [carlyfortin@bristol12.org](mailto:carlyfortin@bristol12.org).

### **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, Varcicella (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.

Parents/guardians wanting their children to be excused from immunizations if such immunizations are contrary to the religious belief of the child or of his/hers, the parent/guardian must request such exemption in writing to the superintendent. The request must be officially acknowledged by any of the following: notary public, judge, clerk/deputy clerk of a court, town clerk, justice of the peace, attorney or school nurse. Such request must be made before initial entry into the school system and prior to entering grade 7.

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 your school nurse.

### **Physical Examinations**

All students must present evidence of a physical examination upon enrollment to the district (C.G.S. 10-204a). A health assessment shall also be required in grade 6 (or 7) and in grade 9 (or 10). All students in grades K through grade 5 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K through grade 5. Postural screening will be conducted for all female student 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.

## **SCHOOL COUNSELING SERVICES**

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the school 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.

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 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 parent/guardian's written consent.

The school counseling office is the place where students go to talk about themselves, their future education/career goals, or personal concerns. With counselor assistance, students may analyze test results, discuss their strengths and weaknesses, choose courses that best fit their needs, abilities, interests and future plans. Students are encouraged to initiate meetings with their counselors as the need arises. All students are urged to pre-schedule appointments with their counselor for an appropriate time (i.e. study hall or before or after school). The secretary is available from 7:15 a.m. to 3:15 p.m.

Students are assigned to teams in the 9<sup>th</sup> grade and a counselor is assigned to each team. In most cases, the counselor remains with the student throughout the four years of high school. Counselors encourage a cooperative approach – student, parent, teacher, counselor working together to help assure optimum student success and achievement during the high school years.

**College Admissions Testing:** There are two national college admissions testing programs:

1. The College Entrance Examination Board (CEEB), which sponsors the SAT Reasoning Test and SAT Subject Tests or
2. The American College Testing (ACT) program.

The CEEB program is more prevalent in this area of the country. The Bristol high schools are testing sites for the CEEB. Students should check college catalogues to see which program is preferred by the college in which they are interested.

**Computerized Service:** *Naviance* provides students an opportunity to take interest and ability surveys and receive career direction through the career decision-making components such as information on occupations, the armed services, two and four-year colleges and financial aid.

### **Library Materials**

In addition to the extensive library of higher education catalogues, the school counseling library contains supplementary aids to facilitate vocational and higher education planning. These include files of vocational briefs, career reference books and college planning guides.



**Scholarship Information:** Federal, state and local financial information is distributed annually to seniors and available on the school counseling website. Additionally, reference material on merit or need-based aid is available in the school counseling office.

**APPENDICES**  
**Table of Contents**

***Additional Board of Education Policies are provided in this section.***

1. Appendix A: Substance Abuse Policy (BOE Policy 5131.6)	84
2. Appendix B: Search and Seizure (BOE Policy 5145.12)	85
3. Appendix C: Student Records Policy (BOE Policy 5125)	86
4. Appendix D: Student Use of the District's Computer Systems (BOE Policy 6141.320a)	87
5. Appendix E: Computers: Responsible Computer, Network, and Internet Use (BOE Policy 6141.321a)	89
6. Appendix F: District Parent Involvement Compact	95
7. Appendix G: Cheating/Plagiarism (Academic Integrity) (BOE Policy 5143)	96
8. Appendix H: Sexual Harassment (BOE Policy 5145.5)	97
9. Appendix I: Bullying (BOE Policy 5131.911, 5131.913)	100
10. Appendix J: Student Safety (BOE Policy 5142)	102
11. Appendix K: Truancy (BOE Policy 5113.2)	103
12. Appendix L: Nondiscrimination: Instructional Program	104
13. Appendix M: Summer School (BOE Policy 6174a)	106
14. Appendix N: Excused Absence Form (BOE Policy 5113)	107
15. Appendix O: Student - Parent Handbook Agreement	108
16. Appendix P: BCHS Appeal of Loss of Privileges	109
17. Appendix Q: Bring Your Own Device Policy	110

## **APPENDIX A**

### **Statement on Alcohol, Tobacco and Drugs**

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.

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. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

In such cases, the decision to involve the parents/guardians will be arrived jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

### **Policy 5131.6**

It is the policy of the schools to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined by the Penal Code of the State of Connecticut and inhalable substances (including gases, solvents, butane propane, adhesives).

In the event that a student is under the influence of a drug or alcohol, he/she will be suspended from school in accordance with administrative regulations, referred to the appropriate treatment agency, possibly considered for expulsion and his/her parents will be contacted. Students engaged in the illegal activity of possessing or selling drugs and/or alcohol, he/she will be referred to the police department, will be suspended from school in accordance with administrative regulations, considered for expulsion and his/her parents will be contacted.

Personal privacy rights of students shall be protected as provided by law.

School properties may be inspected by school authorities in the interest of maintenance, health and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel. (cf. [5145.12](#) - Search and Seizure)

The Board is also concerned that other substances, not listed as “controlled substances,” such as contained in common household items and inhalants, if purposely used inappropriately, can also have a stimulant, depressant or hallucinogenic effect on students. Inappropriate use, possession, sale or distribution of these non-controlled substances will result in disciplinary action, including but not limited to, suspension and/or expulsion.

Smoking is prohibited by law in school buildings and on school grounds.

### **Substance Abuse**

The Bristol Board of Education recognizes that both students and employees should be drug-free so that the most effective learning experiences may take place. This policy is an integral part of the Bristol Public Schools Drug, Alcohol, and Tobacco Prevention Program and represents one component of a district-wide effort to respond effectively to drug, mood altering substance and alcohol related activities that may occur at school or at school sponsored activities.

Any Bristol Board of Education student or employee is in violation of this policy if on a school bus, school grounds, during a school session, or anywhere at a school sponsored activity such individual is under the influence of alcohol, drugs or mood-altering substances or unlawfully manufactures, possesses, uses, dispenses, distributes, sells or aids in the mood-altering substance or any substances purported to be a restricted substance or drug paraphernalia. Such student or employee shall be subject to discipline up to and including expulsion or termination, referral for prosecution, and intervention pursuant to the provisions and procedures outlined in the Administrative Regulations. Copies of these standards of conduct and sanctions shall be provided to all students, parents and employees.

