

FRANKLIN ELEMENTARY SCHOOL



Student & Family Handbook

2019-2020

Adapted from Connecticut Association of Boards of Education
2017 Model Student and Parent/Guardian Handbook

FRANKLIN ELEMENTARY SCHOOL

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Lawrence Fenn, Ph.D., Superintendent
Lori Goldstein, Dir. of Special Education

Greg Keith, Principal

July 1, 2019

Dear Families:

The Franklin Board of Education is required by Connecticut General Statutes and federal law to provide you with information regarding specific student and family rights, policies, procedures, and practices. The Franklin Elementary School Student & Family Handbook provides this information to you.

Please read and keep this important information.

In order to comply with our obligated mandates regarding the rights of all students and families, we are required to receive verification that you have annually received this handbook. This verification sign-off as well as other annual consent notifications is attached. Please read, complete/sign, and return the attached form which will provide necessary documentation we are required to obtain annually.

Please do not hesitate to contact us if you have any questions or need clarification/explanation of any portion of this handbook or the consents on the attached page.

We are all looking forward to an exciting year!

Sincerely,

Larry Fenn
Superintendent

Greg Keith
Principal

Lori Goldstein
Dir. of Special Education

PLEASE SIGN, DETACH, AND RETURN THE APPROPRIATE PERMISSION SLIPS BY SEPTEMBER 13th.

As the Parent/Guardian of: _____

HANDBOOK: My child _____ has brought home the Handbook and I have read the materials.

Parent/Guardian Signature

Date: _____

INTERACTIVE SCHOOL WEBSITE: As many of you know, we have an interactive website for the school. We are constantly adding student created graphics in an effort to keep the website current. We need your permission in order to use your child's work on the website, as this would be a wonderful way to showcase some of our students' creativity.

Student

I **AGREE / DO NOT AGREE** to give my permission allowing my son/daughter's work to be displayed on the Franklin Elementary School website.

Parent/Guardian Signature

Date: _____

STUDENT PHOTOGRAPHS, VIDEOS, ETC.: Franklin Elementary School staff has used children's photographs, videos, etc. as a means of acknowledging the child's efforts and recognizing excellent programs. The school has published children's photographs through "yearbooks". These are only some of the ways we have used photos and videos in constructive, positive ways. The State Department of Education has now advised us that, due to "privacy laws", the Franklin School District should seek parental/guardian permission to photograph/videotape children.

Photograph/Video Release: The Franklin Board of Education retains the absolute right and permission to copyright and use, reuse and publish portraits, pictures, or videotapes of my child or in which my child may be included, in whole or part, without restrictions as to changes or alterations in composite of photograph/video. The Franklin School District will use these photographs/videotapes and no fees will be collected or profits made from these photographs/videotapes.

Parent/Guardian Signature

Date: _____

MOVIE PERMISSION: The Franklin Board of Education has requested that each parent/guardian sign a permission form each school year, to allow their children to view videos, which are selected by the Franklin teaching staff to enhance their curriculum. In most circumstances, movies are only shown as part of the approved curriculum. All movies are reviewed and are age appropriate for school use. Your child will bring home this permission slip at the beginning of the year, and it must be completed by you and returned during the first week of school or your child will not be allowed to view movies.

Parent/Guardian Signature

Date: _____

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SCHOOL CANCELLATIONS, EARLY DISMISSALS, & DELAYED OPENINGS

The following procedures will be followed in the event of cancellation, early dismissals, or delayed openings of school due to **inclement weather** or **other emergency situations**. All decisions will be based on the most current weather forecasts available and observations of road or other safety conditions.

Franklin Elementary School will use School Messenger (or similar, automated notification system) to provide email, voice, and/or text notification to families at the earliest possible time in the event of school cancellation, early dismissals, or delayed openings. Additionally, we post cancellations, early dismissals, and delayed openings on the following television stations: WTNH-Channel 8, NBC-Channel 30, and WFSB-Channel 3.

In most cases, **delayed openings**, school will begin two hours later than usual. **Please note that all school transportation, including high school buses transporting Franklin students to area high schools, will be delayed the same amount of time as the school delay (i.e., a 2 hour delay at Franklin Elementary School = buses for Lyman MHS, NFA, Norwich Tech will be 2 hours later than scheduled pick-up times for high school students AND 2 hours later for scheduled pick up times for elementary students)**. In the event of delayed openings, **Prekindergarten classes are cancelled**.

In the event that inclement weather or other unusual situations (e.g. loss of heat, water, or electricity) occur, it may be necessary to dismissal students earlier than scheduled (**early dismissal**). Decisions regarding early dismissals are based upon the specific situation and our desire to return students home timely under the safest possible conditions. Early dismissals **may not** adhere to typical, early release times as they are based on the immediate circumstances.

NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION WITHOUT PRIOR CONSENT

The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent or eligible student except as provided below:

- Student's name;
- Address;
- Telephone number;
- Date and place of birth;
- Participation in officially recognized activities and sports;
- Photograph;
- Grade levels;
- Weight and height of members of athletic teams;
- Dates of attendance;
- Degrees, recognitions and awards received, including honor roll publication;
- Most recent public and private school attended; and
- Family e-mail address(es)

Directory information may also be released to the following:

- Federal, state, and local governmental agencies
- Representatives of the news media
- Employers or prospective employers
- Nonprofit youth organizations

A parent of eligible student may refuse to allow school officials to designate any or all of the above listed types of information as directory information. A parent or eligible student may also request that school officials not release the student's name, address, and telephone listing to military recruiters or an institution of higher education without the prior written consent of the parent of eligible student. Any such request must be made in writing to and received by the Superintendent or his/her Designee.

A student's Social Security Number or student ID number is prohibited from designation as directory information. However, student ID numbers, user ID, or other electronic personal identifiers used by a student to access or communicate in electronic systems may be disclosed only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticates the user's identity such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

No information may be released to a private for-profit entity other than employers, prospective employers and representatives of the news media. 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.

Public Notice

The District will give annual public notice to parents/guardians of students in attendance and students eighteen years of age or emancipated. The notice shall identify the types of information considered to be directory information, the District's option to release such information and the requirement that the District must, by law, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents/guardians or eligible students request the District withhold this information. Such notice will be given prior to the release of directory information.

Exclusions

Exclusions from all directory categories named as directory information or release of information to institutions of higher education must be submitted in writing to the Principal by the parent/guardian, student of eighteen years of age or emancipated student within fifteen days of the distribution of the annual handbook.

HISTORY OF FRANKLIN

The town of Franklin was incorporated in 1786 and named after the illustrious Benjamin Franklin. It is said the first schoolhouse was built on Meetinghouse Hill around 1721. Franklin's own Dr. Samuel Nott and his wife operated a school for many years in their home. In time, more one-room schoolhouses were built, serving the neighborhoods of Pleasure Hill, Sodom Road, Cooley Hill, Lebanon Road, Pautipaug Hill and Smith School, once located on Route 32. An early map of Franklin shows as many as eleven one-room schoolhouses scattered throughout the seven hills of Franklin.

In 1957, the remaining schoolhouses were sold at auction when the town built the first section of the present school on land donated by Mr. and Mrs. Charles Leach in honor of the Holton Family, longtime residents and active citizens of the town. Daughters Catherine, Anita and Winifred Holton served as teachers in the schoolhouses. At present, two schoolhouses exist as private homes; another is overseen by the Historical Society and the fourth serves as the town's Post Office. Only the Pautipaug School remains in need of restoration and immediate relocation.

Franklin’s original consolidated school consisted of five classrooms and a cafeteria/auditorium. In 1964, five more classrooms, including a science lab, were added. The intermediate wing, including a large all-purpose room and library was built in 1972. The present school building with its addition and alterations was completed in 1991.

