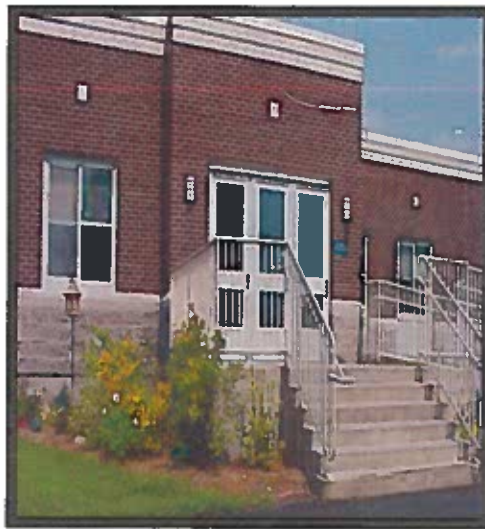


# Parent and Student Handbook

2018-2019 School Year



## **John C. Mead School**

Amy O'Brien-Principal  
John Coppola- Assistant Principal  
75 Ford Street  
Ansonia, CT. 06401  
Phone (203) 736-5090  
Fax: (203) 736-1042

**Stay Safe, Show Respect, Try Our Best**



SIGNATURE PAGE

Your signature indicates that you have received, read, and discussed with your child the policies of the Ansonia Board of Education, as outlined in the Mead School Handbook.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

Please complete this signature page and return to your child's homeroom teacher within two weeks of receiving this document.



Media Release

On many occasions our students' pictures or names are in the newspaper or on television celebrating an important event at Mead School. Please give us your permission to allow us to photograph your child should they be chosen for this honor.

Please sign the form below and return to school as possible

\_\_\_\_\_  
I do/do not (circle one) give permission for my child, \_\_\_\_\_ to have his/ her picture and/or name participating in a school activity in a local newspaper or on a local television station.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

## MISSION STATEMENT OF THE ANSONIA PUBLIC SCHOOLS

The Ansonia Public Schools, consisting of a partnership between the community, parents and educators, is committed to providing a safe, progressive learning environment that ensures students achieve their maximum individual potential with the confidence to take intellectual risks and become curious, lifelong learners.

### Mead School Motto

We have the courage to .....

Stay Safe, Show Respect, and Try Our Best.

## 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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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 Discipline Policy 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. Copies of all policies are available on [www.ansoniam.org](http://www.ansoniam.org).

Please discuss this handbook at home and feel free to contact the school (203-736-5090) with suggestions. **We ask that the first page be signed and returned to school.**

## **PARENT INFORMATION**

### **PARENT CONFERENCES**

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference.

A parent may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held after 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 GROUP**

The Mead School Parent-Teacher Group is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the Parent-Teacher Group. For more information please contact the school.

### **BIRTHDAY PARTIES**

Each year parents request names, addresses and phone numbers of students for the purpose of parties and after school visits. **This information is now considered confidential and cannot be shared.** We do not allow students to pass out invitations unless the entire class is included.

If you wish to send in cupcakes for any occasion, please call or send a note to your child's teacher. Please do not plan elaborate parties with cake, ice cream etc. during the school day as this disrupts the educational learning process. Your child may bring a special snack for the class to share. It should be simple and easy to distribute. Please keep in mind that we only have a short time to celebrate. Parents should not send in balloons, party favors or presents. Parents must inform the teacher a few days in advance what you are bringing and the teacher will let you know of any food allergies.

## **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, 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.

## SCHOOL ATTENDANCE

Regular school attendance is essential to the intellectual, social and emotional growth and development of students. Therefore, it is the policy of this school to closely monitor school attendance for the benefit of the child and also to comply with state laws and Board of Education policies governing such matters. When problems arise, we will make every effort to enlist the cooperation of parents. Truant is defined as a student with four or more unexcused absences in any calendar month or ten unexcused absences within any school year. **When necessary, the matter will be referred to the Juvenile Justice System and /or Department of Social Services.**

### 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. Students absent more than 16 days each school year shall be seriously considered for retention.

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

A student 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 16 or 17. (Age 17 beginning July 1, 2011)

### 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 email your child's absence to: [meadattendance@ansoniam.org](mailto:meadattendance@ansoniam.org)

If it is not possible to email the school on the day of absence, the parent is requested to send a written note to the school on the date of the student's return. Parents should contact the teacher in order to take advantage of special services such as the collection of homework assignments for the student who must be out several days.