Drug and alcohol awareness, education and prevention programs for students and employees shall be adopted and maintained, teaching that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The employee program shall include workplace, the availability of any drug counseling, rehabilitation, and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

As a condition of employment, employees shall abide by the terms of this policy and shall notify the Board of Education of any criminal drug statute conviction for a violation occurring in the workplace within five days of the conviction. The Federal Agency(ies) which grant(s) funds to the Board of Education will be notified of the conviction within ten days, and appropriate personnel action will be taken against the employee within thirty days as set forth in the Board's Administrative Regulations.

The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein

The Board of Education prohibits the use-of anabolic steroids by students involved in school-related athletics, except for valid medical purposes. Bodybuilding and muscle enhancement of athletic ability are not considered as valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students participating in athletics are prohibited from using anabolic steroids or any other performance enhancing drugs. Coaches shall inform students about this prohibition. Students shall be made aware of the dangers of steroid use and that their use, unauthorized possession, purchase, or sale could subject them to disciplinary action.

## **APPENDIX B**

### **Search and Seizure - BOE Policy 5145.12**

Desks and school lockers are the property of the schools. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students, their property and school property with reasonable care for the Fourth Amendment rights of students.

The exercise of the right to inspect also requires protection of each student's personal privacy and protection from coercion. An authorized school administrator may search a student's locker or desk under three (3) conditions:

1. There is a reason to believe that the student's desk or locker contains the probable presence of contraband material.
2. The probable presence of contraband material poses a serious threat to the maintenance of discipline, order, safety and health in the school.
3. The student(s) have been informed in advance 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.

Use of drug-detection dogs or similar detective devices may be used only on the express authorization of the Superintendent.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

### **Student Search**

A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search must be reasonably related to the objectives of the search and the nature of the infraction. A student will be asked to present any contraband to the administration or police prior to a physical search.

School officials shall not conduct physical such searches. Students may be searched by law enforcement officials on school property or when the student is under the jurisdiction of the district upon request of the law enforcement official. The school Principal or designee will attempt to notify the student's parents allowing them to be present.



## **APPENDIX C**

### **Student Records Policy - BOE Policy 5125**

Educational records will be kept for each student and will reflect the physical, emotional, social, and academic aspects of a student's development in the educational process.

The Board of Education recognizes the legal requirements to maintain the confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations and the Connecticut General Statutes.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto.

The Principal is responsible for implementation of Board of Education policies and administrative regulations relating to student records maintained at Bristol Preparatory Academy. The complete Board of Education policy on Student Records is on file in the office of the Principal.

## APPENDIX D

### Student Use of the District's Computer Systems - BOE Policy 6141.320(a)

#### Introduction

We are pleased to offer students access to the district's computers and computer networks, including access to electronic mail (email) and the Internet (which will be referred to collectively as "computer systems".) Access to the school's computer systems will enable students to explore libraries, databases, and bulletin boards while exchanging messages with others. Such access is provided solely for education- related purposes: Use of the district's computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

The Board of Education and the Administration believe in the educational value of such computer systems and recognize their potential to support our curriculum by expanding resources available for staff and student use. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

These computer systems are expensive to purchase, install and maintain. As the property of the district, these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, *access to the computer system is a privilege, and not a right*. Students will be required to adhere to a set policies and procedures, as set forth in detail below. Violations may lead to withdrawal of the access privilege.

#### Monitoring

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer systems are often public in nature and general school rules for behavior and communications apply. It is expected that users will comply with district standards and will act in a responsible and legal manner, at all times in accordance with district standards, and state and federal laws.

It is important that students and parents understand that the district, *as the owner of the computer systems, intends to monitor and review* the use of these computer systems in an effort to ensure that users engage only in appropriate uses. The district will monitor and review in a limited fashion, but will do so as needed to maximize utilization of the computer systems for educational purposes.

As part of monitoring and reviewing, the district will retain the capacity to bypass any individual password of a student or other user. *The system's security aspects, such as personal passwords and the message delete function for Email, can be bypassed for these purposes*. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitor and review process also includes oversight of Internet site access and of document downloading and printing.

Therefore, all users must be aware that *they should not have any expectation of personal privacy in the use of these computer systems*.



## Student Conduct

Except as provided below, students are permitted to use the district's computer systems for legitimate educational purposes *only*.

Conduct including, but not limited to, the following is prohibited with respect to use of these computer systems:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime, pursuant to Public Act 95-143, and other laws);
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer systems or computer networks;
- Using another person's password under any circumstances;
- Trespassing in or tampering with any other person's folders, work or files;
- Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- Sending any copyrighted material over the system.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law or by Board policy or school rules or regulations, it must not occur in the use of these computer systems.

Misuse of the computer systems, or violations of these policies may result in loss of access to such computer systems as well as other disciplinary action, including suspension, expulsion and/or legal action depending on the specific conduct.

Anyone who is aware of problems with, or misuse of these computer systems, should report this to his or her teacher or principal immediately. Most importantly, the Board and the Administration urge *any* student who receives *any* harassing, threatening, intimidating or other improper message through the computer system to report this immediately. It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message.

## APPENDIX E

### **Computers: Responsible Computer, Network and Internet Use**

#### **P6141.321(a)**

##### **Overview**

The Bristol Board of Education provides its students and staff access to a multitude of technology resources. Access to information and communication technologies (ICT) is considered a privilege and not a right. ICT resources consist of any technology and/or devices that access or convey information, software applications, Internet resources and Internet environments.

These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond the local campus. The advantages of having access to these resources are viewed by the Bristol Board of Education as far greater than any potential downside. However, with the privilege of access is the responsibility of students, teachers, staff and the public to exercise appropriate personal responsibility in their use of these resources. The policies of the Bristol Board of Education are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. The District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The District maintains a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA).

