

Bacon Academy

Student and Parent

Handbook

2020-2021



BACON ACADEMY CORE VALUES & BELIEFS

Because we value:

Respect, Responsibility, Achievement, Safety, and Compassion

Pursuing our passions

Exhibiting respect for ourselves and others

Achieving hard work and resilience

Contributing to a safe environment for all

Embracing diversity

BACON 10

1. Students effectively communicate (written, visual, verbal and non-verbal means) independently and collaboratively according to their audience and purpose.
2. Students collaborate by being active participants in the school and within the community.
3. Students contribute to their community through participation in service learning.
4. Students explore, choose, and engage in new and diverse experiences.
5. Students recognize and examine perspectives of global themes.
6. Students actively engage in the inquiry process in order to articulate individualized educational and post-secondary goals.
7. Students solve problems using academic, technical, social and creative skills.
8. Students analyze and evaluate sources in order to synthesize information and reach relevant conclusions.
9. Students take a position and substantiate claims using a variety of sources.
10. Students use technology ethically and responsibly to complete tasks and achieve goals.



Colchester Public Schools
"We create innovative thinkers for a dynamic world"

127 Norwich Avenue, Suite 202, Colchester, Connecticut 06415
Phone: (860) 537-7267 Fax: (860) 537-1252

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Rebecca Lopes, Assistant Director of Pupil Services and Special Education

BACON ACADEMY ADMINISTRATIVE TEAM

Mr. Matthew Peel, Principal
Mrs. Amy Begué, Assistant Principal (grades 9, 11)
Mrs. Melissa Cyr, Assistant Principal (grades 10, 12)

611 Norwich Avenue, Colchester, Connecticut 06415
Phone: 860-537-2378, Fax: 860-537-5410

A Message from the Administration

Dear Students and Parents/Caregivers:

This school year follows the unprecedented school closure during which the Bacon Academy learning environment was challenged in various ways. If ever there was a time for innovation that was it, and our community rose to the challenge and met it with great strength and success. For the 2020/21 school year, we have planned our learning environment to be one that meets the needs of our learners in the safest way. Though the uncertainty still remains in some areas of our lives, our goal is to be a stronghold in the community. We hope through our ongoing methods of communication you will continue to feel well informed about all the changes to practice we have made in the name of health and safety. If at any time throughout the year you have questions, suggestions, or concerns please reach out to us. This partnership will strengthen our learning community.

One example of the information in this handbook, is that of the new parent drop off and pick up processes we will be implementing. We are doing so to alleviate what we predict will be an increase in traffic around our school during those times of day. That is just one example of the information contained in this document, so please take the time to review the contents of this handbook together with your student as we ask you to do at the start of each school year. There is a check box in the Ecollect system where both you **and** your student(s) each check that you have reviewed the entire handbook. This acknowledgement must be submitted for each student at the start of the year. With everything else going on this fall, we ask that you please remember this important task.

The wealth of information found in this handbook serves as only one means of communication used in the Bacon learning community. To enhance our partnership, we invite you to visit the Colchester district website (www.colchesterct.org), the PowerSchool parent portal, and Naviance for more academic information. For immediate communication, we use School Messenger phone notifications, SchoolMessenger text communications, and multiple Twitter feeds. All three administrators use Twitter to announce the great things that are occurring at Bacon, so please follow us. Our doors are always open, please feel free to call the main office or email us to arrange a meeting so we can converse face to face with you about your child's educational and personal needs.

We look forward to all the 2020/21 school year has to offer. Be well.

Matthew Peel, Principal, @BA_Peel
Amy Begué, Assistant Principal, @BA_Begue
Melissa Cyr, Assistant Principal, @BAAPCyr

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Faculty and Staff

<p><u>Administration</u> Matthew Peel –Principal Amy Begué –Assistant Principal (9,11) Melissa Cyr – Assistant Principal (10, 12)</p> <p><u>Alternative Education</u> Jeanie Bussiere-Teacher Karen Evangelista-Teacher Jennifer Kutia – Social Worker Jessica Nintean-Teacher Sam Norman-Teacher James Spencer – Teacher</p> <p><u>Building Maintenance</u> Raymond Watson - Head Custodian Jeff Durkee - Day Custodian Jeff Petro - Night Lead Custodian David Cordova - Night Custodian Kara Czajka - Night Custodian David Doherty - Night Custodian Matt Pierce - Night Custodian Peggy Howard - Night Custodian</p> <p><u>Business</u> Peter Arseneault – <i>Teacher Leader</i> Joy Orlando – Teacher Bhupal Babajiyavar- Teacher</p> <p><u>English</u> Kelly Blain – <i>Teacher/Teacher Leader</i> Kathleen Butler- Teacher Stephen Byrne - Teacher Karen Christianson - Teacher Christine Depew- Literacy Coach Kaylee Manning – Teacher Rafe Manning – Teacher Samuel Norman – Teacher Peggy Smigel- Teacher David Williams – Teacher</p> <p><u>Family & Consumer Sciences</u> Peter Arseneault – <i>Teacher Leader</i> Deb Bigelow – Teacher Joan DuBois - Teacher Tracy Lammy - Teacher</p> <p><u>Fine Arts</u> Paula Berglund – Visual Arts Teacher Marinne Cheney – Choir Director Thomas Kessler – Band Director Jodi Mendlinger – Visual Arts Leader</p> <p><u>Food Services</u></p>	<p><u>Guidance</u> Sharon Gagne – School Counselor Ronald Sefchik–School Counselor Melanie Wehrenberg - School Counselor Ashley Zaugg – School Counselor Marlene Blumberger - Office Professional Dawn Shea - Office Professional</p> <p><u>Health Office</u> Tammy Van Lanen – <i>Nurse Supervisor</i> Paula Beaudoin- Nurse Marycia Malloy – Paraprofessional</p> <p><u>Library Media Center</u> Geri Dineen – Media Specialist Marcie Cunningham - Paraprofessional Lynette Dimock – Paraprofessional</p> <p><u>Main Office Professionals</u> Marie Center – Attendance Susan McKiernan - Administrative Nancy Van Zander - Bookkeeping</p> <p><u>Mathematics</u> Mechelle Berardo – Teacher Jeanne Bussiere – Teacher Jamie Grzych - Teacher Christine Hupfer - Teacher Pauline Hyla – Teacher Meaghan Kehoegreen- Teacher Laurie Lindsey – Teacher Matthew Parsons – Teacher Shanna Steele – Teacher</p> <p><u>Physical Education/Health</u> Kevin Burke – Athletic Director Anna Dipierro – Teacher Kevin Fennell - Teacher Kaitlyn Hogan – Teacher</p> <p><u>Science</u> Christopher Juhl – <i>Teacher Leader</i> Jill Levasseur – <i>Teacher Leader</i> Norah Furlong – Teacher Amy Hopkins – Teacher Mary Rose Katuzney – Teacher Jennifer LaBombard - Teacher Jessica Nintean - Teacher Nicole St. George – Teacher Amy Vinciguerra - Teacher Jennifer Wellborn - Teacher</p>	<p><u>Special Services</u> Heather Baribeault –Teacher Laura Buden - SRBI Math Kellie Cirillo - Social Worker Caitlin Doherty - Teacher Debra Devin – Paraprofessional Erika East – Paraprofessional Catherine Farenholz – Unique Learners Teacher Joan Frantzen – Paraprofessional Cynthia Gillette – SOAR Social Worker Michael Orfao - Teacher Lynn Orsatti – Paraprofessional Jane Ryan – SRBI Paraprofessional Julia Spencer – School Psychologist Patricia Stephen - Speech & Lang Pathologist Kelly Zachas – Teacher Esmeralda Zurita - Paraprofessional NEW Barden</p> <p><u>Technology Education</u> Peter Arseneault – <i>Teacher Leader</i> Matthew Lane – Teacher David Mason - Teacher Christopher Petersen – Teacher John Shackett - Teacher</p> <p><u>World Language</u> Denay Johnston – <i>Teacher Leader</i> Jennifer Kollwitz – <i>Teacher Leader</i> Samantha Burroughs- Teacher Kes Federowicz - Teacher NEW - Teacher</p> <p style="text-align: center;"><u>CONTACT INFORMATION</u></p> <p>Main Number (860) 537-2378 Administration (860) 537-2378, press 8 Attendance Reporting (860) 537-2378, press 1 Athletics Office (860) 537-2378, press 5 Attendance Secretary (860) 537-2378, ext 4000 Bookkeeper (860) 537-2378, press 9 Cafeteria (860) 537-2378, press 7 Guidance (860) 537-2378, press 2 Health Office (860) 537-2378, press 3 Maintenance (860) 537-2378, press 6 Staff Directory (860) 537-2378, press 4</p> <p style="text-align: center;"><u>FAX NUMBERS</u></p> <p>Alternative Education (860) 537-8913 Guidance/Health/LMC (860) 537-5410</p> <p style="text-align: center;"><u>SCHOOL OFFICE</u></p> <p>Main Office M-F 7:00 a.m. – 3:00 p.m. Guidance Office M-F 7:00 a.m. – 3:00 p.m. Health Office M-F 7:00 a.m. – 2:30 p.m.</p>
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Cheryl Couture Krista Mikan Kerry Filloramo-Hochdorfer Karen McGlynn Erin Smith Valie Sullivan School/Student Safety Shannon Owens –School Resource Officer Dennis Reid – School Safety Officer	Social Studies Thomas Frickman– <i>Teacher Leader</i> Kristie Blanchard – Teacher Steve Browning – Teacher Mary Ellen Courtemanche – Teacher Michael Mal - Teacher Angie Parkinson – Teacher Elizabeth Rusconi – Teacher James Spencer– Teacher	Faculty/Staff Contact Go to the Colchester website, www.colchesterct.org . Click on the Bacon Academy tab and scroll down to faculty/staff directory tab to access emails for individual faculty/staff.
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PREFACE