BOARD OF EDUCATION

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

The members of the Franklin Board of Education are:

Chairperson:	Peter Calvert
Vice-Chairperson:	Scott Tracey
Members:	Kim Benjamin, Alison Dvorak, Kate Ericson, Chris Frank, Andrea Reischerl

In order to perform its duties in an open and public manner and in accordance with state law, the Franklin Board of Education holds regular business meetings on the first Wednesday of each month at 7:00 PM in the Franklin Elementary School Media Center. Parents, students and other community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement, not more than 5 minutes in length, or to express a viewpoint. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board’s main purpose is policy setting designed to improve student learning. Board members are interested in the public’s opinion on district issues, which can assist them in formulating policy which reflects community values and expectations.

ADMINISTRATIVE STAFF

Dr. Lawrence Fenn	Superintendent of Schools	lfenn@franklinschoolct.org
Mr. Greg Keith	Principal PK-8	gkeith@franklinschoolct.org
Mrs. Lori Goldstein	Special Education Director	lgoldstein@franklinschoolct.org

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Mrs. Shelly Johnson Cafeteria Aide

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Mrs. Georgia Tracey Cafeteria Aide

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HEALTH OFFICE

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SCHOOL MEDICAL ADVISOR

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FACULTY & STAFF

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Schoppe Meghan	Paraprofessional	mschoppe@franklinschoolct.org
Walls Virginia	Paraprofessional	vwalls@franklinschoolct.org
White Marjorie	Paraprofessional	mwhite@franklinschoolct.org
Whittaker Nerina	Teacher Grade 1	nwhittaker@franklinschoolct.org
Zaklukiewicz Brian	Teacher PE & Health	bzaklukiewicz@franklinschoolct.org
Zwick Paula	Occupational Therapist	pzwick@franklinschoolct.org

MISSION OF FRANKLIN ELEMENTARY SCHOOL

The Mission of Franklin School is to provide a safe, nurturing, inspiring, and engaging environment through diverse learning experiences. Students are empowered to become creative, self-confident thinkers, problem solvers, communicators and collaborators who embrace life-long learning and become compassionate contributors to global society.

CORE VALUES OF FRANKLIN ELEMENTARY SCHOOL

- ▶ **Student Centered** – We hold as a value that students are the center of learning
- ▶ **Personalization** – We hold as a value students are taught through a personalized learning environment where students are motivated and engaged by curriculum and instruction that is personally relevant and connected to real world learning experiences.
- ▶ **Student Ownership** – We hold as a value students are given opportunity to develop ownership for learning by being given voice and choice in teaching and learning
- ▶ **Instruction** – We hold as a value learning happens through rigorous, hands-on learning that incorporates multiple strategies and feedback to foster critical thinking, creativity, communication, collaboration and problem solving.
- ▶ **Digital Learning** – We hold as a value that we live in a digital world and technology is essential to learning anytime, anywhere.

- ▶ **Relationships** – We hold as a value students are taught by passionate, caring professionals who nurture positive and healthy interactions between teacher and student, and student to student.
- ▶ **Leadership** – We hold as a value that students are provided a variety of leadership roles to build self-confidence.
- ▶ **Growth Mindset** – We hold as a value that through encouragement and specific feedback all students will engage in continuous improvement to become life-long learners.
- ▶ **Collaboration** - We hold as a value that learning is social and that respect, discourse and feedback will be critical components of effective group work that is designed to achieve common goals.
- ▶ **Responsibility** – We hold as a value that all students will be accountable for their decisions and actions.
- ▶ **Integrity** – We hold as a value that all students will demonstrate moral and ethical conduct rooted in honesty and truthfulness.
- ▶ **Citizenship**: We hold as a value that all students are taught the obligation they have as citizens to be civic minded, including compassionate contributors locally and globally.
- ▶ **Communication** – We hold as a value that all students will be taught and encouraged to articulate thoughts and ideas using oral, written, and non-verbal communication in a variety of forms and contexts integrating the variety of communication resources available to them
- ▶ **Well Rounded** – We hold as a value the importance of educating the whole child through a comprehensive educational program.
- ▶ **Diversity** – We hold as a value that students hold themselves and all others in high esteem, understanding and respecting others from diverse backgrounds.
- ▶ **Safety** – We hold as a value that all students learn in a safe, caring and supportive environment that protects the physical, social and emotional well-being of children.
- ▶ **Creativity** – We hold as a value the opportunity for students to use their imagination, respect original ideas and engage in the production of artistic or innovative work.

VISION OF A FRANKLIN GRADUATE

- ▶ A Franklin Graduate is College, Career and Life Ready possessing 21st Century Skills:
- ▶ Critical and Creative Thinking Skills
- ▶ Communication and Collaboration Skills
- ▶ Problem Solving and Innovation Skills
- ▶ A Franklin Graduate is self-directed and resourceful:
- ▶ Respectful, confident, self-starter
- ▶ Accountable for their learning, behaviors and actions
- ▶ Open-minded
- ▶ Perseveres with a growth mindset equipped for a lifetime of learning ▶ Demonstrates personal reliability, flexibility, work ethic and regard for quality.
- ▶ A Franklin Graduate is a responsible citizen who is:
- ▶ Civic minded
- ▶ Community oriented
- ▶ Compassionate contributor to local and global society
- ▶ Understanding and respectful of diverse backgrounds and cultures

PREFACE

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

This booklet is written for our students and their parents. It contains required and useful information. 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.

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

EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

Mr. Robert Austin is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

ADMISSION/PLACEMENT

A student seeking enrollment in the Franklin School District 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. Nonresidents may attend school on a tuition basis provided space is available. Nonresident students from other school districts within the state, (districts in the Hartford, New Haven, Bridgeport and New London regions) who apply pursuant to Board of Education regulations, may enroll in particular programs or schools within the district on a space available basis, without payment of tuition, as part of the inter-district public school attendance program called Open Choice. The Regional Educational Service Centers will determine which school districts are close enough to make transportation feasible. The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person having control of a child seventeen years of age may exercise the option by personally appearing at the school district office to sign a withdrawal form. This form will include an attestation from the school's guidance counselor or a school administrator that the district has provided the parent or person with information on the educational options available in the school system and in the community. A student who has attained the age of seventeen and who has voluntarily terminated enrollment in the district's schools and subsequently seeks admission may be denied readmission for up to ninety school days from the date of such termination unless such student seeks readmission to the District not later than ten school days after such termination in which school accommodation will be provided not later than three school days after such student seeks readmission. A student, nineteen years of age or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

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

ADVERTISING

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

AIDS CURRICULUM

It is the policy of the Board of Education to provide during the school day, planned, ongoing, systematic instruction on Acquired Immune Deficiencies Syndrome (AIDS). Parents who wish to have their child excused from such instruction shall communicate this request to the principal.

AMERICAN WITH DISABILITIES ACT & SECTION 504 OF THE REHABILITATION ACT OF 1973

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.

It is the intent of the District to provide a free and appropriate public education to each Section 504/ADA qualified and eligible student with a disability within its jurisdiction, as defined in 28 CFR, Parts 35 and 36, of the Amendments to Americans with Disabilities Act, Title II and Title III.

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.

All individuals who are disabled or “handicapped” are protected under Section 504. However, individuals who have been determined to be “handicapped” under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, while Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed individual education programs are planned for each student by Individualized Education Program (IEP) teams. Under Section 504, students with “handicaps” are entitled to special accommodations to ensure that they can participate in and benefit from public education and programs, and a 504 accommodation plan is designed for each student according to individual needs.

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

While Section 504 provides a means for preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Rather, 504 plans offer a means for focusing on students' strengths, for capitalizing on what students bring to the instruction process - not on what they lack.