##### **Digital Citizen**

**The District uses information and technology in safe, legal, and responsible ways. It is incumbent upon all members of the school community to use technology ethically, constructively, and with respect for the work of others. Independent and appropriate use of information and communication technologies is predicated upon responsible and ethical conduct. Therefore, a responsible digital citizen, whether staff, student or volunteer, is one who:**

- Respects One's Self. Users will select online names that are appropriate and honest about one's identity, and will consider the information and images that are posted online. Users will communicate and interact with others in respectful ways.
- Respects Others. Users will refrain from using technologies to bully, tease or harass other people. Users will not access or use hate-based or sexually explicit materials nor will they disparage others.

##### **Instruction**

#### **P6141.321(b)**

### **Computers: Responsible Computer, Network and Internet Use**

#### **Digital Citizen (continued)**

- Protects One's Self and Others. Users will protect themselves and others by reporting abuse immediately to a teacher or other school official and not forwarding inappropriate materials or

communications. Users will adhere to age requirements and guidelines of all websites. Users will protect personal information and respect the privacy of others' information.

- Respects Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protects Intellectual Property. Users will request to use the software and media others produce. Respect will be shown for intellect and creativity by asking permission, giving credit and observing the law.
- Respects Classroom Guidelines. Users will follow all guidelines set by teachers regarding the use of electronic devices. Users will respect teachers by keeping all communication **school related**.

## **Expectations**

Responsible use of technology resources provided by the Bristol Board of Education is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to insure that users are using the system in accordance with Board policy. Users should not expect that files stored on servers or disks will be private.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive. Given the nature of emerging technologies, it is impossible to anticipate or prevent all problems that may occur.

- Use of electronic devices should be consistent with the Board's educational objectives, mission and curriculum.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to copyrighted material, licensed material and threatening or obscene material.

## **Instruction**

**P6141.321(c)**

### **Computers: Responsible Computer, Network and Internet Use Expectations (continued)**

- Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.

- Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on district-managed networks are the property of the school district and, as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.
- Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of the parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Communications via ICT resources are often public in nature and general school rules and communication apply. It is expected that users will at all times comply with District standards and will act in a responsible and legal manner in accordance with District standards as well as with federal and state laws.

It is important that all users and parents understand that the District, as owner of the ICT resources, reserves the right to monitor and review the use of ICT resources. Such monitoring or review will be limited and done, as needed to ensure that the systems are being used for District-related educational purposes. Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of these ICT resources.

**Instruction**

**P6141.321(d)**

**Computers: Responsible Computer, Network and Internet Use (continued)**

**Monitoring access is for, but not limited to, the following reasons:**

- Ensuring the safety and security of people and resources;
- Ensuring positive learning and work environments;
- Keeping schools safe from harassment, intimidation or threats;
- Ensuring ICT resources use relates to educational mission and goals;
- Preventing breaches of confidentiality;
- Prevention of copyright infringements;
- Ensuring appropriate Internet access;

- Ensuring appropriate communication messages, such as email, blogs, chats and discussion forums; and
- Ensuring appropriate file downloads and print requests.

**Policy Violations**

The District reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The District may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

**Bristol Board of Education Policy 4118.51 Social Media**

**See also Legal Reference:**  
Connecticut General Statutes

53a-182b Harassment in the first degree: Class D felony. (as amended by PA 95-143)

20 U.S.C. Section 6777, No Child Left Behind Act

20 U.S.C. 254 Children’s Internet Protection Act of 2000

47 U.S.C. Children’s Online Protection Act of 1998

Public Law 110-385 Broadband Data Improvement Act/Protecting Children in the 21<sup>st</sup> Century Act

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions act, as amended by section 513 of PL 93 568, codified at 20 U.S.C. 1232g.).

**6141.321(e)**

**Failure To Follow Policy**

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

**Warranties/Indemnification**

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the

parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

#### **Updates**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

**6141.321(f)**

**6141.321**

### **CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS**

**The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.**

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information which may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.

12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or Supervisor of Technology.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

### Agreement for Responsible Computer, Network and Internet Use

#### Parental Consent

I give the Bristol School District my permission to allow my child to access and use electronic information resources for educational and research purposes throughout his or her entirety of his or her school career within Bristol Public Schools. Should I choose to withdraw my consent of my child's access and use of electronic information resources, I understand that I must do so in writing to my child's principal.

I have read the Responsible Computer, Network and Internet Use Policy and know that being a digital citizen requires my child to respect one's self, respect others, protect one's self and others, respect and protect intellectual property and respect classroom policies. I have explained and discussed its importance with my child. I understand that prior to my child's use of these resources, he/she will be instructed by school staff in the use of these resources and will also be instructed to follow the Responsible Computer, Network and Internet Use Policy.

I understand, and I explained to my child, that he/she may lose his/her privilege to use these resources at school and may face disciplinary action if he/she does not follow this Agreement and the Board's Policy. I understand that I may be held liable for costs incurred by my child's deliberate misuse of electronic information resources or of the District's electronic equipment or software programs.

I understand that the District will employ filtering programs, access controls, and active supervision by staff to protect students from any misuses and abuses as a result of their use of the District's electronic information services. I also understand that these controls, filters, and monitors are not foolproof and that my child may access material which I might consider controversial and offensive. I understand that the Bristol School District has no control over the content of the information available on the Internet. I will not hold the Board liable for materials my child obtains from these electronic information resources.

I give the Bristol School District my permission to allow my child to access and use electronic information resources for educational and research purposes.

I do not give my permission.

Student's Name:

---

*(Print student's full name)*

Signed: \_\_\_\_\_

*(Parent/Guardian)*

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



## **APPENDIX F: District Parent Involvement Compact**

**This Parent Involvement Compact articulates the responsibilities of the school district and of parents in fostering learning environments where all Bristol students are educated to their maximum potential.**

**Our compact with the parents of, and the children in the Bristol Public Schools is to:**

- Hold high expectations for students and staff performance;
- Provide and maintain a safe learning environment;
- Advocate for the budgetary needs of the district;
- Hire and retain highly qualified teachers and paraprofessionals;
- Implement a clear and comprehensive curriculum;
- Provide all staff with ongoing professional learning opportunities;
- Plan for future needs through long-range planning;
- Use data to make informed decisions;
- Involve parents in district level decision making groups;
- Provide parents with information on their child's level of achievement on each of the State academic assessments.
- Report School Accountability data annually for the district and schools;
- Inform parents of available programming to assist their child in becoming a more successful learner;
- Promptly notify the parents of students enrolled in an elementary school or a secondary school identified for school improvement of the reason for identification.