The material presented in this student & parent handbook is intended as a method of communicating to students and parents regarding general school information, rules and procedures. The Student & Parent Handbook is designed to be in agreement with Board policy. However, it is not intended to either expand or reduce 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 in this handbook is subject to unilateral revision or elimination from time-to-time without notice. Because this handbook cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student” or “students.” Likewise, the term “the student’s parent” and/or “the student’s caregiver” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. All changes in policy that affect portions of this Handbook will be made available to students and parents through the digital backpack, newsletters, web pages, and other communications. This Student & Parent Handbook may also be accessed at our district website: www.colchester.ct.org.

NON-DISCRIMINATION STATEMENT

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religious creed, ancestry color, national origin, sex, sexual orientation, gender identity or expression, marital status, age, or disability.

Title IX (Gender Equity Officer) is Kathleen Perry, Director for Pupil Personnel Services and Special Education.
 Section 504 (Compliance Officer) is Kathleen Perry, Director for Pupil Personnel Services and Special Education.
 Title VI (Civil Rights) Compliance Officer is Kathleen Perry.

Legal Reference:

Connecticut General Statutes

10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include “sexual orientation” and P.A. 11-55 to include “gender identity or expression”)

10-153 Discrimination on account of marital status.

19-581 through 585 AIDS testing and medical information.

10-209 Records not to be public.

46a-60 Discriminatory employment practices prohibited.

Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b).

Public Act 07-62 An Act Concerning the Deprivation of Rights on Account of Sexual Orientation

Public Act 11-55 An Act Concerning Discrimination

ACCREDITATION

Bacon Academy is accredited by the New England Association of Secondary Schools and Colleges (NEASC), one of six (6) regional accrediting agencies in the United States. Accreditation means Bacon Academy meets NEASC standards in providing appropriate programs to meet student needs, quality of curriculum, quality of guidance and special services, quality of library/educational media services, quality of student activities, quality of staff and the quality of the facilities.

The school is required to be evaluated according to the above standards every ten (10) years by a team of officials from other schools, school boards and the state Department of Education. NEASC also requires the school to submit a two-year and five-year progress report between evaluations.

The Colchester Public Schools calendar can be found on the district website www.colchesterct.org under General Information, Calendars - School Year.

2020-2021- Bell Schedule for the Hybrid Model

BACON ACADEMY SCHEDULE		
In Person Learning (Mon/Tues or Thurs/Fri)	Wednesday Virtual Learning	At Home Learning (Possible Schedule)
Period 1 7:35 - 9:05	Period 1 8:00 - 8:30	Period 1 8:00-9:00
Period 2 9:10 - 10:40	Period 2 8:45 - 9:15	Period 2 9:15-10:15
Period 3 10:45 - 12:40 (Including lunch)	Period 3 9:30 - 10:00	Period 3 10:30-11:30
Period 4 12:45 - 2:15	Period 4 10:15 - 10:45	Lunch 11:30 - 12:00
	At Home Learning Check In 10:45 - 11:30	Period 4 12:00-1:00
	Teacher only 11:30 - 3:00	

2020-2021 - BELL SCHEDULES For Full Time Student Day

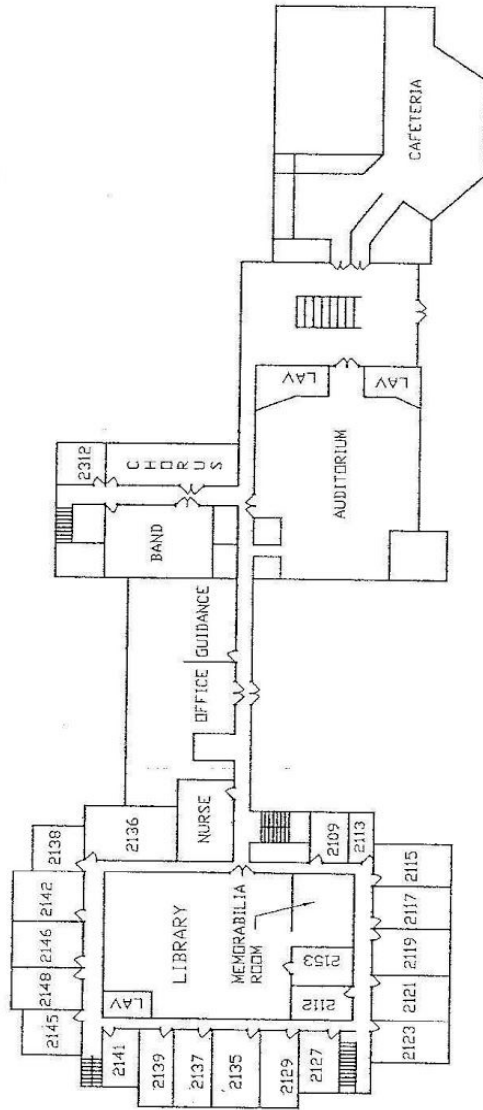
Regular Day 7:35-2:15							
Day "A"	Day "B"	Monday - Thursday		Flex Week		Advisory Week	
		START	END	START	END	START	END
Flex	Flex			7:35	8:05		
Period 1	Period 5	7:35	9:05	8:09	9:31	7:35	8:57
Period 2	Period 6	9:10	10:40	9:36	10:58	9:02	10:24
Advisory	Advisory					10:29	10:58
Period 3	Period 7	10:45	12:40	11:03	12:48	11:03	12:48
Lunch 1	Lunch 1	10:45	11:07	11:03	11:23	11:03	11:23
Class	Class	11:12	12:40	11:28	12:48	11:28	12:48
Class	Class	10:45	11:13	11:03	11:26	11:03	11:26
Lunch 2	Lunch 2	11:16	11:38	11:31	11:51	11:31	11:51
Class	Class	11:42	12:40	11:56	12:48	11:56	12:48
Class	Class	10:45	11:43	11:03	11:54	11:03	11:54
Lunch 3	Lunch 3	11:46	12:08	11:59	12:19	11:59	12:19
Class	Class	12:12	12:40	12:24	12:48	12:24	12:48
Class	Class	10:45	12:12	11:03	12:22	11:03	12:22
Lunch 4	Lunch 4	12:18	12:40	12:27	12:48	12:27	12:48
Period 4	Period 8	12:45	2:15	12:53	2:15	12:53	2:15

Weeks will alternate between Flex and Advisory periods. Although students have the option of attending Flex, they may be asked by class advisors, clubs, guidance counselors, or other school staff to arrive at 7:35. Students are required to attend Advisory periods.

2 -Hour Delay 9:35-2:15				Shortened Day 7:35 - 11:55			
Day "A"	Day "B"	START	END	Day "A"	Day "B"	START	END
Period 1	Period 5	9:35	10:25	Period 1	Period 5	7:35	8:37
Period 2	Period 6	10:30	11:20	Period 2	Period 6	8:42	9:43
Period 3	Period 7	11:25	1:09	Period 3	Period 7	9:48	10:49
Lunch 1	Lunch 1	11:25	11:45				
Class	Class	11:49	1:09				