Students with disabilities, pursuant to Section 504 and/or ADA will be provided a free appropriate public education which may include, but is not limited to, providing a structured learning environment; repeating and simplifying instructions about in-class and homework assignments; supplemented verbal instructions with visual instructions; adjusting class schedules, modifying test delivery; computer-assisted instructions; using modified textbooks and tailoring homework assignments.

Should you have any questions regarding Section 504, please call Lori Goldstein, director of special education or the Civil Rights Coordinator, Mr. Robert Austin for the Franklin School District at 860-642-7062.

ARRIVALS & DISMISSALS

ONLY BUSES will be allowed through the fence near the cafeteria between the hours of 7:50-8:05 AM and 3:00-3:15 PM. Only those who have pre-scheduled meetings (such as PPTs) will be allowed to proceed to the visitor parking spaces in front of the building when the area is clear of vehicles during these times.

Students arriving after 8:05 am are considered tardy and should enter through the main office and must be accompanied by an adult to sign them in to school.

Bus Arrivals

Students arriving by bus will exit the bus when duty staff arrive/signal and should report directly to their homerooms.

Bus Departures

The school day ends at 3:05 p.m.

Buses are not released until the duty personnel accounts for all students being picked –up. If parents wish to allow their child to walk to ride bicycles to and from school, they must provide written permission to the Principal.

Parent Drop-Offs

Parent drop-off starts at 7:50 am. Children and parents must stay in their vehicles until they reach the staff valet at the cafeteria entrance. Staff valet will assist the children in getting out of cars and safely into the building. After your child(ren) exit the car, please proceed around the parking lot island counterclockwise and down the driveway. At no time should children exit the car while the car is in line; also, please do not park your car to walk them in. We don't want anyone, adult or child, to be at risk of being hit by a car during this busy time.

Parent Pick-Ups

Students with appropriate alternate transportation (provided by parent/guardian) to riding the bus home must report to the cafeteria at the close of school. The duty personnel will release them to a parent or guardian, who must sign the student out. Parents or guardians picking a student up may be required to show some form of identification in order to ensure that the student is leaving with an appropriate individual. Persons other than a parent or guardian will only be allowed to pick up a student if the parent or guardian has sent in a note or made prior arrangements with the school secretary. Students must be picked up no later than 3:15 p.m. Upon signing students out, parents or guardians are asked to exit the building as a means of verifying students who still need to be picked up.

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.

ASSEMBLIES

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

ATTENDANCE

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 an in-school suspension that is greater than or equal to one-half of a school day.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.

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

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

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 between 6:30 A.M. and 9:00 A.M. on the day of the absence by telephoning the school.

If it is not possible to telephone the school on the day of absence, the parent is requested to send a written excuse to the school on the date of the student’s return. The student should submit the excuse directly to the office. Parents should contact the main office in order to take advantage of special services such as the collection of homework assignments for the student who must be out several days.

Excused Absence

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

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

2. Students observance of a religious holiday.
3. Death in the student's family or other emergency beyond the control of the student's family.
4. Court appearance which 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.

The responsibility for makeup of work lies with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within 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.

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

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

Chronic Absenteeism

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

Leaving School Grounds/Release of Students from School

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

records, unless prior arrangements have been made with the school. Arrangements should be made with the main office by parent or guardian to pick up the student in the school office or parent pick-up location.

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

Tardiness

Students who are not in their homeroom by 8:05 A.M. are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant. **A tardy student must be accompanied to the main office by a parent/guardian to be signed into school.** The responsibility for makeup of work lies with the student, not the teacher.

Early Dismissal

Parents requesting student dismissal before the normal end of the school day must sent a written note with their child and come into the main office to sign out and pick up the student. If someone other than a parent/guardian picks up the student, the person appearing at the school should bring a note of identification from the parent or guardian. The responsibility for makeup of work lies with the student, not the teacher.

Truancy

Truancy is defined by statute as absence(s) from school without the knowledge or approval of parents/guardians and/or school officials. A student age five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant.

Parents have the responsibility to assist school officials in remedying and preventing truancy. School staff are mandated by the state to report excessive absences or patterns of concern.

Information about truancy will also be posted in the annual strategic school profile reports.

AUTOMATED PHONE MESSAGING SYSTEMS

The Franklin 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).

BACKPACKS & BOOK BAGS

Students find it useful to carry book bags, duffel bags and knapsacks. Students are allowed to carry/use these items to and from school only. Students do not need to carry all of their books and notebooks during the entire school day. Lockers should be used. Safety and comfort of both students and adults must be considered.

BULLYING

Bullying of a student by another student is prohibited. Such behavior is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed to another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such students,
- D. infringes on the rights of such student at school, or
- E. Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. (*The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.*)

Examples of bullying include, but are not limited to:

1. Physical violence and attacks
2. Verbal taunts, name-calling and put-downs including ethically-based or gender-based verbal put downs
3. Threats and intimidation
4. Extortion or stealing of money and/or possessions
5. Exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school ("cyberbullying")
7. targeting of a student based on the student's actual or perceived "differentiating" characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental physical, developmental, or sensory disability.

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

1. creates a hostile environment at school for the victims,
2. Infringes on the rights of the victim at school, or
3. Substantially disrupts the education process or the orderly operation of a school, are subject to appropriate disciplinary action up to and including suspensions, expulsion and/or referral to law enforcement official.

Student and/or their parent may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to any school employee, who will promptly reduce the complaint to writing and forward it to the Safe School Climate Specialist for review and action.

Procedures for Reporting and Investigating Complaints of Bullying:

- A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.
- B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous complaint.
- C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee shall then file a written report not later than two (2) school days after making such oral report.

- D. The Safe School Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.
- E. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

The complaint procedure is also posted on the District's website and the school website.

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

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

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

- A. Causes physical or emotional harm to such student or damage to such student's property,
- B. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. Creates a hostile environment at school for such student,
- D. Infringes on the rights of such student at school, or
- E. Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or physical, mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

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

- A. Creates a hostile environment at school for the victim,
- B. Infringes on the rights of the victim at school, or
- C. Substantially disrupts the education process or the orderly operation of a school.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

BUS CONDUCT

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

CAFETERIA

Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from the cafeteria office. If, at any time, family eligibility status has changed, please contact the cafeteria office for information concerning the application process.

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, whether in the cafeteria, school store, or vending machines will meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale. Students are offered three choices of entrees, including a vegetable, fruit, bread, and several choices of milk. Lunch menus are issued monthly and are subject to change without notice.

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.

Charging is not encouraged by the District but on those occasions that a student does not have money, they will be offered an alternate meal.

CHANNELS OF COMMUNICATIONS

Home/School communication is an encouraged, integral part of the education process. Franklin Elementary School administration and staff wish to address and resolve parent and community concerns in a timely manner for the benefit of our students, families, and staff. 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 home/classroom teacher. Staff members have office hours that are best used for times of communication, including telephone, email, and meetings. Please note that during the school day teachers have limited access and ability to respond but should respond to your communications within a reasonable period of time (e.g. two school days). Direct communication with the responsible staff member is the first step to getting questions answered and/or resolving concerns. In the rare event that a concern is not satisfactorily resolved after several opportunities is the proper channeling of complaints regarding instruction, discipline or learning materials is (1) teacher, (2) principal, (3) superintendent, (4) board of education.

CHEATING/PLAGIARISM (Academic Dishonesty)

Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. That is inconsistent with District 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.

CHILD ABUSE, NEGLECT & SEXUAL ASSAULT

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

The Board of Education will post in each school the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in a conspicuous location frequented by students. Such posting shall be in various languages appropriate for the students enrolled in the school.