**Parent's involvement in their child's education must include:**

- Making education a priority for your family;
- Supporting the work of the schools and district by participating in school activities, on district committees and reinforcing school learning at home;
- Assuring your child's attendance in school on time, all day, every day;
- Holding high performance expectations for your child through reading, writing and using mathematics skills;
- Modeling learning for your child through reading, writing and using mathematics skills; and
- Maintaining regular contact with your child's teacher(s).

## **APPENDIX G: CHEATING/PLAGIARISM (Academic Integrity) - Policy 5143**

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 incidents require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

### **First Incident**

The following consequences may be appropriate for the first incidence of cheating/plagiarism:

- Private discussion among teacher and student
- Conferring with the parent(s)
- Change of seat
- Loss of privileges
- No credit received for the assignment/test/project
- Reassessment of student knowledge/skills
- Referral to the administration

### **Subsequent Incidents**

- Private discussion among teacher and student
- Conferring with the parent(s)
- Change of seat
- Loss of privileges
- Detention
- No credit received for the assignment/test/project
- Reassessment of student knowledge/skills
- Referral to the administration
- Detention through suspension\*

*\* Subject to progressive discipline listed in Policy 5144*

## **APPENDIX H: Sexual Harassment - BOE Policy 5145.5**

Sexual harassment will not be tolerated among students of the school district, and any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers in the schools. Students shall exhibit conduct which is respectful and courteous to employees, to fellow students, and to the public.

### **Definition**

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student; conduct of a sexual nature which substantially interferes with the student's learning or creates an intimidating, hostile or offensive learning environment - such as the display in the educational setting of sexually suggestive objects or pictures.

### **Complaint Procedures**

The Board of Education encourages victims of sexual harassment to report such claims promptly to the Superintendent of Schools or designee. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained and no reprisals or retaliation shall occur as a result of good faith charges of sexual harassment.

The district shall provide staff development for district administrators and other staff and annually shall distribute this policy to staff and students.

1. If a student believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.
2. As soon as a student feels that he or she has been subjected to sexual harassment, he or she should make a written complaint to the appropriate school personnel, or the Principal or his/her designee. The student will be provided a copy of this policy and regulation and made aware of his or her rights.
3. The complaint should state the:
  - (a) Name of complainant;
  - (b) Date of complaint;
  - (c) Date of alleged harassment;
  - (d) Name or names of alleged harasser or harassers;
  - (e) Location where such alleged harassment occurred;
  - (f) Detailed statement of the circumstances constituting the alleged harassment.
4. Any student who makes an oral complaint of harassment to any of the above mentioned personnel will be provided with a copy of this regulation and requested to make a written complaint as outlined above.
5. All complaints are to be forwarded immediately to the Principal or designee – unless that individual is the subject of the complaint in which case the complaint should be forwarded directly to the Deputy Superintendent.
6. If possible, within five (5) working days of the receipt of the complaint, the staff member assigned to investigate the complaint shall commence an effective, thorough, objective and

complete investigation. The investigator shall consult with individuals reasonably believed to have relevant information, including the student and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discretely, maintaining confidentiality as possible while still conducting an effective and thorough investigation. Throughout the investigative process, due process rights of the alleged harasser will be protected.

7. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser, and, as appropriate, to others directly involved.
8. If the student complainant is dissatisfied with results of an investigation, he or she may file a written appeal to the Superintendent or designee who shall review the investigator's written report.

Information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The Superintendent or designee may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the Superintendent shall respond as soon as possible in writing to the complainant.

If after a thorough investigation, there is reasonable cause to believe that sexual harassment has occurred, the district shall take reasonable actions to ensure the harassment ceases and will not recur. Actions taken in response to findings of harassment may include reassignment, transfer, or disciplinary action, or warnings that appropriate action shall be taken if further acts of harassment or retaliation occur.

The substance of this regulation will be distributed to all elementary, middle and high school students in their school handbook.

**Resource Persons**

- |                           |                                       |              |
|---------------------------|---------------------------------------|--------------|
| 1. Mr. Lawrence S. Covino | Director, Bristol Preparatory Academy | 860-584-7865 |
| 2. Dr. Michael Dietter    | Deputy Superintendent of Schools      | 860-584-7007 |

## Sexual Harassment Complaint Form

The Bristol Board of Education and its designees shall respect the right to confidentiality, witnesses (if any) and the accused consistent with the school district's legal obligations.

NAME OF COMPLAINANT: \_\_\_\_\_

POSITION OF COMPLAINANT: \_\_\_\_\_

DATE OF COMPLAINT: \_\_\_\_\_

NAME OF ALLEGED HARASSER: \_\_\_\_\_

DATES AND PLACE OF INCIDENT(S): \_\_\_\_\_

---

DESCRIPTION OF MISCONDUCT: \_\_\_\_\_

NAME OF WITNESSES: \_\_\_\_\_

EVIDENCE OF HARASSMENT (i.e. letters, photos): \_\_\_\_\_

ANY OTHER INFORMATION: \_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

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

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

## **APPENDIX I: BULLYING - Policy 5131.911, 5131.913**

### **Bullying**

A safe school climate is essential to maximize student learning. The Bristol Board of Education is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Bristol Board of Education has developed the following regulations as well as a Safe School Climate policy, consistent with state law.

This Plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Bristol Board of Education's expectations for preventing, intervening, and responding to incidents of bullying.

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

#### **I. Prohibition Against Bullying and Retaliation**

A. Bristol Board of Education 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 Bristol Board of Education.

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

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

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

#### **II. Definition of Bullying**

A. "Bullying" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same 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.

B. 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 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.

### III. Other Definitions

C. "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.

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

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

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

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

H. "Prevention and intervention strategy" may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

I. "School climate" means the quality and character of school life that optimizes learning, with a particular focus on the quality of the relationships within the school community between and among students and adults.