In regard to school attendance, we ask your cooperation in the following:

- 1) Upon returning to school after an absence, the child must present a note to his/her teacher signed, by a parent or guardian giving a reason for absence. **In case of serious illness or communicable disease, a note from a doctor is required. Illness with written doctor's verification upon two (2) or more consecutive absences, or medical documentation for a chronic illness will be considered an "excused" absence.**
- 2) **Children should not be dismissed from school before the end of the school day.** In cases where the child becomes ill and needs to be dismissed early, parents are required to sign a log. **Early Departure** is defined as a departure of a student from school any time prior to the scheduled end of the school day.
- 3) **Children are expected to arrive at school on time.** Parents must accompany their child into the school building if the child is arriving late. Parents will **sign in** their tardy student at the main office and submit a note to secretaries from a parent or guardian, stating the reason for being late. The parent or guardian will be notified if a child is frequently late for school. **Tardy** is defined as the arrival of a student to school any time after the scheduled start of the school day.

### CANCELLATION/DELAYED OPENING OF SCHOOL

When bad weather conditions are present, parents and teachers will be advised of a late opening or cancellation by a call from the School Messenger parent communication system. This system will contact parents during inclement weather for school

cancellations, late starts or early dismissals. It is crucial for you to always keep an updated phone number on file. You may also find information on local television and radio stations (WTNH-8, WFSB-3, etc.). On delayed opening days, all morning classes will begin 2 hours after the normal starting time (this will be at **9:40 A.M.** for Mead School). Your child's bus will arrive about 2 hours later than the usual pickup time, but the bus company will always put student's safety first, so runs may be a few minutes slower than normal. Lunch will still be served on a delayed opening; however, breakfast will not be provided.

### EARLY DISMISSAL

When weather conditions warrant, the superintendent may authorize an early dismissal. Students attend school for the normal abbreviated day (see time schedule).

### TIME SCHEDULE

Regular Schedule Day	Grades K-6	7:40 a.m. – 2:15 p.m.
	Pre - K	8:00 a.m. – 2:00 p.m.
2 Hour Delay	Grades K6	9:40 a.m. - 2:15 p.m.
	Pre - K	10:00 a.m.- 2:00 p.m.
Early Dismissal Schedule	Grades K-6	7:40 a.m. - 12:45 p.m.
	Pre – K	8:00 a.m.- 12:15 p.m.

### TRANSPORTATION

#### Bus Usage

- The daily A.M. and P.M. bus routine must be **consistent All week.** (Using different routines i.e. Monday, Wednesday, Friday to Grandmother's house and Tuesday, Thursday to home, IS NOT PERMITTED). This is to help insure your child is on the proper bus daily.
- Children **cannot** use a different bus to visit a friend.
- Children will be dismissed on his/her proper bus daily. Any requests for bus changes must be made in writing in advance through the school principal.
- The complete Board policy regarding transportation #3541 can be found at [www.ansoniam.org](http://www.ansoniam.org)

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

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

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

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

1. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
2. The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.

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).

### **TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES**

All complaints concerning school transportation safety are to be made to the Business Manager, Lisa Jones. A written record of all complaints will be maintained and an investigation of the allegations will take place.

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

The district has installed video recording equipment on some 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 and bus company personnel. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act.

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

### **ARRIVAL/DISMISSAL**

There are several concerns regarding the safety of students being dropped off at school in the morning and picked up in the afternoon. Please be aware of these safety regulations:

- 1) **The lane in front of Mead School is designated FOR SCHOOL BUSES ONLY.** Do not park or drop students off in this area. Parents should drop their children off at the doors near the flag pole.

#### **Arrival**

If you will be driving your child to school, it is suggested that you drive up to the flag pole circle at 7:30. Parents dropping students off at the door must wait in line until each car unloads.

#### **Dismissal**

Pick-up for walkers is at 2:15 P.M. near the flagpole for students in grades 2-6. Students in grades K & 1 will get picked up at the cafeteria entrance. When picking up your child, **I.D. will be required.**

### **INSURANCE**

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

When returning emergency forms please be sure to check yes or no on the health insurance question.

Payment of medical bills for students injured on school property or when engaged in school-sponsored activities shall be the responsibility of the parent or the student's insurance company.



### **CAFETERIA GUIDELINES**

Twenty-five minute lunch periods are provided daily. Children are expected to use good manners and show respect for others. Children are required to stay in seats and follow directions from adults in the cafeteria

Misconduct in the cafeteria may be cause for receiving an assigned seat, or forfeiting the right to eat in that location, or 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 school. Children of parents, who submit letters from the State of Connecticut Department of Social Services regarding free meal eligibility, will automatically receive breakfast/lunch free of charge.