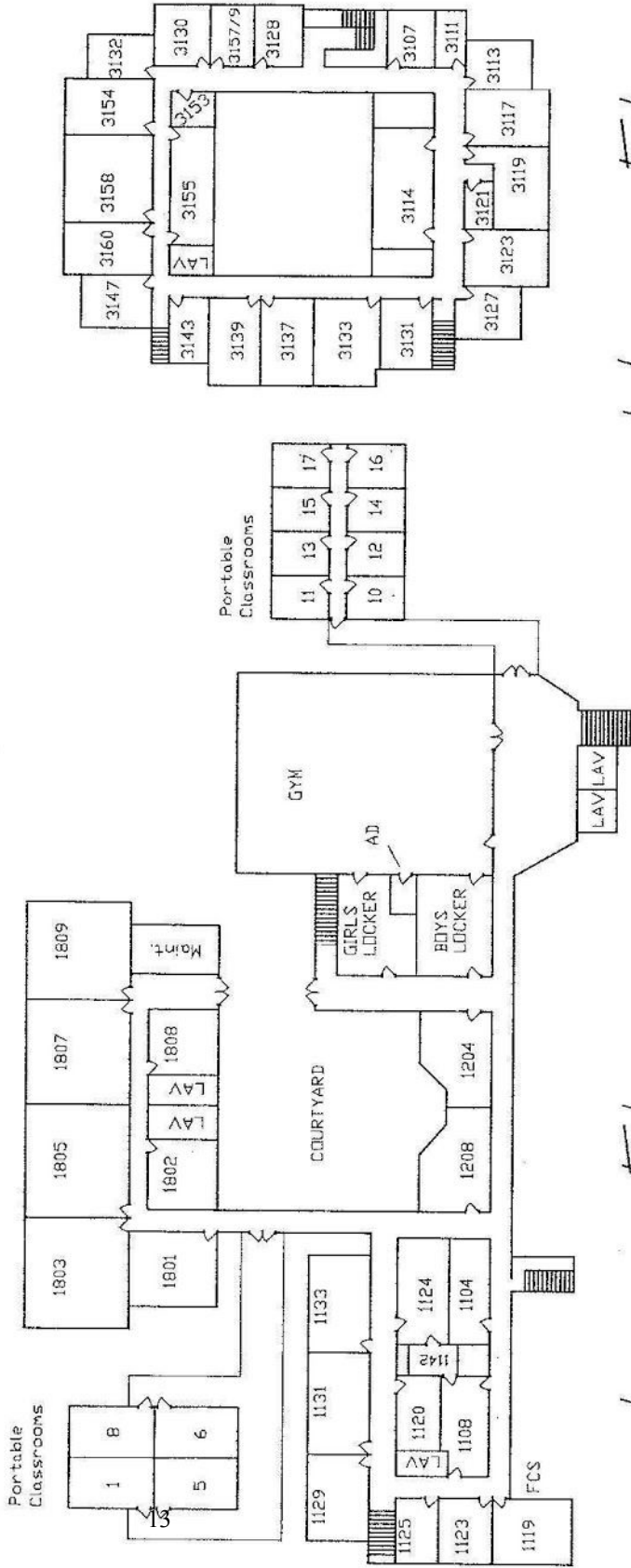
		Period 4	Period 8	10:54	11:55
Class	Class	11:25	11:50		
Lunch 2	Lunch 2	11:53	12:13		
Class	Class	12:17	1:09		
Class	Class	11:25	12:18		
Lunch 3	Lunch 3	12:21	12:41		
Class	Class	12:45	1:09		
Class	Class	11:25	12:45		
Lunch 4	Lunch 4	12:49	1:09		
Period 4	Period 8	1:14	2:15		

Bacon Academy



Ground Floor

Bacon Academy



Upper Floor

Lower Floor

ACADEMICS

For detailed academic information please see the Bacon Academy Program of Studies. This program can be accessed on the school website.

Academic Reporting

Grade Allocation for the Hybrid Model:

- Grades will only be reported at the end of each “quarter” according to our traditional calendar as indicated below:
 - Semester-long courses will only report a final grade
 - Year-long courses will be reported halfway through the course and awarded a final grade

Report Cards

Report cards are mailed home at the end of the year.

Parent Conference Days

Parent Conference Days are scheduled in October and March for teacher-parent conferences concerning student achievement and progress around report card time. Please check the Digital Backpack for specific times and details.

Advanced Standing

Only courses taken in grades 9-12, inclusive, shall satisfy the graduation requirement, except that the Board of Education may grant a student credit toward meeting a specified course in grade 7 or 8, the primary focus of which corresponds directly to the subject matter of a specified course requirement in grade 9-12, inclusive. Students in 7th or 8th grade who take high school-level courses at Bacon Academy will receive credit for those courses.

Bacon Academy Diploma Requirements: Present to Class of 2022

See Board of Education policy for more graduation requirement information.

English	4 credits
Social Studies	3.5 credits
Math	4 credits
Science	3 credits
Physical Education	1.5 credits
Health	0.5 credit
Electives*	8.5 credits

*One credit of the electives must be either vocational (Technology Education, Family and Consumer Sciences or Business) or the arts (Visual Literacy and/or Music).

25 Credit Distribution Requirement: Beginning with Class of 202

9 Credits in Humanities:

- 4 credits in English
- 3.5 credits in Social Studies, including:
 - 0.5 credits in Civics
- 1 credit in Fine Arts
- 0.5 elective credit

9 Credits in Science, Technology, Engineering, and Mathematics

- 4 credits in Math
- 3 credits in Science
- 2 additional credits earned in Science, Math, or Technology Education (STEM)

1 Credit in Physical Education

1 Credit in Health and Wellbeing

1 Credit in World Language

- Course proficiency level of Novice Mid-High

1 Credit in Capstone

Minimum of 3 additional elective credits in any subject area

*Refer to Board of Education Policy for full policy.

Early Graduation

Students requesting early graduation must do so before the completion of sophomore year. The request must be made in writing with parental consent to the student's school counselor. Upon the receipt of the request, the administrators and department chairs will review the student's ability to graduate under the requested timeline. In order to qualify for early graduation, the student must have a cumulative unweighted 85 average at the end of the sophomore year. This option will be allowed if all required courses can be scheduled into the junior year.

Exam Guidelines & Schedules

Mid-terms are held in the later part of January. Final exams are held the last 4-5 days of school. Dates may be adjusted due to inclement weather closings. **However, exams will not be administered for the 2020-2021 school year.**

Grade Point Average

Non Weighted Grade Point Average System

Non-weighted GPA is based on a 4.0 point value system. Calculation of Honor Roll will be determined by Non-Weighted GPA.

Non-Weighted Grade Point Average Calculation:

Each course is assigned a non-weighted value based only on the grade received in the course. The numeric value for each course is determined by matching the grade received with the value outlined in the table for non-weighted GPA.

The level does not impact the non-weighted grade point average. The Non-Weighted Grade Point Average is calculated by multiplying the assigned numeric value from the non-weighted GPA table BY the number of credits for each course, then adding these numbers together, and dividing by the total number of credits taken.

All courses are included in the calculation of class rank including Physical Education. Certain courses being assessed by Standards Based grading will be outlined clearly through course syllabi.

Purpose of Non-Weighted GPA:

The non-weighted GPA will be included and labeled as non-weighted on the transcript. Since some colleges use a weighted system and other colleges use a non-weighted system to make their assessment about a student, a weighted and non-weighted GPA will be recorded on the transcript. Both forms of GPA will be calculated and included on the transcript in order to provide fair, accurate and consistent reporting for all students who attend a variety of colleges, each with their own unique criteria and expectations.

Table for Non-Weighted GPA:

Letter/Numerical grades recorded on the report card reflect the following figures:

A +	97-100	4.33	C+	77-79	2.33
A	93-96	4.00	C	73-76	2.00
A-	90-92	3.67	C-	70-72	1.67
B+	87-89	3.33	D+	67-69	1.33
B	83-86	3.0	D	63-66	1.00
B-	80-82	2.67	D-	60-62	.67
			F	Below 60	0 Not passing

Weighted Grade Point Average and Class Rank --*Transcript Purposes Only*

All courses offered at Bacon Academy have been assigned a level of instruction (i.e., Level 1, 2, 3, and 4). A numeric value is assigned for each course, which is determined by the course level and the grade received as outlined in the weighted GPA table. A student's Weighted Grade Point Average (GPA) is based on all courses, with the exception of:

- Physical Education
- Senior Capstone
- Independent Study
- Summer school courses for credit recovery
- Courses taken outside of Bacon Academy

WEIGHTED POINT SYSTEM

	Numeric Grade	AP Courses (L4)	Level 3 (L3)	Level 2 (L2)	Level 1 (L1)
A+	97-100	5.67	4.67	4.33	4.00
A	93-96	5.33	4.33	4.00	3.67
A-	90-92	5.00	4.00	3.67	3.33
B+	87-89	4.67	3.67	3.33	3.00
B	83-86	4.33	3.33	3.00	2.67
B-	80-82	4.00	3.00	2.67	2.33
C+	77-79	3.67	2.67	2.33	2.00
C	73-76	3.33	2.33	2.00	1.67
C-	70-72	3.00	2.00	1.67	1.33
D+	67-69	2.67	1.67	1.33	1.00
D	63-66	2.33	1.33	1.00	.67
D-	60-62	2.00	1.00	.67	.33
F	0	0	0	0	0

The weighted Grade Point Average (GPA) and class rank is calculated by multiplying the assigned numeric value from the weighted GPA table by the number of credits for each course, then adding these numbers together, and dividing by the total number of credits taken.

Weighted Class Rank Policy:

Students are assigned a class rank based on their Weighted Grade Point Average (GPA). A student's class rank will be calculated at the end of freshman, sophomore and junior years. Final senior year rank is calculated at the end of third quarter of senior year. At the end of third quarter, the seniors' three marking period grades are averaged and converted to three-quarters the Weighted Point Schedule. This is added to the three-year cumulative quality point total and this number is divided by the total number of credits during the three and three-quarter year period. Seniors are then assigned a final rank based on GPA calculated. Student class rank for members of the graduating class and the determination of valedictorian and salutatorian will be based on courses taken through the end of the third quarter of Senior Year. The GPA calculated at the halfway point of senior year will be sent to colleges

For the 2019-2020 school year, GPA was calculated only at the midpoint of the year (end of semester 1) due to the extended school closure.