J. "School employee" means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

K. "School-Sponsored Activity" shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

## **Cyberbullying**

The Bristol Board of Education provides computers as tools to enhance our students' education. 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 of any kind. All forms of harassment over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Malicious use of the District's computer system 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.

Cyberbullying includes, but is not limited to the following misuses of technology: 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 images, or Website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school administrator.

The administration shall fully investigate all reports of cyberbullying.

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 operations of a school. In addition, such conduct must also be violative of another District policy. Such conduct includes, but is not limited to threats made on or off school grounds, to kill or hurt a staff member or student.

Disciplinary action may include: the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials.



## **APPENDIX J**

### **Student Safety - Policy 5142**

The Board of Education is committed to providing a nurturing, respectful learning and work environment. Behaviors that compromise this commitment will not be tolerated. Student safety shall be a priority of all staff in buildings, on grounds and on field trips.

The Superintendent of Schools will work with designated staff to plan and implement:

1. maintenance that assures safe school environments;
2. use of safe practices by school personnel and students during instruction and extracurricular activities;
3. development of school programs and activities that are consistent with the abilities and limitations of students;
4. safety education as appropriate to specific coursework and use of play areas;
5. programs that advance character development in all schools, every year;
6. first aid procedures; and
7. emergency response protocols for the schools and district.

## APPENDIX K: Truancy - BOE Policy 5113.2

### Introduction and Definitions

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

**"Truant"** shall mean a child enrolled in kindergarten through graduation from high school, who has four unexcused absences in any one month or ten unexcused absences in one school year.

### Remediation of Truancy

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

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the day.
3. Establish a system to monitor student attendance.
4. Make a reasonable effort to notify parents or other persons having control of the child when a child does not arrive at school and there has been no previous approval or other indication which indicates parents are aware of the absence. *(Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)*
5. Identify a student as "truant" when the student accumulates four unexcused absences in any month or ten in a school year.
  1. Appropriate school staff meet with parents of a child identified as truant, to review and evaluate the situation, within ten days of such designation.  
Students so identified may be subject to:
    - (a) retention in the same grade to acquire necessary skills for promotion.
    - (b) a requirement to complete a summer school program successfully before being promoted to the next grade.
7. File a written complaint with the superior court alleging that the acts or omissions of a child identified as "truant" are such that the student's family is a "family with service needs," if the parent or other person having control of the child fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the child's truancy problem.
8. Provide coordination of services and refer "truants" to community agencies which provide family services.

## **APPENDIX L**

### **Nondiscrimination: Instructional Program Policy 6121**

The school system pledges to avoid discriminatory actions, and seeks to foster good human and educational relations which will help to attain

1. equal rights and opportunities for students and employees in the school community.
2. equal opportunity for all students to participate in the total program of the schools.
3. continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. training opportunities for improving staff ability and responsiveness to educational and social needs.
5. opportunities in educational programs which are broadly available to students with access not solely based upon race, color, religious creed, age, marital status, national origin, sex, sexual orientation or physical disability.

Each student, at the time he/she becomes eligible for participation, shall be advised of his/her right to an equal opportunity to participate in school programs without discrimination, on account of race, color, sex, religion or national origin, or physical disability.

### **Compliance Officers**

Title II Dr. Sam Galloway, Director of Human Resources  
860-584-7022

Title IX Dr. Michael Dietter, Deputy Superintendent of Schools  
129 Church Street, Bristol, CT 06010  
860-584-7007

Section 504 Dr. Michael Dietter, Deputy Superintendent of Schools  
129 Church Street, Bristol, CT 06010  
860-584-7007

Title IX Coordinator at Bristol Preparatory Academy  
Mr. Lawrence Covino  
210 Redstone Hill Road, Bristol, CT 06010  
860-584-7865 ext. 710102

## Discrimination Grievance Form

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Any student, parent/guardian, employee or employment applicant who feels that he/she has been discriminated against on the basis of race, color, age, national origin, sex or handicap may discuss and/or file a grievance with either of the Civil Rights Coordinators of the Bristol Public Schools. Reporting should take place within 40 calendar days of the alleged discrimination.

Civil Rights Coordinators:

\_\_\_\_\_ at \_\_\_\_\_ or \_\_\_\_\_ at \_\_\_\_\_

Name of Presenter/Complainant: \_\_\_\_\_

Employee \_\_\_\_\_ Employment Applicant \_\_\_\_\_ Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Claim \_\_\_\_\_ Date of Incident \_\_\_\_\_

1. Statement of incident/issue (include all pertinent information: who, how, where, when, how often, feelings, witness).
2. Please attach any additional information/documentation as necessary.

---

Signature of Presenter: \_\_\_\_\_

Signature of Civil Rights Coordinator: \_\_\_\_\_

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

***Forms are available from either of the Civil Rights coordinators, administrators and school counseling offices.***

## APPENDIX M: SUMMER SCHOOL (BOE Policy 6174a)

The Board of Education may sponsor a summer school program providing remedial and enrichment courses at all levels and review courses at the secondary level. Enrichment courses shall carry no credit. Under limited circumstances, credit may be accepted from other area summer schools.

### 1. High School [Grades 9-12]

Admission to a remedial summer school course for credit will be permitted to students previously enrolled in the same course, but who (1) have not received credit for that course or (2) have passed with a grade of 65 or higher either semester 1 or semester 2 of the full year course during the school year. If a student fails one semester of the full year course in summer school, the student must take the full year course again during the school year or the full course again in summer school.