Breakfast is available for all students free of charge. Lunch may be purchased for \$2.50 per day including milk. Lunch will be provided free of charge or at the reduced rate of \$.40 for those who are eligible. (Applications must be submitted to determine eligibility.)

Beverages offered for sale to students in the cafeteria vending machines will meet federal and state standards and guidelines. Sodas and sports drinks will not be available for sale.

Inconformity 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.

### **LOST AND FOUND**

Any articles which are found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be disposed of at the end of the month. Loss or suspected theft of personal or school property should be reported to the main office. The Ansonia Public Schools cannot be responsible for, nor can it ensure against damages or losses to personal property arising on school property and/or at school-sponsored activities and trips. Items having a value for one individual usually have an attractive appeal for others. Nevertheless, valuable items can disappear during the school day. Children should not bring valuable items to school.

Children are not allowed to bring toys and games to school unless specifically invited to do so by the classroom teacher. Items which are brought to school without the permission of the teacher will be taken away from the child and returned at the school's discretion. **TOY GUNS ARE NOT ALLOWED IN SCHOOL UNDER ANY CIRCUMSTANCES.**



## **ELECTRONIC DEVICES AND GAMES AND TOYS (Radios, CD Players, Cell-Phones)**

Students are not permitted to possess such items as cell phones, MP3 players, CD players, tape recorders, camcorders, DVD players, cameras, iPods or other electronic devices, unless prior written permission has been obtained from the principal or his/her designee. Children are not allowed to bring toys and games to school unless specifically invited to do so by the classroom teacher. Without such permission, the items will be collected by teachers and turned into the principal. The principal will determine whether to return the item at the end of the day to be taken home by the student or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Conduct and Discipline Policy.

The use of cell phones during the academic day disrupts and interferes with the educational process. Students will be subject to disciplinary procedures and confiscation of the device if it is either visible and/or used during school hours. Parents, upon appearing at school, will be given the confiscated devices. Repeated violations of this policy will result in more severe disciplinary action, which may include suspension. For further information please see Board policy 5131.81 available at [www.ansoniam.org](http://www.ansoniam.org).

## **USE OF THE PHONE**

Students are not allowed to use the telephone during the school day. Only a school administrator will grant permission for emergencies. Cell phones must be kept off and placed inside the child's backpack. Students may not call or text from their cell phone during the day. Students may request to use the phone in the main office or in their teacher's room for emergencies.

## **REQUIRED UNIFORM DRESS CODE Pre K-12**

The Ansonia Board of Education has instituted a required attire policy for students in Grades Pre - K-12. Please refer to the policy #5132.

## **DANGEROUS INSTRUMENTS / WEAPONS**

Children are not permitted to bring firearms, knives, boomerangs, slingshots, and other potentially dangerous items to school. See "Ansonia Public Schools-Policy #5131.

## **SEARCH AND SEIZURE**

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

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

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

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

The complete Board Policy regarding search and seizure 5145.12(a) can be found at [www.ansoniam.org](http://www.ansoniam.org).

## **VISITORS TO SCHOOLS**

Prior to entering the building, all visitors must buzz the intercom, show ID to identify themselves, and state the purpose for their visit. Visitors must report to the main office upon entering the building where they will sign in and receive a visitor's pass. This is for the protection of the children.

Visitors are always welcome and parents are encouraged to visit the schools regularly to meet with the Principal and/or teachers to discuss student progress and growth. In order to insure the safety of children and the maintenance of the proper school atmosphere certain guidelines should be followed:

The evaluation of educational programs and professional staff is a highly complex undertaking and requires both training and experience. The views of the public are always welcome but actual evaluation must rest with the Board of Education through their administrative staff.

Classroom visitations, when desired, should always be arranged through the Principal. These visitations should be of reasonable duration and should not interfere with any lessons being conducted.

### **CHILD ABUSE**

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 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 and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect 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.

### **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"

### **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.

### **FIRST AID / ACCIDENT**

The school is responsible for the immediate first aid for those accidents and sudden illnesses which occur on school premises during school hours or during a school-sponsored activity, but it is not responsible for subsequent treatment. First aid is emergency treatment only and involves rendering assistance and temporary relief until the pupil can be taken home and the services of the family physician obtained. The school does not assume responsibility for the care of accidents and illnesses occurring at home; however, nurses will review such

accidents and illnesses at the discretion of the principal.



## **MEDICATION IN SCHOOL**

No medication including over-the-counter medications such as aspirin, ibuprofen, acetaminophen, etc. shall be administered without the written authorization of a licensed physician, advanced practice registered nurse or physician assistant and the written authorization of a parent or guardian. Such authorization shall be submitted on the Ansonia Board of Education Medical Authorization Form H-12 (appendix B) or facsimile thereof.