CHILDREN IN FOSTER CARE

The District collaborates with state and local child welfare agencies to ensure school stability for children in foster care. A child in foster care must remain in his/her school of origin if it is determined to be in the child's best interest. Transportation will be arranged as required. The District's Liaison for Homeless Students is Mr. Greg Keith and is also the point of contact person for the education of children in foster care.

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students 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 will not be liable for information posted by students on social media websites, such as Facebook, MySpace, YouTube, etc., when the student is not engaged in District activities and not using District equipment.

The 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 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.

CONDUCT

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

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

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

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

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

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.

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

During school dances, students may not leave the building unless with a parent/guardian or unless written permission is received from parent/guardian indicating that another adult over the age of 21 and with valid identification is permitted to pick-up and transport the student. If a student leaves the school building and school grounds without such written permission, the school building and school grounds will be secured and adult supervision will end. Students without such written permission will not be allowed to leave and reenter the dance activity. Smoking is not allowed at any school functions. All school rules are in effect during such activity.

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

Dangerous Weapons & Instruments

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon or facsimile of a weapon on school grounds or during a school-activity may be expelled from school.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent.) The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

Dress Code

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation and in a manner that is safe and not distracting for themselves or other students. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law.

Smoking

The use of tobacco products is prohibited (smoking or chewing 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

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 the following disciplinary actions:

- Parent notification
- Superintendent notification
- Exclusion from athletic, co-curricular, and/or extracurricular activities
- Required completion of school-approved alternative education programs, including but not limited to required cessation, substance abuse education and assessment program, family substance abuse program, etc.
- Up to 10 days in or out of school suspension
- Mandatory expulsion from school
- Police referral

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 judgement 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.

CORRIDOR BEHAVIOR

In order to insure student safety and that of others, students will keep to the right when passing in the corridors, adhere to the HANDS OFF policy, walk, move at a reasonable pace, not obstruct the passage of others, and use the doors on the right hand side. Students in the hallway during class time require a pass.

CYBER BULLYING

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures. Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

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

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

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

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

Students will be provided instruction about appropriate online behavior.

DEFIBRILLATORS IN SCHOOL (AED's)

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.

DISCIPLINE

A student who violates the district's code of conduct shall be subject to disciplinary action. The Franklin School District's disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to 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.

The discipline guidelines at Franklin Elementary School are based on the values represented by our core words: Focus, Excel, Show Respect. The purpose of these guidelines is to establish a safe learning environment through the development of mutual respect for and between the students, staff, and school.

These rules apply to all school and school-sponsored activities.

There are two levels of discipline:

LEVEL 1: Teacher Discipline

Teachers will manage classroom behavior and will initiate and implement appropriate disciplinary consequences for all classroom offenses. Any student who is disruptive in class, corridor, lunchroom, assembly, recess, etc. may be immediately sent/ removed to a designated area for a time out period, and then be disciplined by the teacher at a later time. Teachers may use a variety of classroom discipline, including, but not limited: redirection, seat change, verbal reminder/warning, individualized reteaching, time-out, lunch or after school detention, community services, and/or communication with parent/guardian.

It shall be the teacher's discretion that determines which of the preceding actions will be appropriate for disruptive student infractions outside of the classroom. A meeting may also be called with the teacher and administrator whereby the student's prior discipline problems and assigned consequences will be reviewed. When required, the administrator or teacher will initiate a parent conference to consider administrative disciplinary action of the student involved.

LEVEL II: Office Referral – Administrative Discretion

These acts are so serious that they always require Administrative action, including, but not limited to: weapon (or facsimiles of weapons), possession of alcohol or drugs, vandalism, theft, threats of harm (including false fire alarms, bomb threats, false 911 calls, etc.), physical assault of others, major disruption of the education setting (including substantive threats of violence).

These and other actions that may disrupt classroom instruction, the educational setting, and/or harm or potential harm others may result, at a minimum, in the immediate removal of the student from class or school and may also result in referral to law enforcement authorities.

Detention

A student may be detained outside of school hours for not more than one (1) hour on one or more days for violation of the code of conduct. The detention shall not begin, however, until the students' parents have been notified of the reason for the detention and arrangements are made for the student's transportation on the day(s) of the detention.

Expulsion

Prior to an expulsion hearing, information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services shall be provided to the student and his/her parent or guardian. An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearings shall be held as soon as possible after the expulsion as possible.

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 was not for weapon possession and/or for the sale or distribution of illegal drugs.

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

Expelled students, under age 16, will be offered an individualized learning plan as part of an alternative education. Students between ages 16 and 18 who are expelled, even for conduct that endangers others, will be offered an alternative educational opportunity if it is the students first expulsion (PA 16-147).

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).

Suspension

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

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

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

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

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

For any student suspended for the first time and who has never been expelled, the administration may shorten the length of or waive the suspension period if the student successfully completes an administration specified program and meets any other administration-required conditions, which shall not incur an expense to the student or his/her parents.

DISTRIBUTION OF MATERIALS

Printed materials may be distributed to parents by students as a means of communications. All requests from groups or individuals to have students distribute materials to the community, with the exception of school connected organizations, will be referred to the office of the superintendent to determine whether the request complies with school policy.

The principal or his/her designee may approve such distribution providing:

1. The material is related to the school, community, local recreational or civic activity.
2. The material does not relate to any religious belief or activity, or promote private gain.
3. The material does not promote any outside governmental political party, candidate or position.
4. Does not promote profit making organizations.
5. Does not advocate a position regarding a referendum question.

Materials that have a religious content may be made available to students during non-instructional time. The District has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the District.

Publications prepared by or for the school may be posted or distributed, with prior approval by the principal, sponsor or teacher. Such items include school posters, brochures, school newspapers and yearbook.

EIGHTH GRADE RESPONSIBILITIES & PARENT COUNCIL

The eighth grade class has several activities and events that are observed during their last year in the elementary school. Activities in which they become involved include various projects for earning funds, helping with the Middle School dances, a class trip, and graduation. Eighth Grade students are also strongly encouraged to participate in several hours of community service throughout the year.

In the fall, speakers from various secondary and technical schools visit the eighth graders to acquaint them with the program offerings and admissions procedures of their respective schools. Parents are notified of these visitations and are invited to attend. Since Franklin does not have a guidance counselor, it is important that parents take an active role in assisting their child in choosing and applying to a secondary school. An appointed staff member takes on the role of Eighth Grade Advisor to act as a liaison for the graduating class and parents.

The Eighth Grade Parent Council consists of Eighth Grade students and their parents/ guardians. All parents/guardians of grade eight students are invited to participate in the monthly class meetings. The Parent Council chaperones several social functions, such as dances, during the course of the school year. This group convenes in the spring preceding the September start of their children's eighth grade year. Officers are elected at that time to fulfill a variety of organizational functions including: fundraising, graduation, class trip, dances, yearbook, class gift, etc.

Parent committee chairs are usually appointed or elected to oversee these activities. These parent committees work in close cooperation with the student officers elected by their classmates and the class advisor. This is an excellent opportunity for students to take on a variety of responsibilities to help enhance their children's eighth grade year.

ELECTRONIC DEVICES

The District permits students to possess electronic devices, including but not limited to: cell phones, pagers, laser pointers, and personal music devices; however, **devices must remain turned off and stored in the student's locker during the instructional day, unless having specific, teacher permission for use.** 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.

Students shall not use electronic telecommunications devices, such as but not limited to, a remotely activated paging device, cellular telephone and related devices while on school property, on school transportation or while attending a school sponsored activity on or off school property. Items of this nature will be confiscated. The principal may grant written permission for such possession if a reasonable basis exists for the possession and use of the device. Camera cellphones are not permitted to be used during the school day and in areas where there is an expectation of privacy. (Be aware that the trend is toward permitting the use of electronic

telecommunications devices at certain times of the school day and for personal devices to be used as part of the instructional process under teacher supervision and guidelines.)