Students may make-up a maximum of two credits, which could be four semesters or two full year courses, during one summer school session. To meet proficiency standards in the summer school course and to therefore receive credit for the course, students shall:

- a. Meet the attendance policy as specified in the summer school rules and regulations. Receive a passing grade of 65 or higher for the summer school class.
- b. The grade for credit awarded through the summer school program consists of 20% assessment and 80% course work. When a student participates in the summer school course for either semester 1 or semester 2 of a full year course and passes the semester half of the course in summer school, the student shall receive  $\frac{1}{2}$  credit for the summer school course and  $\frac{1}{2}$  credit for the semester passed during the school year. The  $\frac{1}{2}$  credit awarded for the summer school course and the  $\frac{1}{2}$  credit awarded for the semester passed during the school year is only applicable to the remedial summer school courses. The summer school grade is not averaged with the final course grade for the full year course.
- c. To receive credit for a failed required course, if the summer school course is taken in other area summer schools, the student must receive a grade of 65 or higher on the mid-year and final assessments administered during the school year for the Bristol course.

Non-resident students will be admitted pending availability of seats in each course. Priority will be given to Bristol students enrolled in the public schools.

### 2. Tuition

The Board of Education may charge a reasonable fee to each child attending summer school with the exception of grade 6, 7, 8, 9 and 10 students who require remediation in the core academic subjects taught within the middle school and high school teams. Non-residents will be required to pay fees established by the Board of Education.

Legal Reference: Connecticut General Statutes  
10-74a Summer Courses

Policy Adopted:	April 5, 1995	BRISTOL PUBLIC SCHOOLS
Policy Revised:	December 6, 2006	Bristol, Connecticut
Policy Revised:	March 6, 2013	

**APPENDIX N: BOE Policy 5113**

**BRISTOL PUBLIC SCHOOLS  
Bristol, Connecticut  
EXCUSED ABSENCE FORM**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

CT Statute 10-210 Reasons for excused absence:

- Illness (documentation may be required)
- Death in Family/Funeral
- Court Appearance ( documentation required)
- Doctor appointment (documentation required)
- Dentist appointment (documentation required)
- Religious Observance
- Transportation no-show
- Extraordinary educational opportunity
- Other \_\_\_\_\_

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

-----  
*For Office Use*  
Absence Number \_\_\_\_\_  
Excused \_\_\_\_\_ Unexcused \_\_\_\_\_

## APPENDIX O

### Bristol Public Schools Student - Parent Handbook Agreement

The Student-Parent Handbook is available online at [www.bristol.k12.ct.us](http://www.bristol.k12.ct.us). Paper copies are available by request to the Bristol Central, Bristol Eastern or Bristol Preparatory Academy Main Office.

The Bristol Board of Education requires all parents/guardians of students within the Bristol Public Schools to:

- acknowledge receipt and understanding of the Student/Parent Handbook;
- agree to Internet Access and Technology policies;
- agree to the Bring Your Own Device Student Agreement and,
- grant permission or denial for media and school/district website involvement.

Please pay special attention to handbook sections regarding Attendance, Discipline, and Graduation Requirements. We suggest you spend time discussing these and other policies described in the Student/Parent Handbook with your child.

Our school will issue email accounts to all of our students for purposes of student teacher communications, and to develop technology related skills to meet new standards and curriculum requirements.

#### Internet/Technology Access

Please review the contents and implications of the **Internet Acceptable Use Policy** with your child provided in the Student-Parent Handbook. Your signature below confirms that you have read, understand and agree to abide by the terms of this policy and that access privilege may be revoked and disciplinary action may be taken.

#### Bring Your Own Device Student Agreement

Devices are to be used for instructional purposes connected to the approved curriculum, not to cheat on assignments or tests, not to make personal phone calls, not send text messages, and not to post information, photos, or videos not authorized by the teacher. **Please read the BYOD policy provided on the back of this form.** Your signatures confirm that you have read, understand and agree to abide by the terms of this policy and that any violation may result in the loss of device privileges and under disciplinary action.

#### Media and Web Site Involvement - Permission

There will be times when the school or other media representatives such as [The Bristol Press](#) or [The Hartford Courant](#) will wish to feature our students or the school community in a web or print article and/or photograph. Additionally, teachers sometimes videotape lessons to be viewed by others to improve our instructional practices. For permission or denial regarding your child's being photographed, interviewed and/or videotaped, please indicate your preference below:

- I give permission for my child to be interviewed, photographed, and videotaped for school/public relation purposes or instructional improvement **ONLY**.
- I do not give permission for my child to be interviewed, photographed, and videotaped.

#### Acknowledgement of Receipt of Student and Parent Handbook

As a parent/guardian of a student within the Bristol Public Schools, I acknowledge receipt of the *Student/Parent Handbook*. I have reviewed and discussed the *Student/Parent Handbook* with my child.

***The Student/Parent Handbook is available on our website at <https://bpa.bristol.k12.ct.us>***

---

STUDENT NAME (PLEASE PRINT)

STUDENT SIGNATURE

---

PARENT/ GUARDIAN NAME (PLEASE PRINT)

PARENT/ GUARDIAN SIGNATURE

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

**APPENDIX P**

**Bristol Preparatory Academy  
Appeal of Loss of Privileges**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

I wish to appeal for reinstatement of privileges suspended because of:

- upon receipt of the third (3rd) incident of suspension for the school year
- at five (5) or more unverified or truant absences from school (TRU or AUV) and/or
- at seven (7) or more unexcused absences and/or
- at 15 or more unexcused tardies to school
- outstanding, unpaid debt (payment attached; no essay required)
- failure to serve an administrative detention
- three (3) or more cell phone violations (not appealable)

**\*\*Students with 25 or more tardies may NOT appeal without evidence of serious hardship.\*\*  
Please attach an essay (200 words or more) explaining why your appeal should be considered.**

I understand that from the date of submission of this Intent to Appeal Loss of Privileges, I must demonstrate perfect attendance for the next 45 school day period. **Perfect attendance is defined as no incident of suspension or unexcused absence or tardiness during the 45 school day appeal period.**

The principal of Bristol Preparatory Academy will review your attendance at the conclusion of the 45 school day appeal period. If you have demonstrated perfect attendance during this 45 school day appeal period, your privileges will be reinstated. I understand that if privileges are reinstated, any subsequent unexcused absence or tardiness to school will result in suspension of privileges for the remainder of the school year.