**A child cannot bring medication into school; all medicines must be brought to school by an adult and received by the nurse or a principal or designee.**

## **PSYCHOTROPIC DRUG USE**

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

## **MEAD SCHOOL HOMEWORK POLICY**

Homework procedures are established by classroom and unified arts teachers. The following guidelines are in the Homework policy #6154. All parents should be familiar with these procedures. If there are any questions, please refer to the [www.ansoniam.org](http://www.ansoniam.org) web site. Teachers will send home an explanation of their homework procedures.

## **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

## **BEHAVIOR MANAGEMENT**

The following is the Mead School Behavior Management Program. The program is based on a PBIS (Positive Behavior Interventions and Supports) Model where students will be rewarded for demonstrating Positive Behavior. All staff members will have Caught Being Good tickets which can be given to any student that demonstrates any one of our three school expectations: **Stay Safe, Show Respect, Try Our Best**. These tickets will be collected in each classroom. At the end of each week, the tickets will be brought down to the main office and placed in a raffle drawing. One student from each grade level will win a prize of their choice. Our goal is to teach our children to accept responsibility for their behavior and that there are positive as well as negative consequences for that behavior. We believe that this program will create a climate which fosters self-esteem, respect for others and personal accountability.

We want to improve student academic and behavior outcomes to ensure all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. PBIS provides a framework for achieving these outcomes. Members of the PBIS Leadership team (made up of Mead School staff) worked together to develop an office discipline referral form. This form will be used to not only

notify parents of difficulties, but also to alert staff members when repeated practices take place that may need alternative interventions. When negative behaviors do arise, there are many interventions that can be attempted in order to correct the behavior. When students made a mistake/break a rule, there are progressive steps designed to assist them in regaining "self-control," including: "timeout" within the classroom, "timeout" within a "buddy" teacher's classroom, and logical consequences. Students who are dangerous to themselves and/or others may face detentions, suspension and/or expulsion, ie: bringing a weapon to school. At the end of this handbook, there is a school wide matrix that explains the behavioral expectations at Mead School. Please review these expectations with your children so we can ensure an orderly and nurturing learning environment for all students.

During the school year, this model will be reviewed and modified. Mead School is currently in its final year of funding for a PBIS grant awarded by the State Education Resource Center (SERC). Together with SERC consultants, Mead School has an opportunity to refine and increase positive interventions for students.

### **TEACHER DETENTION**

A student may receive a detention monitored by a teacher for the following:

- Failure to complete daily assignments on a consistent basis.
- Failure to complete homework assignments.
- Failure to bring a note home from school.
- Disobeying classroom rules.
- Carrying electronic games or devices (cell phones, ipods, ect.).

### **AFTER SCHOOL PROCEDURE**

The following procedure is to be followed in regard to keeping children after school:

- 1) Parents will be given 24 hours notification before a child will be kept after school.
- 2) It is the parent or guardian's responsibility to pick up the child after school.

### **IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSION**

A student may be placed in In-School or Out of School Suspension for the following reasons:

- Continuous or repeated disruption of the educational process
- Fighting, threatening, unnecessary physical contact, throwing snowballs at people and cars
- Cursing
- Defacing Mead School in any manner
- Violation of school rules

### **IN-SCHOOL SUSPENSION PROCEDURES**

- Student will enter a supervised room for in-school suspension after a teacher has sent work to the main office.
- Student will not leave the room for supplies. Every supply that is needed is in the in-school room.
- Students will not talk to each other.
- Once an assignment has been completed, the in-school monitor will initial the assignment sheet.
- Once all assignments are completed, the in-school monitor will select additional work from student's grade level file.
- Students may use a computer for work that requires the use of a computer. Only school work is to be done on the computer.
- Students will be working AT ALL TIMES.

## **BULLYING**

Bullying behavior by any student in the Ansonia Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, 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 student 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 regulations #5131.91 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

## **HARASSMENT STATEMENT**

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

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

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

## **SEXUAL HARASSMENT**

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

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

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, Mr. Paul Giansanti, Principal Ansonia High School, 20 Pulaski Highway, Ansonia, CT. 06401, or by telephone at (202) 736-5060. Grievance forms are available from central office for this purpose. The complaint should list the name of the complainant, the date of the complaint, the date of the alleged harassment, the name(s) of the harasser(s), where such harassment occurred, and a detailed statement of the circumstances constituting the alleged harassment. The Title IX Coordinator will investigate the grievance and issue a written report. If the complainant is not satisfied with the results of the investigation, s/he may appeal to the Superintendent. The Superintendent may conduct an investigation and will then respond to the grievance in writing.