Honor Roll

The Non-Weighted CPA will be used to calculate the Honor Roll.

High Honors with Distinction: Awarded to students with a 3.67 GPA (A average or greater in all courses, with no grade below a 3.67 (A average).

High Honors: Awarded to students with a 3.67 GPA (A average) or greater in all courses, with only ONE grade of a B allowed (3.00 or a 3.33).

Honors: Awarded to a student with a 3.00 GPA (B average) or greater in all courses, with no grade below a 2.67 (B-). (NO C's, D's or F's).

The following provisions will also apply to attain honor roll status:

- a. All courses are included with calculating the honor roll including physical education.
- b. A student must be considered a full time student and carry a full course load.
- c. There can be no incomplete grades.

Incompletes

- An incomplete grade may be given to a student who, due to absences at the end of the marking period, had insufficient time to complete coursework, as stated in the attendance policy. The student and teacher will discuss a plan to complete work and seek approval of counseling or administration. The work must be completed within 10 days of the close of the marking period. This policy does not apply to students who have cut classes.
- All incomplete grades will become a failure grade if work is not completed within guidelines.

Make-Up Work

To ensure continuity of student learning, *students are responsible to make-up missed assignments* during absence, tardiness or dismissal from school. Depending on the nature of the assignment, the teacher will provide make-up work either before or after the student’s absence. Requests for homework should be made 24 to 48 hours in advance.

Make-up work and grading in regard to absences, tardiness or dismissal from school shall be as follows:

- At all times, unless it is a class cut, the student may make-up work missed. *It is the responsibility of the student to request the work that was missed.* Make-up work shall be completed within a reasonable time set by the teacher and not to exceed five (5) school days after the absence unless the student is granted an extension. It is a good idea to take this opportunity to make up work to ensure understanding of concepts missed in class.
- If a student cuts class, any class work, (i.e. homework, tests, quizzes, examinations or other assignments) will be graded as a zero.
- Students who are suspended will be responsible for obtaining assignments missed during suspensions from each teacher. The five-day maximum time limit for make-up work will also be in effect. A grade of zero may be given for any work not completed in the time allotted.

Targeted Promotional Requirements

Beginning with the class of 2020, students must earn at least 6 credits per year of which must include one credit in grade-level English and one credit in math in order to be promoted. Students are reminded that earning the minimum 6 credits per year will result in a shortage of one credit for graduation. The targeted promotional requirements are as follows:

To Grade 10	6 credits (including grade 9 English & math)
To Grade 11	12 credits (including grade 10 English & math)
To Grade 12	18 credits (including grade 11 English & math)

TO GRADUATION: 25 CREDITS

Testing Programs

The purposes of the testing programs are (1) to evaluate student achievement and our instructional programs by comparing student performance with state and national standards or results; and (2) to provide aptitude tests and results for guiding student career decisions. Test scores are posted on the student’s record and become part of his/her transcript. Parents and students are encouraged to review test results with their school counselor. For further information, see the Colchester Board of Education graduation requirements policy, which can be found on the district website. The following tests make up our testing program:

ACT Testing Schedule - College entrance exam (www.actstudent.org) ACT test center code at Bacon Academy is 239800.

Advanced Placement - Tests in specific high school courses for college credit. Students qualifying on these exams may apply the college credit to many colleges or universities. Students are expected to remain for the remainder of the school day on AP exam days.

Armed Services & Vocational Aptitude Test (A.S.V.A.B.) - This is a test offered free of charge to high school juniors in February. The test shows aptitude in technical, mechanical, clerical and social-service areas.

College Board Tests - The following aptitude and achievement tests are given annually either at Bacon Academy or a nearby test center (www.collegeboard.com) **Bacon Academy College Board Code 070110; Bacon Academy Test**

Center Number 07161. Check online and/or see your school counselor for costs and closing registration dates. Listen for test information on the daily morning notices.

PSAT - A preliminary test measuring aptitudes in verbal and mathematical skills for college work. These scores are also used in determining National Merit Scholarships. *All sophomores will take the PSAT free of charge.*

School Day SAT: Each March/April, the state requires that all juniors will be administered the SAT. This will take place during the school day at no cost to the student and can be used for score reporting as part of college applications. The writing portion of the SAT is not administered for the School Day SAT; students desiring this portion of testing are encouraged to register for a Saturday administration.

SAT - Tests measuring aptitudes for college work in verbal and mathematical skills. This test is provided on Saturday dates at student cost.

SAT Subject Test - SAT Subject Tests are given in 19 different subjects. Selective colleges require these achievement tests in addition to the SAT I.

NGSS (Next Generation Science Standards): The NGSS Assessment will be administered to all juniors in the spring of each school year. This test replaces the CAPT Science test previously required by the State of Connecticut.

Medical Excuses from Physical Education and Other Activities

Long-term medical excuses from physical education will be granted by the school nurse upon the written order of a physician. This note should include the **dates** the student should be excused from physical education and if applicable, notations provided regarding **modifications** if the student is able to participate in modified physical education classes. *The first five medically excused absences shall be exempted from grading. Any medical absences beyond five will need to be made up. If doctor's orders necessitate the student missing more than 11 classes in a semester, the student will need to retake the class in another semester. Students may not miss more than 10 PE classes within a semester in order to earn credit.* A short-term physical education excuse note from a parent is required for one day only. Two or more days will require a medical note from a physician.

Student Support Services

Math Lab: will not be offered for the 2020-2021 school year.

Writing center: The writing center will be held on a virtual platform this year. Students' will receive directions on how to login in their English classes this fall. This support should be used by students in the event they would like to receive feedback and/or other forms of writing support from a student tutor.

STAT: STAT is a team made up of school counselors, school social worker and psychologist, teachers, and assistant principals, and the nurse, as needed. The goal of the team is to help students who are not experiencing success in school, based on behavioral, or social factors. Staff, students and parents/caregivers can refer students by contacting a school counselor.

Scientific Research based Interventions (SRBI):

The purpose of SRBI is to ensure that all students learn and acquire the behavioral and academic competencies they will need to be successful in our schools and in society. Students in need of additional academic assistance may receive tiered intervention support based on their individual needs. Additionally, students' academic progress will be monitored through benchmark assessments and other common assessments to assist in providing specific feedback on student learning.

Summer School

Summer school is evolving to meet student needs. As summer approaches the school will release summer learning opportunities.

ATHLETICS

Athletics

Bacon Academy is very proud of its competitive athletic teams. Students can exhibit their sense of school pride by supporting their teams and the athletes who represent this school in competition throughout the state of Connecticut.

The school encourages each and every student, parent and faculty member to attend the various athletic events that take place this year. Nothing is more gratifying to students participating in athletic events than the encouragement of a large contingent of fans from their school and hometown.

All Bacon Academy students are expected to treat visiting teams and fans in a courteous, respectful manner. They are to remember that their behavior at athletic events is a reflection upon themselves, the school, and their family. Membership on a team is a privilege earned through a combination of skill, effort, and attitude.

General Policy of Athletics

At Bacon Academy all athletes participating in interscholastic athletics are expected to adhere to the Connecticut & Interscholastic Athletic Conference Handbook (http://www.casciac.org/pdfs/ciachandbook_1617.pdf). This handbook also applies to cheerleaders.

Coaches Authority: Coaches of each sport may establish any specific rules and regulations they feel are proper for the conduct of students in their sport. In general, and depending on circumstances, coaches will discipline students for failure to follow the general policy and for failure to follow any specific team rules not included in this general policy.

Attendance: Required at all practices and games unless previously excused by the coach. **Students missing more than the CIAC minimum of 198 minutes of class time due to tardiness or dismissal will be ineligible to play or practice interscholastic athletics on that day.** Students who are tardy or absent on the day after a game may be removed from athletics.

Dress: Must be clean, neat, modest and presentable.

Physical Examination: All students participating in interscholastic athletics must annually present evidence of a physical examination stating that the student is in proper physical condition to engage in athletics. It is the responsibility of the student to adhere to deadlines for physicals.

Smoking, Drinking, and Drugs: Athletes using, selling or possessing drugs, drug paraphernalia, alcohol or tobacco, or *knowingly being in the presence of those who are*, will have team-specific consequences, up to and including suspension from the team.

Academics:

All CIAC eligibility rules apply. A complete list is available from the Athletic Director or www.casciac.org.

Major Rules:

1. A student-athlete will not be allowed to start a season or compete during a season in which his/her (20th) birthday falls.
2. Must have a passing grade in at least 2 classes other than PE.
3. Must be a full time student, as determined by administration in conjunction with the letter to the CIAC from Mr. Peel .
4. Play and practice only with Bacon Academy from the 1st day of practice to the end of the season.
5. A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility for interscholastic competition. Date of entry is defined as the first date of enrollment as a grade 9 student taking (4) or more high school subjects.