Date of Appeal: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

---

**Appeal Decision**  
(for office use only)

Upon review of official attendance data for the 45 school day appeal period for perfect attendance as noted above, I have reached the following decision on your appeal:

Start date of 45 school day appeal period: \_\_\_\_\_

Ending date of 45 school day appeal period: \_\_\_\_\_

- Privileges are reinstated. Effective date: \_\_\_\_\_
- Privileges are not reinstated due to failure to demonstrate perfect attendance during the 45 school day appeal period.



Principal: \_\_\_\_\_

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

## APPENDIX Q

### Bring Your Own Device (BYOD) Policy Student Agreement 2018-2019

The **Bring Your Own Device (BYOD) and Protocol for the Use of Personal Technology in the Schools (6141.328)** is included in the Student-Parent Handbook, available online at [www.bristol.k12.ct.us](http://www.bristol.k12.ct.us). Paper copies are available by request to the Bristol Central, Bristol Eastern or Bristol Preparatory Academy front office.

The use of technology to provide educational material is a privilege at school that we wish all students to have beginning in grade nine (9). When abused, privileges will be taken away. When respected, they will benefit the learning environment tremendously.

Students and parents who bring their own device must adhere to the Student Code of Conduct as well as all Board policies, particularly the Internet Acceptable Use and Internet Safety. Additionally, students must adhere to the following:

Devices are to be used for instructional purposes connected to the approved curriculum, not to cheat on assignments or tests, not to make personal phone calls, not to send text messages, and not to post information, photos, or videos not authorized by the teacher.

#### Students acknowledge the following:

- Only the school's Internet will be accessed. Attempts will not be made to bypass the local connection.
- The District's network filters will be applied to one's connection to the Internet and attempts will not be made to bypass them.
- Only authorized data can be accessed. Infecting the network with a virus, Trojan, or program designed to damage, alter, or destroy the network; and hacking, altering, or bypassing security policies are not allowed.
- The school District has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The backing up the data through a jump drive, an external drive, or another media device regularly is strongly encouraged.
- As we are working to achieve a more paperless environment, printing from personal laptops will not be possible.
- As we do not have enough outlets for students to charge their devices in classrooms, each student must charge his or her own device prior to bringing it to school daily.
- Using a personal device to transmit or share inappropriate content during the school day will result in the loss of BYOD privileges. Additional consequences may be applied depending upon the circumstances. Transmission of material of a bullying nature or sexual nature will not be tolerated.
- Using a personal device at unauthorized times will result in the loss of BYOD privileges. Use of these devices in the cafeteria, gymnasium, locker rooms, hallways, and bathrooms is strictly prohibited. The purpose of BYOD is purely for the extension and enrichment of the learning environment.
- Devices cannot be used during assessments, unless otherwise directed by a teacher. Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.
- Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.
- Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.
- Students are not to physically share their personal devices with other students, unless approved in writing by their parent/guardian.
- Personal devices may not be used to cheat on assignments, tests or for non-instructional purposes, such as making personal phone call and text/instant messaging.
- Personal devices may not be used to send inappropriate e-messages during the school day.

**As a student**, I understand and will abide by all on this agreement. I further understand that any violation is unethical and may result in the loss of my device privileges as well as other disciplinary action.

**As a parent**, I understand that my child will be responsible for abiding by the policy pertaining to this program and its guidelines. I have read and discussed them with him/her and he/she understands the responsibility he/she has in the use of their personal device.

\_\_\_\_\_  
\_\_\_\_\_  
Print Student's Name

Print Parent/Guardian's Name

\_\_\_\_\_  
\_\_\_\_\_  
Student's Signature

Parent/Guardian Signature

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

Date:

This agreement is valid for the **2019-2020** school year only.

**141.328(a)**

**APPENDIX Q**

**- Bring Your Own Device (BYOD) and Protocol for the Use of Personal Technology in the Schools**

**Instruction**

**Bring Your Own Device (BYOD) and Protocol for the Use of Personal Technology in the Schools**

The Bristol Board of Education is committed to aiding students and staff in creating a modern and contemporary learning environment. Therefore students and staff will be permitted to access the District's wireless network with their personal devices during the school day. With teacher approval, students may use their own devices to access the Internet and collaborate with other students.

**Definition of "Device"**

For purposes of BYOD, a "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, e-Readers, cell and smartphones.

**Internet**

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

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

**Software**

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

**Security and Damages**

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

**141.328(b)**

## **Instruction**

### **Bring Your Own Device (BYOD) and Protocol for the Use of Personal Technology in the Schools** (continued)

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

#### **Bring Your Own Device/Technology Student and Parent Agreement**

Students and parents/guardians participating in the Bring Your Own Device/Technology program must adhere to the Student Code of Conduct, as well as all applicable Board policies, particularly the Computer Acceptable Use policy. Access to personal devices is a privilege and not a right.

Based on the belief that power cords stretched out in classrooms become a safety issue both for the students and devices, charging the device in any classroom, hallway, or any other location that may be a safety concern will not be allowed.

The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms, and classrooms unless *a certified District employee authorizes the student to do otherwise*. Where students are allowed to use electronic devices, they are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other internet site.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on any student assessment, project, or assignment shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

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

**AR 6141.328(a)**

## **Instruction**

### **Bring Your Own Device (BYOD) and Protocol for the Use of Personal Technology in the Schools**

The following guidelines shall govern the manner in which the Bring Your Own Device/Technology (BYOD/BYOT) policy and program are to operate within the District.

### **Teachers' Role**

1. Teachers are facilitators of instruction in their classrooms. Therefore, they will not spend time on fixing technical difficulties with students' personal devices in the classrooms. They will educate and provide guidance on how to use a device and troubleshoot simple issues, but they will not provide technical support. This responsibility resides at home with parents/guardians.
2. Teachers may communicate information regarding educational applications and suggest appropriate tools that can be downloaded to personal devices at home. Parents will need to assist their younger children with downloads if they wish to follow teachers' suggestions. No applications are to be downloaded at school.
3. Teachers are to closely supervise students to ensure appropriate use of technology in the classrooms.
4. It is understood that not every student has his/her own electronic device. To ensure equal accessibility to technology resources, teachers will provide students with technology available within the school.
5. The use of these student personal devices, as with any personally owned device, is strictly up to the teacher.