## **FIELD TRIPS/ SPECIAL ACTIVITIES**

When students go on field trips, and parents attend as chaperones, children are expected to stay in school for the remainder of the day, as instructional activities are still being taught. Parents should not sign students out of school after a field trip.

Many teachers will ask parents or caregivers to volunteer to be chaperones for special trips. Please be aware that teachers will make every effort to allow all parents a chance at this honor, but depending on the amount of available chaperones, not all will be able to attend every field trip. This will be done on an individual basis and is up to the teacher's discretion.

Although field trips are an integral part of the academic program, they are offered as an extension to student learning. If it is determined that a child is unable to participate due to health or behavioral concerns, the child will attend a full in-school academic program.

Students who continually disrupt the educational process will not be allowed to participate in special activities, i.e. field trips, parties, special programs, etc.

A student with In-School or Out-of-School Suspension for fighting (in the building or on the way to or from school) may not be allowed to go on field trips. This will be for the half year in which the incident occurred.

## **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, teacher or administrator to request confidential help.

## **BOARD OF EDUCATION POLICIES**

*[NOTE: Some of the following policies have been condensed for space purposes. The entire policies are available in the Superintendent's Office at 42 Grove Street.]*

## **NOTIFICATION OF RIGHTS UNDER FERPA**

### **For Ansonia Public Schools**

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 educational records. They are:

(1) *The right to inspect and review the student's education records within 45 days of the day the Ansonia Public Schools receives a request for access.*

Parents or eligible student should submit to the school principal {or appropriate school official} a written request that identifies the record(s) they wish to inspect. The principal 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 or misleading.*

Parent or eligible student may ask Ansonia Public Schools to amend the record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Ansonia Public Schools decides not to amend the record as requested by the parent or eligible student, Ansonia Public Schools will notify the parent or eligible student of the decisions 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 Ansonia Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Ansonia Board of Education; a person or company with whom Ansonia Public Schools has contracted to perform a special tasks 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/her tasks.

Upon request, Ansonia Public School discloses education records with consent to officials of another school district in which a student seeks or intends to enroll.

(4) *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ansonia Public Schools to comply with the requirements of FERPA.* The name and address of the office that administers FERPA is:

Family Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

**NOTE:** *As of October 30, 2009, Federal law states that schools must provide to military recruiters, with the consent of parent or student, the same student information that they provide to colleges and employers ("directory information"), unless we receive written objection by parent/guardian. This information includes list of names and contact information for students seventeen years and older.*

## **NOTICE OF NONDISCRIMINATION**

In compliance with Title VI and Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1987, and other pertinent state and federal statutes, the Ansonia Board of Education adopts the following policy of nondiscrimination.

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Ansonia Board of Education are hereby notified that this District does not discriminate on the basis of race, color, national origin, religious creed, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973** **TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990**

Section 504 and Title II prohibit discrimination on the basis of disability. The Board is committed to

providing an educational environment free from discrimination and harassment.

A student may be eligible for accommodations under Section 504 if the student has a physical or mental impairment which substantially limits one or more major life activities. A student with a qualifying disability under Section 504 must receive those accommodations, modifications, and/or services which are needed to ensure that the student receives an educational opportunity equal to that afforded to non-disabled students. Either parents/guardians or school personnel may refer a student for determination of eligibility under Section 504.

Any person with a complaint concerning discrimination with regards to services or facilities under Section 504 may file a grievance with the Board's Section 504 Coordinator. Grievance forms are available from central office for this purpose. The person submitting the grievance must include: the name(s) of person(s) or group making the complaint; whether the person(s) represents an individual or group; whether the person(s) making the complaint has discussed the problem with the site administrator; and a summary of the complaint and a suggested solution(s). The Section 504 Coordinator will have ten (10) school days to mail a reply to the complainant. If the complainant is not satisfied with the response received from the Section 504 Coordinator, or if no response is mailed by the 504 Coordinator within ten (10) business days, the complainant may request an impartial due process hearing to review the complaint.

The Board shall not coerce, intimidate, threaten, retaliate against or interfere with any person who attempts to assert a right protected by the above law and will cooperate with investigating and enforcement proceedings under Section 504, as well as the ADA, Title IX and Title VI.

Any person having inquiries concerning the Board's compliance with the regulations implementing Section 504 is directed to contact the Board's Section 504 Coordinator:

| Katharine Gabrielson |  
Address: 42 Grove Street, Ansonia, CT 06401  
Telephone: (203) 736-5095