Enrollment Eligibility:

Any student must be enrolled in no fewer than two (2) courses, not including Physical Education courses, during the entire time they are participating in a sport.

Academic Eligibility:

1. Fall Season: The final academic grade average determines fall eligibility. The student must have earned five credits towards graduation at the end of year (including summer school) to be eligible for fall sports.
2. Student academic eligibility will be determined throughout the year at the quarter mark on the calendar (roughly every 43-45 school days). At each of those times, students must've passed at least two courses, not including Physical Education courses, during the previous quarter. This will determine their eligibility for the next quarter.

Travel: Athletes must travel to and from all contests with the team, unless approved in advance by the Athletic Director.

Athletic Events

Non-participating students are **not** to remain unsupervised in the school building or on the school grounds waiting for late-afternoon or early-evening Bacon Academy athletic games, matches, or practices. Students who are participating in these activities or any activity must be under the supervision of their coaches or teachers if these students are in the school building or on the school grounds. Bacon students planning to attend Bacon Academy games should not be present in the building until 15 minutes before game time. Staff supervision begins at this time.

Pay to Play:*In order to be eligible for any sport, a student must:*

- Pay a flat fee of \$180 per student per sport up to a maximum of \$540 a year for a student and/or family per the Colchester Board of Education. After the deadline date, students that have not paid their fee will not participate (i.e., practice or game) until the fee is paid.
- Be covered by a comprehensive accident insurance policy.
- Be less than 19 years of age or 19 after Sept. 1st.
- Maintain a passing average in at least five full-credit classes in the last marking period with the exception of fall eligibility. For fall eligibility, a student must have earned at least five full credits towards graduation. Year-end failures may be made up through successful completion of approved summer school work in courses failed.
- Students must be enrolled in 6.5 classes or the equivalent.
- Play and practice only with Bacon Academy teams.
- Play a sport not more than 3 seasons in grades 10, 11 and 12.
- Present a physical examination acceptable to the school nurse or pass a school physical examination for the sport before practicing or playing any interscholastic sport.

Bacon Academy is a member of the Eastern CT Conference (ECC) with the following schools: East Lyme, Fitch, Griswold, Killingly, Ledyard, Lyman Memorial, Montville, New London, NFA, Plainfield, St. Bernard, Stonington, Tourtellotte, Waterford, Wheeler, Windham and Woodstock Academy. Bacon Academy is also a member of the Connecticut Interscholastic Athletic Conference (CIAC) to which all Connecticut high schools belong.

Athletic Teams

Fall	Winter	Spring
Cheerleading	Basketball	Baseball
Cross Country	Cheerleading	Golf
Football	Fencing	Lacrosse
Soccer	Indoor Track	Softball
Volleyball	Wrestling	Tennis
		Track and Field

ATTENDANCE

Bacon Academy Attendance Regulation

Regular and punctual attendance is essential to the proper and meaningful instruction of our students. When a student is absent, opportunity for instructional interaction in the classroom is irretrievable. The Colchester Board of Education, in accordance with state statutes, requires all students to be regular and punctual in school attendance.

Full Day Attendance

A student is counted as present for a full school day if they attend at least two or more full periods.

Full Day Excused Absences

The State of Connecticut has new guidelines for absences, which contains a two-tiered approach to excused absences and documentation. The guidelines for excused absences are as follows:

- 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 written** documentation within 10 school days of the absence.
- For the tenth and all subsequent absences, a student's absences from school are considered excused for **only** the following reasons:
 1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 2. Student observance of a religious holiday;
 3. Death in the student's family or other emergency beyond the control of the family;
 4. Mandated court appearances (additional documentation required);
 5. The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason);
 6. Extraordinary educational opportunities that meet certain criteria and are pre-approved by district administrators.

A student's absence from school will be considered unexcused until it meets one of six excused conditions above. The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final. **When a student accumulates 9 full day absences from school, a letter will be sent home reviewing the requirements for reporting absences.**

Note: Parents are cautioned that family vacations are not considered excused absences for tenth and subsequent absences.

Absences, and their type, will be designated by the following codes in PowerSchool:

AU= Absence Unexcused

ACU=Absence Called In, Unexcused (Will be replaced by AE, dependent on documentation)

AE=Absence excused (Written documentation must be received within 10 days)

Consideration for Military Families

A student, age five to eighteen, whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to her or her return to school.

Truancy

A student is considered truant if they accrue four full day **unexcused** absences in any one month or ten **unexcused** absences in any school year. When a student is truant, the building principal or designee shall schedule a meeting with the parent or other responsible person to review and evaluate the reasons for the student's truancy. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.

Chronic Absenteeism

A student is defined as chronically absent if they are absent for 10% (18 or more) of the days in a school year.

Late to School Procedures

Any student who arrives to school after the 7:35 bell must sign in to school in the main office. The student will be marked tardy by his/her classroom teacher and admitted to his/her scheduled class.

- a) Students arriving after 7:35 will be met at the door and the tardy will be recorded.
- b) Upon the receipt of tardy number three, the student will meet with an administrator and his/her parent/guardian will be notified. After six tardies, a detention will be issued. If the tardies continue, the student may lose his ability to drive and park at school.
- c) Should the student arrive after 7:35 with food or beverage, the student will be required to dispose of the items, prior to being sent to class with a tardy pass.

Class (or Period) Attendance

If a student accumulates more than **10 unexcused** absences from class in any one year-long course (or 5 in a semester course), course credit will be denied due to excessive absenteeism. Class cuts (skipping class) are counted as unexcused absences and may include administrative discipline. Student absence due to disciplinary action, school-sponsored field trips, college visits and administrative absences will **not** be classified as unexcused.

Denial of course credit due to excessive absences will not affect course grades, which will be awarded as earned. Course grades will appear on both a student's report card and transcript, with notation that credit has been denied due to excessive absences. Credit will not be awarded toward graduation requirements; however, course completion with a passing grade (60 or higher) may be used to meet the prerequisite for a subsequent course. Course grades earned with credit loss will be used in calculating Honor Roll and Grade Point Average (GPA).

Students may appeal a loss of credit decision in writing using the form available from their school counselor counselor or the school website. The appeal must be received in the main office on the last day of the course prior to exams and will only be considered if the student has earned a passing (60 or higher) grade in the course. The student and parent will be notified of the final appeal decision.

Tardy to Class

Bacon Academy's expectation is that all students attend class on time and remain in class until it is complete. Students who arrive after the bell will be marked as tardy. Students who are late in excess of 15 minutes after the bell will be marked as absent unexcused (AU). Four tardies to class shall be equivalent to one unexcused absence.

The sequence of consequences for tardies may be as follows:

- 1st tardy: Conversation between teacher and student
- 2nd tardy: Parental notification
- 3rd tardy: "Make-up" time with teacher; fourth tardy equals one unexcused absence from class
- 4th tardy: Office referral
- 5th and subsequent tardies: administrative progressive discipline/intervention

Early Dismissal from Class

Bacon Academy's expectation is that all students attend classes on time and remain in class until the class is complete. To maintain the safety and accountability of each student, and to prevent disruptions to the school day, early dismissals will only be permitted when a student has submitted a note to the office staff prior to the start of the school day (7:35AM). If a student is dismissed within 15 minutes prior to the end of a class period, s/he will receive a dismissal. Dismissals from class that are made earlier will result in an absence from class.

Early Dismissal

Excessive early dismissals are disruptive to a child's education, detracts the office staff's attention from necessary daily procedures that support student accountability and daily routines, and should only be requested in emergency or prior planned instances. Please adhere to the following:

- a) For accountability and liability reasons, we can only release students if we have written authorization from a parent/guardian in the main office. Written authorization must be in the form of a handwritten note to the Attendance Secretary, pursuant to Board of Education Policy 5000R, revised May 8, 2018. Written notes should be submitted to the main office as soon as possible, preferably prior to the start of the school day (7:35). Phone

calls or emails for early dismissal will not be accepted, we must have permission in writing. The student must sign out in the main office before leaving.

- b) If a senior does not have senior privileges, please do not write him/her early dismissal notes. Our hope is that s/he will use study hall time to improve grades and become eligible for privileges the next quarter.
- c) Please limit the need for early dismissals to genuine emergencies and prior planned appointments that could not be scheduled outside of the school day.

Absence and School Activities

Students who are absent from school may not participate in or attend any school activity or program during the period of absence, unless however, the student has been in attendance for at least 198 minutes of class time (or for two and one third classes, which translates to two full classes and eighteen minutes of a third class) on the day of the activity or on Friday for weekend activities. This includes after-school drama and music presentations, athletic events, dances, etc. *Students who are dismissed from school due to illness may not return for afternoon or evening activities, including suspensions.*

Skipping Class

When a student cuts a class, study hall or a full day of school, this is considered an unexcused absence and the student cannot make up the work missed. He/she will receive a zero for the day's assignments and the student will be referred for disciplinary follow-up.