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.

The use of electronic devices and/or misuse of school technology (e.g., computers) is subject to discipline in accordance with Franklin Board of Education Policies.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event school is closed because of bad weather or another emergency, announcements will be made through the District's automated messaging system, School Messenger, using telephone, email, and text messaging. Additionally, school information will be aired on the following television stations: WVIT, Channel 30; WTNH, Channel 8; and WFSB, Channel 3.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

The number of students from non-English speaking backgrounds is increasing, including those with limited English proficiency. Such students will be identified, assessed and provided appropriate services in accordance with Federal, State, and Board of Education requirements/policy.

EQUITY & DIVERSITY

Students deserve a respectful learning environment in which their cultural, racial, and ethnic diversity is valued and contributes to successful academic outcomes. The school learning and work environment is enriched and improved by the contributions, perspectives, and the very presence of diverse participants.

EXEMPTION FROM INSTRUCTION

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

EXTRACURRICULAR ACTIVITIES

Franklin School District requires that all after school activities, including all sports, are on a "Pay-to-Play" basis. Pay for Play information will be sent home prior to each activity/season start.

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. The following list of anticipated activities is available based upon interest, participation, coaching/advisor availability, and other supports necessary to provide student athletes a safe opportunity to develop their skills, bodies, and minds.

Student athletes may not participate in any intramural or interscholastic activity unless the student athlete and his/her parent/guardian completes the concussion education plan and sign the informed consent form. The concussion education plan may consist of written materials, online training or videos, or in person training. The consent form includes a summary of the school/district's concussion education plan and applicable school board concussion policies.

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. Team coaches may establish rules of conduct for participants that may be stricter than those of students in general.

Any student athlete who has not reported to school by 11:30 am, leaves before 12 pm, or is absent from school will not be permitted to practice or play that afternoon or evening.

Clubs & Performing Groups

Student clubs, performing groups, and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general.

Please note: Sponsors of student clubs and performing groups may establish standards of behavior, including consequences for misbehavior, which are in adherence with Franklin Board of Education Policies.

Dances & 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.

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 as directed by supervising staff or responsible adult (e.g. Girl/Boy Scout leader, club advisor, coach, etc.).

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

Franklin Elementary School belongs to the community of Franklin. It is a public school, which means that the building belongs to the public. Particularly in a rural community, a school building should function as a hub of community activity. Remember that school functions take priority in use of the school facility, and that proper care of the facility is expected of everyone who exercises the privilege of using the building.

Building usage by Franklin citizens is encouraged. For after school and evening activities, easy access is arranged with the School Secretary. Building usage forms are available in the main office and must be used.

Events should be scheduled two weeks in advance of desired dates.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or extracurricular purposes and are designed to supplement different aspects of the classroom curriculum. Any expenses (e.g., entrance fees, bus fees, food/refreshments, etc.) of field trips will be the responsibility of parents/guardians unless otherwise indicated on field trip permission forms. Parents are encouraged to attend and/or chaperone field trips as available and appropriate.

Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity. The Board of Education strongly encourages all transportation of student to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education.

The District does not endorse, sanction, sponsor or approve student travel to foreign countries by teacher sponsored private trips/tours. Such programs are sponsored by outside agencies, not the Board of Education.

FINANCIAL ASSISTANCE

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

FIRE DRILLS & 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 may be substituted for up to three (3) of the required monthly school fire drills. 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.

Such crisis response drill may be planned and conducted with the local emergency responding and/or law enforcement agencies. Participating local law enforcement and other local public safety officials may evaluate and provide feedback on fire drills and crisis response drills.

FOOD ALLERGIES

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life threatening food allergies and glycogen storage disease.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

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

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.

GRADE & PROGRESS REPORTING

Written reports of student grades and absences shall be issued to parents at least once every eight (8) weeks. Progress reports for grades 6 through 8 will be sent home at the mid-point of each quarter (approximately the middle of the 5th week). Report cards and progress reports will notify parents if the student's grade average is near or below 70 or below the expected level of performance. If a student receives a four (4) week grade of

less than 70 in any class or subject, the parent will be requested to schedule a conference with the teacher of that class or subject. The report card shall state whether tutorials (or homework club, if available) are recommended for a student who receives a grade below 70 in a class or subject.

Report cards are issued to students four (4) times a year. Students are expected to deliver report cards to their parents. Report cards must be signed by the parents and returned to the school within five (5) days.

Grades given to 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.

Grades arrived at by a teacher will be considered final and will be changed only by the teacher, with the consent of the principal, after a re-evaluation of the student's work.

GREEN CLEANING PROGRAMS

A green cleaning program to clean and maintain the school will be implemented by July 1, 2011. 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).

GUIDANCE & COUNSELING

Guidance and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the school psychologist includes helping the student function more successfully within the school environment. The district's comprehensive counseling program strives to assist students in acquiring critical skills in the academic, career, and personal/social aspects of development.

School counselors will use a variety of methods to assist students in overcoming barriers to learning, to make strong connections with the educational opportunities in the school and to ensure that every child learns in a safe, healthy and supportive setting. Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or vocational. Counselors will listen and be open and honest with students.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent.

HANDS-OFF POLICY

Students must refrain from all physical contact that is potentially unsafe or distracting to the educational process. Unacceptable behavior includes "horsing around", just fooling around, poking, pushing, tripping, and/or jostling one another. The policy is HANDS-OFF. Students must also refrain from overt acts of affection. Violence will result in teacher/team and/or administrative consequences.

HARASSMENT STATEMENT

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

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

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

HAZING ACTIVITIES

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

HEALTH SERVICES

The School Nurse's 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. As mandated by state laws and provide for by the Franklin Board of Education, the school nurse will arrange vision hearing, and scoliosis screenings. Screenings for color blindness is not mandated but provided for Kindergarten students. Referrals will be sent home by the school nurse following screenings, as appropriate.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school 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 original container with proper prescription labels that include: name of student, medication, health care provider, medication strength and dosage, and date ordered. **Only an adult is permitted to bring any and all medications to school together with the completed and signed Administration of Medication Form.**

PLEASE NOTE: the only medication the health office can provide without medical authorization is TYLENOL. A parent signature is required on the Emergency Contact Form.

In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, dentists or advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

PLEASE NOTE: Ibuprofen (Motrin/Advil), allergy, cough medicine/drops, or topical ointments cannot be administered at school unless the above procedure is strictly followed. Parents are permitted to bring medication into the health office and administer to their child on an as needed basis.

A student with asthma or an allergic condition may carry an inhaler or an epipen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is 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 parents/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted.

A school nurse or the principal will select a qualified school employee to, under certain conditions, give a 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 (HIPPA) 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 local liaison for homeless children is Mr. Robert Austin. The District has reviewed its existing policies and regulations to remove barriers to the enrollment and retention of homeless children and youth. Homeless children and youths are defined as "individuals who lack a fixed, regular and adequate night time residence". Homeless children have the right to attend the school of origin "to the extent feasible," unless doing so is contrary to the request of such student's parent/guardian or unaccompanied youth.

Illness

Please keep your child home if:

- Fever greater than 100 or child has no fever but is achy, pale, & tired.
- Episodes of vomiting or diarrhea
- Nasal discharge that is green in color
- Sore throat, swollen/tender glands

- Cough with colored phlegm, chest pain, or wheezing
- Earache with continuous pain
- Rash with blisters and/or discharge
- Child refuses to eat & complains of stomach discomfort

NOTE – YOUR CHILD MUST BE FEVER FREE, NO VOMITING OR LOOSE STOOLS FOR 24 HOURS BEFORE RETURNING TO SCHOOL.

In the event that your child becomes ill at school or reports feeling unwell, the school nurse will assess your child and contact you as appropriate.