### **Security and Damages**

1. The District, or any of its schools, is not liable for any device that is stolen or damaged. Responsibility to keep the device secure rests with the individual owner. If a device is stolen or damaged, it will be handled through the administrative office as other personal items are stolen or damaged. It is recommended that skins, decals, and other custom touches be used to identify physically a student's device from others. Additionally, protective cases for technology are encouraged.
2. Personal devices cannot be left on campus before or after school hours.

**AR 6141.328(b)**

### **Instruction**

### **Bring Your Own Device (BYOD) and Protocol for the Use of Personal Technology in the Schools**

## **Operating Principles for Use of Personal Devices on School Campus**

1. Devices cannot be used during assessments, unless otherwise directed by a teacher.
2. Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.
3. Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.
4. Personal devices must be charged prior to bringing them to school and run off their own batteries while at school.
5. To ensure appropriate network filters, students will only use the District's wireless BYOD/BYOT connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network.
6. Students must be instructed that bringing devices on campus or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, alter, or provide access to unauthorized data or information is in violation of the District's Acceptable Use Policy and will result in disciplinary actions.
7. The District has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
8. Students must be instructed that possessing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the Acceptable Use Policy and will result in disciplinary actions.
9. Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.
10. Printing from personal devices is not permitted at school.
11. Students are not to physically share their personal devices with other students, unless approved in writing by their parent/guardian.
12. Personal devices may not be used to cheat on assignments, tests or for non-instructional purposes, such as making personal phone call and text/instant messaging.
13. Personal devices may not be used to send inappropriate e-messages during the school day.

**AR 6141.328(c)**

### **Instruction**

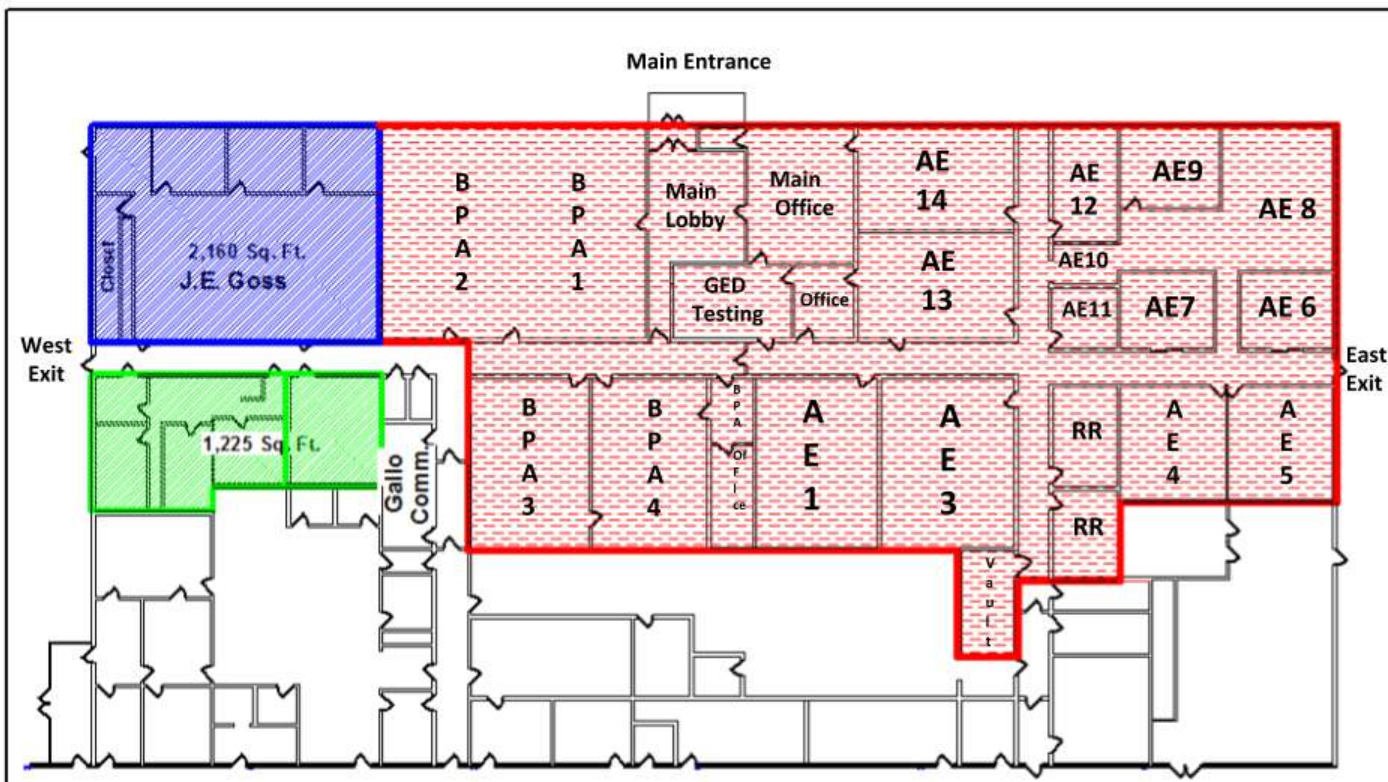
## **Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools**

### **Operating Principles for Use of Personal Devices on School Campus (continued)**

## Standards of Responsible Use

**All students in District schools must adhere to the following standards of responsible use:**

- The District may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
- Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- Students must log in and use the District filtered wireless network during the school day on personal electronic devices.
- Students must not access, modify, download, or install computer programs, files, or information belonging to others.
- Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).
- Students must not alter computers, networks, printers or other equipment except as directed by a staff member.
- Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of the District.
- Students must not release personal information on the Internet or electronic communications.
- If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.
- Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
- Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
- Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.



### Lease Space Showing Tenant Locations



ROWLEY SPRING & STAMPING CORP.  
215 Redstone Hill Rd. P.O. BOX 276  
BRISTOL, CT 06010 TEL: (860) 682-6175

Title: Rowley Spring Lease Space		
		Rev.
DRAWN BY: D.A.B.	SCALE:	SHEET 1 OF 1
DATE: 8/24/15	CHECKED BY:	