COMMUNICATIONS

(not in alphabetical order)

Colchester School District

Information about the Colchester School District, including each of the schools and staff contact information, the Board of Education, the District Policy Handbook, District Departments, and the Community can be viewed online at www.colchesterct.org. If electronic access is not available to you, please contact the individual school or for district matters, the Office of the Superintendent of Schools at 127 Norwich Avenue, Suite 202, Colchester, CT 06415.

ECollect

Demographic information will now be updated through the ECollect feature in PowerSchool. Parents will be required to update information for each student. Resources outlining how to access ECollect are available in the appendices of this document. ECollect will also be used to acknowledge the contents of this handbook as well as for sports registration.

School Cancellation or Delayed School Opening

To inform parents/guardians of no school or delayed openings, school announcements will be broadcast through the courtesy of the radio and television stations listed below. If possible, these announcements will be broadcast beginning at 5:00 AM. We request that you do not call the radio or TV stations, schools, or M&J Bus Company as it ties up telephone lines that may be needed for emergencies.

We highly recommend that you sign up for Early Warning Text/Email Alerts at one of the stations listed below. WTIC (AM1080/FM96.5) FOX 61 WCTY (FM97.7) Channel 3 (WFSB) WKNL/ROXY (FM100.9) Channel 8 (WTNH) WICH (AM1310) Channel 30 (WVIT).

It is now possible to receive text messages through SchoolMessenger about delayed openings and cancellations. We will still continue to call you, however, for unscheduled early dismissals. For instructions on setting up text alerts, please visit our website at: <https://www.colchesterct.org/page.cfm?p=450>. If a "no school" decision can be made the previous evening, you will receive a SchoolMessenger call/text. If the decision to close schools is made after 9:00 PM, announcements will be broadcast through the courtesy of the radio and television stations listed above.

Digital Backpack

Digital Backpack is an online information system that can be accessed by visiting the Colchester website and clicking on Bacon Academy. It is published each Friday during the school year so that students and parents can read about community-wide, district-wide and school specific news.

SchoolMessenger Notification System

SchoolMessenger is an automated notification system that allows the Colchester School District to provide efficient communication to parents and staff members on matters such as attendance issues, emergency early dismissals, Digital Backpack, and last minute cancellations. This is a district-wide tool to promote student safety and facilitate school-to-home communication. To limit the number of disruptions to a parents’ day, it is advisable for parents to call the attendance line the morning before the start of school to inform the school of their child’s absence. Without this call, parents will receive a SchoolMessenger notification that their student is absent.

Viewing Grades Online

Students and parents may view current grades throughout the school year via the PowerSchool website by going to <https://colchester.powerschool.com/public/home>. Students and parents can access login information by contacting the Guidance Department. Teachers are expected to update students’ course assignment grades every two weeks. Major research projects/essays may require additional time to correct and post online.

Procedures for Addressing General Concerns

Bacon Academy is a community that encourages communication between parents/caregivers and faculty/staff working directly with their child. The information below is meant to guide parents/caregivers in expressing concerns and/or pursuing questions regarding the wellbeing of their child:

<p>Academic Program (concerns involving instruction, discipline, or learning materials)</p> <ol style="list-style-type: none"> 1. Teacher 2. Teacher Leader or Program Director 3. Case Manager (Special Education)/School Counselor 4. Assistant Principal 5. Principal 6. Director of Special Education/Director of Curriculum and Instruction 7. Superintendent 	<p>Athletic Program</p> <ol style="list-style-type: none"> 1. Coach 2. Athletic Director 3. Principal 4. Superintendent 	<p>Extra-Curricular Program</p> <ol style="list-style-type: none"> 1. Advisor 2. Principal 3. Superintendent
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Bulletin Boards

School officials may restrict the use of certain bulletin boards or display cases to school announcements only. Ample bulletin board space shall be provided for the use of students and student organizations, including a reasonable area for notices relating to out-of-school activities or matters of general interest to students.

The following general limitations on posting apply:

- Postings which are obscene, libelous, likely to inflame or incite as to disrupt order or advocate violation of the law or school regulations will be prohibited.
- The school shall require that notices or other communications be officially dated and signed by an administrator or designee before posting and that such material be removed by the persons posting after a prescribed reasonable time.

These guidelines also apply to buttons, badges, printed shirts, etc.

Petitions, Leaflets, Posters, Etc.

Students desiring to distribute handbills, leaflets, petitions, or other printed material in the school in which they are enrolled must receive prior approval from the principal of that school or his/her designee. After presenting such material to the principal, students will receive a decision within two days regarding the distribution thereof. The following limitations apply:

- The time of such activity shall be limited to periods before school begins and after dismissal.
- The place of such activity shall be reasonably restricted to permit the normal flow of traffic within the school and at exterior doors.
- The manner of conducting such activity shall be restricted to prevent undue levels of noise or to prevent the use of coercion in obtaining signatures on petitions.
- Student identification shall be required on all printed matter and petitions distributed or circulated on school property.
- The school shall prohibit the distribution of material identified within the restricted categories of Bulletin Boards.

Announcements

- Teachers and students who wish to place an announcement on the daily notices should give the item to an office professional by noon the day before.

Student Appeals

Students may appeal a staff, faculty or administrative decision which applies to them personally with the exception of a suspension, by first discussing it with the person(s) who made the decision. Any further appeal must be made in writing to the principal and the appeal must demonstrate:

- Rule being broken or
- Violation or misinterpretation of a policy or rule

The principal will hear the appeal informally in a timely manner which he/she deems appropriate to the situation. The principal's decision will be final. Any appeal beyond the principal will be conducted through a formal hearing process in which all parties involved will participate.

Student Concerns and Issues Regarding Policies

Students may express their concerns about or seek to initiate change in school programs, rules, activities, procedures or practices by:

- Discussing the issue with the staff or faculty member immediately involved.
- If the matter is not resolved, the student may discuss the issue with the principal.
- If the 2nd step does not resolve the issue, the issue may be submitted in writing to the principal who will respond with a written decision.
- If the principal's written decision does not resolve the issue, the issue may be reviewed with the superintendent.
- If the superintendent's decision does not resolve the issue, the issue may be heard by the Board of Education.

This process is for policy issues only. It is not an appeal process for individuals seeking relief from disciplinary decisions.

GUIDANCE INFORMATION

The primary mission of the Bacon Academy Guidance Department is to provide academic guidance, career and college advisement, and personal/social support to all students. School counselors demonstrate respect for the dignity and worth of each individual, and encourage each student to develop in individual responsibility and effective decision-making skills. School counselors coordinate the guidance program and involve all staff members in designing and implementing plans to meet three major goals: educational development, personal/social development, and career development. To facilitate this, the guidance department creates and delivers programs, in alignment with our student success plans, that enable all students to understand and appreciate their individual skills, abilities and interests through individual meetings, guidance curriculum lessons in the classroom, and online guidance resources. All grade 9 students are assigned to the grade 9 school counselor. Students in grades 10 through 12 are assigned alphabetically to a school counselor. Each school counselor is responsible for the coordination of activities and programs. After school meetings are held for students and parents to discuss relevant information and/or concerns. Meetings can be arranged at any time by appointment. Student appointments should be made with the guidance office professional before school.

Guidance Department Student Assignments

Mrs. Sharon Gagne – Grades 10-12 Last names G-N

Mr. Ronald Sefchik - Grade 9

Mrs. Melanie Wehrenberg – Grades 10-12 Last names A-F

Mrs. Ashley Zaugg – Grades 10-12 Last names O-Z

Career and College Information System

A computer-based system provides information about occupations, two- and four-year colleges, scholarships and financial aid. Students can make an appointment with their school counselor to utilize this system as an aid to career planning.

Naviance (Family Connection)

Family connection by Naviance is an innovative, easy-to-use web-based program for high school students and their parents. This program will help families with college and career planning.

Course Load and Selection

Students plan their following year's academic program during semester two of each school year. Students are encouraged to discuss course requirements and subject area interests with their parents, school counselors and teachers prior to the course registration process, which begins during the spring of each school year. Due to the increased rigor required, students are advised to limit AP or ECE enrollments to no more than 4 per academic year.

Course Changes by a Student and Parent (Add/Drop Period)

All schedule changes must be completed by day **four** of the semester (new course only). For other than routine changes of course(s) in the first **four** days of a semester or for the correction of scheduling errors, a student may **not** withdraw or enter a course. In the event of extraordinary reasons and with approval by the principal, teacher, parent, school counselor, and director of guidance, a course may be dropped after the first 4 days. Failure of a course is not considered to be an extraordinary reason for withdrawal. An approved withdrawal from a course will show on a student's transcript as follows: 1) if the course grade is passing at the time of withdrawal, a grade of *WP* will appear on the transcript. 2) if the course grade is below passing at the time of withdrawal, a grade of *WF* will appear on the transcript.

School counselors are available for 20 days during the summer months to assist in scheduling conflicts and changes. The counselors' work days are 5 days after school dismisses for the summer, 5 days before school resumes in the fall and 10 unscheduled days during the summer.

Withdrawal of a Course by the School

A course may be withdrawn from a student's schedule or enrollment may be restricted due to over-enrollment in the course or insufficient enrollment, non-availability of staff, or limited facilities.