Immunizations

Documented proof of immunizations per state regulations must be provided **PRIOR** to initial school entrance (pre-school, Kindergarten, and transfers).

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/her 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 the School Nurse, Ms. Sheri Salpietro.

Physical Examinations

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) Health assessment shall also be required in grade 6 (or 7) and in grade 9 (or 10). All students in grades K and grades 1, 3, 4, 5 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K, 1, 3, 4, and 5. Postural screening will be conducted for all female 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.

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.

Appropriate and recommended homework expectations by grade:

Grade	Reading Time (in minutes)	Other Homework Time (in minutes)	Total Homework Time (in minutes)
K-1	5	5	Up to 10
2	5-10	10-15	Up to 20
3	10-15	15-20	Up to 30
4	15-20	20-30	Up to 40-50
5	20-30	30-40	Up to 50-60
6	20-30	40-50	Up to 60-70
7	20-30	45-60	Up to 75-90
8	20-30	Up to 90	Not to exceed 120

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.

HONOR ROLL

To achieve High Honors, a student must have an average of no less than 90 in all academic subjects. One grade average is computed for specials and health combined. Any grade average lower than 84 will exclude any student from achieving High Honors.

To achieve Honors, a student must have an average of no less than 85 in all academic subjects. One grade average is again computed for specials and health combined. Any grade average lower than 80 will exclude any student from achieving Honors.

INSURANCE

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

INTER-DISTRICT COLLABORATIVES

The Franklin Public Schools System may establish collaborations with other school districts in order to offer a wider variety of learning environments and specialized curriculum in response to the interests and needs of its students.

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.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

Parents of Limited English Proficient (LEP) 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.

LIBRARY/MEDIA CENTER

Students are invited to use the books, magazines, newspapers, videos, CD's 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 (librarian or the assistant) 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 student must sign an acceptable use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

Franklin Board of Education Policy 6141.321(a) Instruction: Internet/Computer Networks Use

The Internet and electronic communications (e-mail , chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, and use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the District. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. The Board acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it shall take all reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of District computers and computer systems to avoid contact with material or information that may be harmful to minors.

Blocking or Filtering Obscene, Pornographic and Harmful Information

Software that blocks or filters material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board, shall be installed on all District computers having Internet or electronic communications access. Students shall report access to material and information that is obscene, pornographic, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No Expectation of Privacy

District computers and computer systems are owned by the District and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The District reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of District computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through District computers and computer systems shall remain the property of the District.

Unauthorized and Unacceptable Users

Students shall use District computers and computer systems in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of District computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material or information that:

- Promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons;
- Is not related to District education objectives;
- Contains pornographic, obscene or other sexually oriented materials, either as pictures or writings that are intended to stimulate erotic feelings or appeal to prurient interests;
- Harasses, threatens, demeans, or promotes violence or hatred against another person or group
- of persons with regard to race, color, sex, religion, national origin, age, marital status, disability or handicap;
- Is for personal profit, financial gain, advertising, commercial transaction or political purposes;
- Plagiarizes the work of another;
- Uses inappropriate or profane language offensive in the school community;
- Is knowingly false or could be construed as intending to purposely damage another person's reputation;

- Is in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret;
- Contains personal information about themselves or others, including information protected by confidentiality laws;
- Uses another individual's Internet or electronic communications account without permission from that individual;
- Impersonates another or transmits through an anonymous remailer; and
- Accesses fee services without specific permission from the system administrator.

Security

Security on District computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students shall not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier;
- gain or attempt to gain unauthorized access to District computers or computer systems; and
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users.

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Safety

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communication.

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the District or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or District-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized Software

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

Assigning Student Projects and Monitoring Student Use

The District will make every effort to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor student's use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

All students shall be supervised by staff while using the Internet or electronic communications.

Student Use is a Privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to

follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school District may deny, revoke or suspend access to District technology or close accounts at any time.

Students and parents/guardians shall be required to sign the District's Acceptable Use Agreement annually before Internet or electronic communication accounts shall be issued or access shall be allowed. School District Makes No Warranties

The District makes no warranties of any kind, whether expressed or implied, related to the use of District computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the District of the content, nor does the District make any guarantee as to the accuracy or quality of information received. The School District shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the students' own risk.

LOST & FOUND

Any articles which are found in the school or on school grounds should be turned in at the main office. A lost and found articles station is located in the school cafeteria and families/students are encouraged to check for lost items regularly. Unclaimed articles will be disposed of (at the end of the school year). Loss or suspected theft of personal or school property should be reported to the main office.

LUNCH CHARGING

Charging is not encouraged by the District but on those occasions that a student does not have money, they will be offered an alternate meal.

MAGNET SCHOOLS

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

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. 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.

MIGRANT STUDENTS

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

Federal legislation 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.

ON-CAMPUS RECRUITMENT

Students at the middle and high school level will be informed of the availability of (1) vocational, technical and technological education and training of technical high schools and (2) agricultural sciences and technology education at regional agricultural science and technology education centers. Full access for the recruitment of students by technical high schools, regional agricultural science and technology education center, magnet schools, charter schools will be provided.

PARENT CONFERENCES

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference. Annually, Franklin Elementary School schedules parent/teacher conferences at the end of the first quarter. In the spring, teachers will schedule individual conferences with parents who require additional academic support. Throughout the school year, teachers and parents are encouraged to request conferences when deemed necessary.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

PARENT INVOLVEMENT/COMMUNICATIONS

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

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

PARENT-TEACHER ORGANIZATION

All parents and faculty are encouraged to participate in the Franklin Elementary School Parent-Teacher Organization (Franklin PTO). The Franklin PTO holds meetings monthly except November and December in the cafeteria. The Franklin PTO sponsors and /or participates in school related activities on a continuous basis to support the students and the school. The Franklin PTO supplements the school and teachers through volunteering, hosting activities, and fundraising throughout the school year.

Please visit our website at [https:// sites.google.com/site/ptofranklinelementaryschool](https://sites.google.com/site/ptofranklinelementaryschool)

If you would like to contact the PTO, please send an email to franklinpto@yahoo.com

PESTICIDE APPLICATION

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all 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 the school assignment area may contact Mr. Robert Austin. Note: If the district is implementing the Integrated Pest Management (IPM) concept, similar requirements as above must be met. 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.

PHOTOGRAPHS

From time-to-time during the school year, school personnel and/or the media take photographs. If a parent/guardian does not want their child to be photographed for school use, school website use or for media purposes, the school office must be alerted in writing. Consent for your child to be photographed requires a parent signature and is included on the annual contact/emergency update form(s).

PHYSICAL EXERCISE & RECESS

All students shall have in the regular school day, time devoted to physical activity/exercise, of not less than twenty minutes in total, unless altered for a student by a Planning and Placement Team for a child requiring special education. Such physical exercise can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities. The period of physical activity will not be taken away from a

student as a form of punishment. In addition, students in all grades, K-8, cannot be assigned physical activity as a form of punishment.

School employees may not prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline.

Students will go outside if the temperature (with wind chill factor included) is above 20 degrees. Students should dress in layers, appropriate for forecasted weather. Appropriate cold-weather/snow gear, including winter jackets/pants, mittens/gloves, hats, scarves, and boots will permit students to take full advantage of outside activities during the winter.

PRESCHOOL PROGRAM & SCREENINGS

Franklin Elementary School offers screenings for Pre-school children, beginning at age three, throughout the school year. Screenings can provide valuable information for Preschool aged children and their parents.

The Pre-School program is open to Franklin residents who will be 3 years old by December 31st of the current school year. Any student who has exhibited developmental delays or appears to be at risk is eligible for the program. Role model students are accepted when space permits. A lottery will be held when a waiting list forms. The Preschool is a language, play-based program that addresses the developmental needs of each child. The focus is on self-help, social/play, cognitive and motor skills, as well as emphasis on pre-readiness skills for Kindergarten. The Preschool students attend from 8:15 – 11:15 a.m., Monday through Friday: half of the three and four year olds attend on Mondays and Wednesdays; the other half of the three and four year olds attend on Tuesdays and Thursdays; and only all of the four year olds attend on Fridays. This schedule is subject to change based upon enrollment, identified student needs, staffing, etc. with reasonable notice.

All Preschool students must be toilet trained before entering the program.

PROMOTION, RETENTION & 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.

Students must demonstrate attainment of the basic skills needed for graduation based on the district's assessment program. A failure to attain these skills may necessitate involvement in additional courses, special help programs, summer school, retesting, etc.

PROPERTY, LOCKERS, & EQUIPMENT

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

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

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

Each student in grades 4 through 8 is assigned a hall locker and/or gym locker and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, should be kept in good order, clean, and not abused. Locker use guidelines include:

- personal locks are prohibited;
- sharing of lockers and locker combinations is prohibited;
- locker access times are established by teachers;
- Franklin School District assumes no responsibility for lost, misplaced, or stolen articles;
- decoration of lockers (interior and exterior) is granted by teacher permission and **may not** damage; deface, or permanently mark or adhere to the locker surfaces

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

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

PSYCHOTROPIC DRUG USE

School personnel is prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, 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.

RELIGION & RELIGIOUS ACCOMMODATIONS

The school district acknowledges each individual's rights to follow or not to follow religious beliefs and practices, free from discriminatory or harassing behavior. The District strives to provide religious accommodations to students in an equitable and appropriate way in accordance with District policies and corresponding guidelines.

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
- Promptly report safety hazards, such as open/unlocked doors, unauthorized building access, and unknown individuals on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.

SCHOOL CEREMONIES & OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. Franklin Board of Education 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 Building 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 & SAFETY

Franklin School 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. Franklin Elementary School, as required by law, shall establish a school security and safety committee which will assist in the development and administration of the school’s security and safety plan. Each district school will conduct a security and vulnerability assessment every two years.

The District has developed, maintains, 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, (4) recovery.

SCIENTIFICALLY RESEARCHED BASED INTERVENTION (SRBI)/REMEDICATION

The District utilizes the response to intervention process, commonly referred to as Scientifically Research Based Intervention (SRBI) which combines systematic assessment, decision-making and a multi-tiered delivery model to improve educational and behavioral outcomes for all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum. District-wide assessments to identify students reading below proficiency and to assist with the identification of students at risk for dyslexia in accordance with State Statutes and guidelines.

SEARCH & 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.

SECLUSION/RESTRAINT, USE OF Use of Restraint

- A. Every effort shall be made to avoid the need for the use of restraint of a student.
- B. The use of emergency restraint is restricted to emergency situations in which there is imminent risk of injury by a student to self or others. Physical restraint shall not be used except when used as a last resort and only when: the student's behavior poses imminent risk of injury to self or others; and, other less restrictive interventions are ineffective.
- C. A student shall never be physically restrained by a school employee who has not received appropriate training by the school in the use of restraint procedures except in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.
- D. Physical restraint of a student shall be discontinued as soon as the imminent risk of injury to self or others has dissipated. See Sections VI and VII for further information.
- E. While transporting a student on a moving vehicle, a bus harness or other safety equipment may be required and is permissible for safety purposes. The need and use of any bus harness or safety equipment used to restrain a student during transportation must be documented. Mechanical or chemical restraints are otherwise not authorized.
- F. The use of any drug, medication, or other chemical to control behavior or restrict freedom of movement (except as authorized by a licensed physician or other qualified healthcare professional) is prohibited.
- G. A School employee may never give a student any drug or medication that is not a standard treatment or dosage, or both, for the student's medical or psychiatric condition unless otherwise prescribed by a physician.
- H. Every instance in which restraint is used shall be carefully, continuously, and visually monitored to ensure the safety of the student, other students and school employees.
- I. Immediately after the imminent risk of injury to self or others has dissipated, the student should no longer be physically restrained and a school nurse or other certified school employee, who was not

involved with the restraint, shall examine the student to ascertain if any injury has been sustained during the restraint of the student.

J. Physical restraint does NOT include:

- (1) Briefly holding a person in order to calm or comfort the person
- (2) Restraint involving the minimum contact necessary to safely escort a person from one area to another
- (3) Medical devices, including, but not limited to, supports prescribed by a healthcare provider to achieve proper body position or balance
- (4) Helmets or other protective gear used to protect a person from injuries due to a fall
- (5) Helmets, mitts and similar devices used to prevent self-injury when the device is:
- (6) part of a documented treatment plan or individualized education program pursuant to section 10-76d of the general statutes, as amended by this act, or
- (7) prescribed or recommended by a medical professional, as defined in section 38a-976 of the general statutes, and is the least restrictive means available to prevent such self-injury

K. If any instance of physical restraint or seclusion of a student otherwise permissible under subsection (B) or (D) of this section exceeds fifteen minutes,

- (1) an administrator, as defined in section 10-144e of the general statutes, or such administrator's designee,
- (2) a school health or mental health personnel, as defined in subsection (a) of section 10-212b of the general statutes, or
- (3) a board certified behavioral analyst, who has received training in the use of physical restraint and seclusion pursuant to subsection (o) of this section, shall determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others. Upon a determination that such continued physical restraint or seclusion is necessary, such individual shall make a new determination every thirty minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.

Prohibited Practices

(Applies to all "students" including students at risk or students identified as requiring special education services)

- A. Life-threatening physical restraint - No provider of care, education or supervision of a person at risk and no assistant provider may use a life-threatening physical restraint on a person at risk. This section shall not be construed as limiting any defense to criminal prosecution for the use of deadly physical force that may be available in the CGS Sections 53a-18 to 53a-22, inclusive. The use of prone restraint is prohibited.

- B. Use of a psychopharmacologic agent - No school employee may use a psychopharmacologic agent on a student without that student's consent except (1) as an emergency intervention to prevent immediate or imminent injury to the student or to others or (2) as an integral part of the student's established medical or behavioral support or educational plan, as developed consistent with the CGS Section 17a543 or if no such plan has been developed as part of a licensed practitioner's initial orders. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.
- C. Use of restraint as an identified "planned intervention" in the individualized education program (IEP) is prohibited.
- D. Physical restraint shall not be used unless the student's behavior poses imminent risk of injury to self or others and other less restrictive interventions are ineffective.
 - a. A verbal threat or verbally aggressive behavior does not itself indicate an imminent risk of injury, and shall not result in restraint.
 - b. Throwing objects (not directed), roaming/running around a classroom, leaving an area, inappropriate verbalizations/swearing, tipping of chairs, and/or refusals are not actions should not indicate an imminent risk of injury, and shall not result in restraint.
 - c. Unless a student's destruction or damage to property creates an imminent risk of injury to the student or others, the destruction or damage of property does not itself indicate an imminent risk of injury and shall not be the justification for restraint of a student.
- E. Restraint shall never be used as a punishment, or to force compliance with staff commands.
- F. No school employee shall use a life-threatening physical restraint on a student.
 - a. Physical restraint or hold of a person shall not:
 - i. restrict the flow of air into a person's lungs, whether by chest compression or any other means; or
 - ii. Immobilizes or reduces the free movement of a person's arms, legs or head while the person is in the prone position.
- G. When known medical or physical condition of the student would make restraint dangerous for that, physical restraint shall not be used.
- H. The use of prone restraint is prohibited.
- I. No school employee shall use a physical restraint on a student unless such school employee has received training on the proper means for performing such physical restraint pursuant to subsection (o) of Section 1 of PA 15-141.
- J. This section shall not be construed as limiting any defense to criminal prosecution for the use of deadly physical force that may be available in the CGS Sections 53a-18 to 53a-22.