STUDENT ACTIVITIES AND RESOURCES

Certain clubs will be offered virtually this school year.

Student activities are a very important part of the educational program and are considered an excellent means of self-development in attitude formation, human relations, and direct skills in group participation. It is the policy of the Board of Education to permit only those student activities which include in their constitution, rules and practices, provision for equal and democratic participation of all students, regardless of their religion, race, creed, color or economic status, and free and open expression of all points of view. Parents are responsible for the transportation of their child to and from extracurricular activities. In the event a child is at school without transportation, a call may be made to the police for assistance.

Bacon Academy Activities

<ul style="list-style-type: none"> ● Animal Activism ● Anime ● Bacon Courier (journalism) ● Baconian (Yearbook Class) ● Band (Class) ● Cheerleading ● Choir (Class) ● Dance Team ● DECA Business Club 	<ul style="list-style-type: none"> ● Diversity Club ● Environmental Club ● First Day Committee ● Gaming Club ● Gay and Straight Alliance (GSA) ● Guitar Club ● Interact Club ● International Causes ● Jazz Band/Choir ● Kaleidoscope Art Club 	<ul style="list-style-type: none"> ● Math Team ● National Honor Society (NHS) ● Ocean Bowl ● Peer Advocate League (PAL) ● Peer Mediation Team ● Relay for Life ● Robotics Club ● Ski Sundown Ski/Snowboarding Club 	<ul style="list-style-type: none"> ● S.T.E.M. Club (Science, Technology, Engineering and Math) ● Student Book Club ● Student Council ● TEAMS ● Unified Sports ● Volunteer Club ● Wind Ensemble (Class)
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Class Organization

Class organization and leadership are vital factors in student activities at the Bacon Academy. Classes elect a president, vice president, secretary, treasurer, and student council representatives annually in the spring. Incoming freshmen are organized in September. In addition, class officers and faculty advisors may appoint a class council.

Club and Other Student Organization Guidelines

- All school clubs, organizations and activities must be approved by the principal.
- Each organization or club shall have a set of bylaws which:
 - Shall provide for a faculty sponsor.
 - Shall provide for a roster of members on file with the student government and principal.
 - Shall set forth membership qualifications which do not exclude students based on race, color, creed, religion or economics.

Extracurricular Activities Approval: **Postponed until further notice**

Clubs, classes or students sponsoring dances, car washes, bake sales and any other fundraiser or activity must have their faculty advisor or sponsoring teacher submit an application for the activity (forms available in the office) at least three (3) weeks in advance for approval by the principal.

School Dances/Proms: **Postponed until further notice**

- Bacon Academy dances are for the students of Bacon Academy and their guests only. All guests must be high school students or not more than 20 years of age.
- Permission to bring a guest who is not a current student of Bacon Academy must be granted by the administration. A guest permission slip must be completed and returned by the assigned due date for review by administration.
- A student is responsible for the behavior of his or her guest.
- Students must wear appropriate, suitable attire and shoes.
- No one will be allowed to bring refreshments into the dance venue.
- All dances, other than proms and formals, must end no later than 11:00 p.m.

- At all dances, students and their guests **must enter no later than one hour after the start of the dance** except by prior permission from the advisor or member of the administration.
- There will be no smoking/vaping on school or venue property at any time.
- Students who leave will not be readmitted. Students who wish to leave the dance more than 30 minutes prior to the advertised end time will require a phone call to their parent/guardian.
- All students and guests attending dances or prom will be required to submit to a breathalyzer test prior to entering the dance. Failure to do so will result in being refused entry.
- Appropriate dancing is required. First offense receives verbal warning. Repeated warnings will result in removal from the dance without refund of ticket.

Student Council

The Bacon Academy Student Council consists of representatives from each grade elected in the spring. The Student Council has funded and promoted Homecoming, spirit weeks, student recognition benefit fundraisers, and many other student activities in recent years. The Student Council, which serves as a voice in the decision making of the school, has also collaborated with the faculty and administration on important issues.

Physical Education Facilities

Students are not permitted to use the physical education facilities at any time (gym, weight room, etc.) unless there is a staff member present to supervise them. Arrangements for supervision must be made with the physical education or athletic departments.

Library Media Center

The LMC provides a quiet, educational atmosphere for students with educational endeavors, (e.g. educationally appropriate research, project based work, studying) and for the exploration of literature and reading for pleasure. Students are encouraged to ask the LMC staff for assistance.

Hours: The LMC is open from 6:45 AM until 4:00 PM on regular school days. Hours are subject to change on shortened days. Watch for announcements or contact the LMC staff. No student is allowed in the LMC unless supervised by the LMC staff.

Procedures for Using the LMC:

Students are expected to follow some simple guidelines while in the LMC.

- The LMC is a quiet area. Please whisper as other people have the right to a quiet study area.
- No eating or drinking in the LMC. Items will be confiscated and students may be asked to leave.
- Students who do not use their time wisely may be asked to return to study hall.
- Clean up the work area and push in chairs before leaving.
- Students are not allowed to move furniture.
- Arrive promptly at the LMC after checking in with study hall teacher; no later than 10 minutes after the bell has rung.
- Students who come to the LMC during the third period of the day must take second lunch.
- Disruptive behavior will result in a referral and may result in limited access to the LMC.

Computer Use: All students must follow the Acceptable Use Regulations. Use of the Internet is a privilege, not a right. The LMC computers are here for academic use. Activities such as playing games and/or using chat rooms are not allowed. The Memorabilia Room is for class use only. Students must be accompanied by a teacher or staff member in order to use the computers in the Memorabilia Room.

Printing and Copy Machine:

When printing from the computer, please use “print preview” to see how many pages you are printing. Select just the pages that you need. Ask the LMC staff for assistance. Personal copying is prohibited; however, copying/printing for research assignments is free for a reasonable number of copies.

Full Period Pass:

A full period pass allows students to access the library for 90 minutes during their Study Hall. Students, with a full period pass, are expected to stay in the LMC for the entire period. Students must arrive promptly to the LMC within 10 minutes after the bell has rung.

- A full pass is issued by library staff at the circulation desk.

- After obtaining a pass, students bring the pass to their study hall, have it signed by their study hall teacher, and return with it to the LMC.
- Students present the signed pass to the LMC staff and sign in at the LMC circulation desk.

Quick Passes:

- A Quick Book Pass may be obtained from any faculty member. It is designed for a short visit (approximately 15 minutes) to the LMC to select a book or print a document.
- Students present the pass to the LMC staff and sign into the LMC at the circulation desk, writing legibly and using both first and last name.

Lunch Passes:

- Students who want to go to the LMC during their lunch need to obtain a pass from the LMC in the morning. Only students who have obtained a lunch pass are allowed to spend their lunch in the LMC. Students present the pass to the LMC staff and sign in at the LMC circulation desk.
- There is no eating and drinking in the LMC.

National Honor Society

The Bacon Academy National Honor Society is an organization that promotes recognition for juniors and seniors who reflect outstanding accomplishments in the areas of scholarship, leadership, service and character. Membership in National Honor Society is a privilege. The Honor Society member exhibits excellence in academics and leadership, honorable and admirable character, and demonstrates a commitment to service.

Bacon Academy Chapter Eligibility Rules and Selection Procedures:

- Juniors and seniors who have attended Bacon Academy for at least one full school year are eligible for consideration for NHS membership. Beginning with the class of 2017, eligible students must have a cumulative average of 4.0 on the weighted grade point average system.
- Students who meet the scholarship requirement will be notified by the NHS advisor (in Sept/Oct) and asked to submit a detailed resume. Exact requirements and instructions for the resume will be communicated in the notification letter, but generally, students will be asked to provide evidence of leadership and service in school and in the community, with accompanying signatures of advisors, coaches, etc. who can verify these achievements. The resume must also list the names of five Bacon staff members who could provide a character (or other) recommendation for the student. In addition, the student is required to write three paragraphs reflecting on her/his accomplishments in the areas of leadership and service, and expanding on how she/he demonstrates exemplary character.
- The resume must include the signature of the NHS candidate verifying that all information included is accurate, as well as the signatures as noted above.
- Selection to the National Honor Society is achieved through the receipt of a majority vote by the Bacon NHS Faculty Council. The Faculty Council is a committee of five faculty members appointed by the Principal. The Council meets to thoroughly review candidate information, and then votes on each candidate.
- Candidates will be notified in writing of their selection or non-selection to NHS.
- There are a number of reasons why academically eligible students are not selected for membership.

The most common are:

- a. The information provided by the candidate in the resume does not reflect sufficient evidence of leadership and service, both in school and in the community.
- b. Concerns exist about the student's character as evidenced by interactions with faculty and fellow students at Bacon.

Students who are inducted into the NHS must maintain a 3.67, and must continue to provide evidence of excellence in the areas of character, service and leadership. Students whose cumulative GPA falls below 3.67, or whose behavior is not up to NHS standards, will be given a written warning. If the situation is not rectified, the Faculty Council may consider a member for dismissal from NHS.