Use of Seclusion

- A. No school employee shall place a student in seclusion except as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative. No student shall be placed in seclusion unless:
 - (1) such student is monitored by a school employee during the period of such student's seclusion pursuant to subsection (m) of this section, and
 - (2) the area in which such student is secluded is equipped with a window or other fixture allowing such student a clear line of sight beyond the area of seclusion. Seclusion of a student may only be used for a short period of time and shall be discontinued as soon as the imminent risk of injury to self or others has dissipated, usually a matter of minutes.
- B. Every instance in which seclusion is used shall be carefully, continuously, and visually monitored to ensure the safety of the student, other students and school employees. Every effort shall be made to avoid the need for the use of seclusion of a student.
- C. Seclusion shall not be used except when used as a last resort and only when:
 - (1) the student's behavior poses imminent risk of injury to self or others;
 - (2) other less restrictive interventions are ineffective and/or
 - (3) the Planning and Placement Team has analyzed data to determine the use of seclusion, in compliance with current CSDE guidance and as part of the Behavior Intervention Plan, is an appropriate intervention.
- D. Immediately after the imminent risk of injury to self or others has dissipated, the student should no longer be secluded.
- E. Time out does not constitute seclusion.
- F. Seclusion environments shall
 - (1) Be of reasonable size to accommodate the student and at least one adult;
 - (2) Be of reasonable size to permit students to lie or sit down
 - (3) Have adequate ventilation including heat and air conditioning as appropriate;
 - (4) Have adequate lighting;
 - (5) Be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable glass;
 - (6) Have an unbreakable observation window or fixture located in a wall or door, which allows the student a clear line of sight beyond the area of seclusion, to permit frequent visual monitoring of the student and any school employee in such room. The requirement for an unbreakable observation window does not apply if it is necessary to clear and use a classroom or other room in the school building as a seclusion room for a student.
 - (7) Shall meet current fire and safety codes

(8) In accordance with current CT Special Education Regulation: if any locking mechanism is used, it shall be a device that shall be readily released by staff as soon as possible but in no case longer than within two minutes of the onset of an emergency and is connected to the fire alarm system so that the locking mechanism is released automatically when a fire alarm is sounded.

An “emergency” for the purpose of this subdivision includes, but is not limited to,

- i. The need to provide direct and immediate medical attention to the person at risk
- ii. Fire
- iii. The need to remove the person at risk to a safe location during a building lockdown or
- iv. Other critical situations that may require immediate removal of the person at risk from seclusion to a safe location.

When Seclusion Procedures Shall Not Be Used

- A. Seclusion shall not be used unless the student's behavior poses imminent risk of injury to self or others and other less restrictive interventions are ineffective.
- B. A verbal threat or verbally aggressive behavior does not itself indicate an imminent risk of injury, and shall not result in seclusion of a student.
- C. Unless a student’s destruction or damage to property creates an imminent risk of injury to the student or others, the destruction or damage of property does not itself indicate an imminent risk of injury and shall not be the justification for seclusion of a student.
- D. When known medical or physical condition of the student would make seclusion dangerous for that student, the student may not be secluded.
- E. Seclusion shall never be used as a punishment, or to force compliance with staff commands.
- F. Seclusion shall never be used unless a school employee can continuously monitor the student for visual or auditory signs of physiological distress and can communicate with the student.

Time-Out

Time-out is a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in duration.

Monitoring

Any student who is physically restrained shall be continually monitored by a school employee.

Any student who is involuntarily placed in seclusion shall be frequently monitored by a school employee.

Each student so restrained or in seclusion shall be regularly evaluated by a school employee for indications of physical distress. For purposes of this subsection, "monitor" means (1) direct observation or (2) observation by

way of video monitoring within physical proximity sufficient to provide aid as may be needed. The school employee conducting the evaluation shall record each evaluation in the student's educational record.

Frequency of Monitoring

If any instance of physical restraint or seclusion of a student otherwise permissible under PA 15-141 exceeds 15 minutes, the following individuals, who have received training in the use of physical restraint or seclusion, will determine whether continued physical restraint or seclusion is necessary to prevent injury to self or others:

- an administrator, as defined in the CGS Section 10-144e or such administrator's designee;
- a school health or mental health personnel, as defined in subsection (a) of the CGS Section 10-212b; or a board certified behavioral analyst.

This individual shall make a new determination every 30 minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.

Debriefing

As soon as practical and after every instance in which seclusion or restraint is used on a student, the school administrator or designee shall do the following:

- A. meet with at least one school employee who participated in the implementation, monitoring, and supervision of the seclusion or restraint to discuss whether proper seclusion or restraint procedures were followed, including the use of proper de-escalation procedures to prevent the need for restraint or seclusion;
- B. debrief the incident with the student in a manner appropriate to the student's age and developmental ability and to discuss the behavior(s), if any, that precipitated the use of restraint or seclusion; and,
- C. provide a copy of an incident report to the parent(s) or guardian(s) and offer the opportunity to request a meeting regarding the incident of restraint or seclusion.

SEXUAL ABUSE PREVENTION & EDUCATION PROGRAM

Students in grades K-8 will be involved in a prevention-oriented child sexual abuse program which teaches students age-appropriate techniques to recognize child sexual abuse and how to report it. Parents/guardians may permit their child to opt out of the awareness program or any part of it by notifying the school in writing of such a request.

SEXUAL HARASSMENT

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Sexual harassment, whether verbal or physical, includes, but is not limited to the following:

- 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.

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

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the Title IX Coordinator, Mr. Robert Austin.

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, You Tube, Flickr, SnapChat, Instagram, 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

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 paraprofessional attend PPT meetings.

STUDENT DATA PRIVACY

Connecticut legislation, PA 16-189, An Act Concerning Student Data Privacy, restricts how student information may be used by (1) entities that contract to provide educational software and electronic storage of student records ("contractors") and (2) operators of websites, online services or mobile applications (i.e., apps). The Board of Education will notify students and parents within five (5) days of executing a contract with such contractors. Student information will be deleted by operators of websites, online services, or mobile apps upon student, parent, guardian or board of education request. Such operators may not create student profiles for use in targeted advertising and for purposes unrelated to school. Parents and students will notified of data breaches.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) 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.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 advise them

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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District 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 20202-5901.

TEACHER & PARAPROFESSIONAL QUALIFICATIONS

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

TEXTBOOK CARE & OBLIGATIONS

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

Student assigned textbooks should be covered at all times.

TITLE I COMPARABILITY OF SERVICES

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

TITLE I PARENTAL INVOLVEMENT

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

TRANSPORTATION

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

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

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

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).

The district has installed video recording equipment on school buses to monitor school transportation and discipline. Videotaping is conducted daily during the school year, students will not be notified when a recording device is 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.

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation safety are to be made to the Transportation Coordinator, Mr. Robert Austin. A written record of all complaints will be maintained and an investigation of the allegations will take place.

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 may be considered "unexcused absences," in light of State guidelines.

VIDEO RECORDERS ON SCHOOL CAMPUS & BUSES

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 equipment is used to enhance the safety and security of all individuals. It is also used to monitor student behavior in common areas or campus. 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. Any student, staff member, or visitor to the school is prohibited from tampering with or damaging the school's video surveillance equipment. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act.

VISITORS

Parents and other visitors are welcome to visit Franklin Elementary School. All visitors must first report to the main office, sign-in, and receive a visitors badge. Visits to individual classrooms during instructional time shall

be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

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.

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 school day for supervised recess.