School Newspaper and Other Publications

These offer a direct opportunity for student self-expression. Faculty advisors must be available to advise on matters of style, grammar, format and suitability of materials.

Publications should reflect the policy and judgment of student editors. Controversial materials will be permitted unless:

- They clearly endanger the health or safety of students.

- They threaten any person or group within the school or advocate racial or religious discrimination
- The source of the material is not indicated.

Final decisions as to the suitability of materials shall rest with the principal after consultation with the student editor(s) and faculty advisor. Students who wish to appeal a decision should follow the protocol listed under Student Concerns and Issues.

STUDENT RESPONSIBILITIES AND BEHAVIORAL EXPECTATIONS

The purpose of these expectations is to assist the student in the practice of healthy behaviors, contributing to a positive environment at Bacon Academy. It is designed to encourage the development of self-discipline in the student, along with an appreciation of the rights of others when making choices about one's own behavior.

COVID-19 School Expectations

The health and safety of all members of the Bacon Academy community is our top priority. Therefore, the following set of expectations have been established and are in alignment with the CDC and Chatham Health District guidelines. Any student who is not willing to comply with these requirements is not ready to participate in in-person learning and will be required to participate in school through distance learning until they are able to comply with all requirements. In order to minimize risk of contagion, all students must adhere to the following safety protocols:

1. **Face coverings or masks required.** Students must wear face coverings or masks that completely cover the nose and mouth while inside the school and on the bus, with exceptions only for those students for whom it is not safe to do so due to medical conditions. "Mask Breaks" will be provided during the day. Parents will be responsible for providing students with face coverings or masks. Schools will have backup disposable masks available for students who forget them.
2. **Social distancing required.** Students must maintain social distancing to the greatest extent possible. Students are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school. Sharing of school supplies and materials will not be allowed.
3. **Congregating or gathering in hallways is not permitted.**
 - Students must report directly to class upon arrival at school or during passing times.
 - Lockers will not be used, without specific permission from staff.
 - Students must follow the markings in hallways and stairways that direct the flow of traffic.
 - All bathrooms will be locked during all passing times. Teachers will issue passes to the bathroom during class time.
 - Arrival and dismissal times will be staggered to minimize the size of student populations entering or exiting the building.
4. Frequent hand washing or hand sanitizing expected. Students should engage in frequent hand washing or sanitizing upon arrival, before dismissal, before and after meals, after bathroom use, and after coughing or sneezing.
5. All classrooms have been designed to promote proper distancing for student/staff health and safety. All desks and furniture should remain where they have been placed.
6. All social distancing regulations should be followed while riding the school bus. Expectations will be developed and communicated by bus company staff.
7. **During lunch time, all procedures and expectations must be followed.**
 - Students must maintain a six-foot distance while waiting in line for food and to pay.
 - Students must leave masks on the entire time, except for when they are sitting at their seats eating.

Academic Dishonesty

All students need to be aware of the importance of academic honesty. If any questions arise about this policy, students should ask their teachers, school counselor, or administrator.

Cheating (these situations refer to both the cheater and the one who allows or participates in the cheating):

- **Sharing Ideas During Test Situations** (e.g., sharing answers on a take-home exam, asking/telling other students what is on a test/quiz)
- **Cheating On Exams, Tests and Quizzes** (e.g., bringing answers into the test room, copying from another student, using unauthorized notes or technology)
- **Copying Homework From Another Student**
- **Taking Credit For Work You Did Not Do** (e.g., not acknowledging the help of a parent or friend, using translation software or online services to translate in World Language classes)

Consequences for cheating (for all parties involved): *First offense:* “0” on the test, quiz, or assignment, parents informed by the teacher, one teacher detention and office referral for “Documentation Only”. *Second offense:* office referral, with administrative consequence, “0” on test, quiz, or assignment and parents are notified by the administration. *Third offense:* “0” on test, quiz, or assignment and office referral with progressive administrative consequence, and parents are notified by administration.

Plagiarism- When an individual uses another person’s ideas, expressions or writing as if they were his/her own.

- **Copying Verbatim** - this is the most common form which happens when an individual copies words, expressions or ideas directly from another source (e.g., Google Classroom, book, lab, article, internet, translation software, translator website)
- **Paraphrasing** - when an individual borrows written ideas from a source and rewrites them in his or her own words, but does not give credit to the original author
- **Use Of An Idea** - when an individual adapts an idea from another source without giving proper credit (e.g., borrowing an idea from the internet, a video, TV program, article, classmate, etc.)

Consequences for plagiarism are the same as listed above for cheating.

Alcohol and Drugs

Drug and alcohol use is against the law. The Board of Education prohibits their possession, use or distribution on school property, at school-sponsored events, or school provided transportation. “Unlawful possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), vapor products, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. No alcoholic beverages or controlled drugs, as defined by Connecticut law, are permitted on school property.” Please refer to the board policy #5144 for further detail.

If a student must take medication during the school day, the medication must be left with the school nurse who will make arrangements for dispensing it. Since the use of alcohol and/or drugs presents several safety concerns, any student suspected of being under the influence will be interviewed by the school nurse and an administrator. If a student refuses to cooperate, the student’s parents will be called and asked to pick the student up from school.

Alcohol Detection Devices

The Colchester Board of Education is committed to promoting safe and substance-free school sponsored activities and events both on and off school grounds, The Colchester Board of Education adopts this policy for all students enrolled in our schools and their guests who attend school-sponsored events. This policy will cover all school sponsored activities and events where prior notice has been given whether conducted on or off school grounds.

1. No alcoholic or intoxicating beverages of any kind are permitted in any building or at any event or activity authorized by the Board of Education at any time.
2. The consumption of alcoholic or intoxicating beverages immediately prior to or during any school sponsored event or activity on or off school grounds is strictly prohibited by the Board of Education.

Therefore, in order to promote a safe environment for our students and their guests at school sponsored and/or Board authorized activities and events, the school administration is authorized to employ the use of both “passive” and/or active alcohol detection devices.

Use of Devices for Screening at Selected School-Sponsored Events:

Alcohol Detection Devices will be used at:

- Selected school-sponsored dances as determined by school administrators
- Selected school-sponsored field trips as determined by school administrators

Procedure:

- All students will be screened by school administrators using the passive alcohol detection device. If the preliminary test is positive, the student will be moved to a private area for the holding of an active test.
- If a student is deemed to have consumed alcohol, the administrator(s) will notify the student’s parents/guardians immediately and request that they pick up their child from the event. The administrator will also initiate appropriate disciplinary measures in accordance with the Board’s Discipline Policy #5144.

Refusal to Screen:

- Students and/or their guest who refuse to submit to alcohol detection screening at events where prior notice has been given will not be permitted to attend the Board of Education authorized activity. No refunds will be provided to these students or their guests. Parents/Guardians of these students will be contacted and informed of their refusal to screen.

Students Testing Positive:

- Students who test positive for consumption of alcoholic and/or intoxicating beverages will be subject to disciplinary action consistent with the Board's Discipline Policy #5144 and Drugs and Alcohol/Tobacco Policy #5131.6. Their parents/guardians will be immediately called to pick the student up from the school-sponsored event.

Breathalyzers During the School Day

Trained school personnel may ask that a student submit to a breathalyzer test during the school day if, after careful evaluation, there is reasonable suspicion that a student may be under the influence of alcohol while in attendance at school. The breathalyzer test will be administered as noted above, with an opportunity for a second test after 10 minutes. If the student tests positive for a second time, their parents will be called and the student will face disciplinary consequences consistent with the Board's Discipline Policy #5144 and Drugs and Alcohol/Tobacco Policy #5131.6.

Bullying

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

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.

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

"Cyberbullying" is 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.

Bullying behavior is strictly prohibited. In accordance with the Board's policies on student discipline, and consistent with state and federal law, students who engage in bullying behavior shall be subject to school discipline and/or other appropriate interventions, up to and including suspension and/or expulsion. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or school staff.

In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

At Bacon Academy, students and parents are encouraged to report acts of bullying to either school counselors or administration. Students may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. In addition, parents may also file written complaints concerning suspected bullying behavior. 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 set for this prohibition and the related procedures in detail, are available to students and their parents/guardians upon request.

Bus Transportation

Students who ride the school bus to and from Bacon Academy, the parochial schools and technical schools, are expected to behave in a responsible manner. Students must abide by all school rules and regulations. Consequences for inappropriate behavior may include a warning, appropriate school consequences and/or a suspension of bus privileges. Bus vandalism will include restitution and possible police referral, depending on severity.

According to the district Transportation Policy that was updated June 2019, unless otherwise notified by parents, by completing a daycare or student employment form, all students will be transported to and from their home address. The buses will not be dropping-off at unauthorized stops, or allowing bus changes for after school and social activities. If there is a family emergency that necessitates a bus change, please call the school office immediately and the office staff will issue a bus pass for that unique situation.

Bus students:

- ***Will not change buses, ride different buses or get off at different stops unless prior approval is secured from the Transportation Coordinator. (No bus passes of any kind will be issued by the office, without this approval.)***
- Will, when waiting at the bus stop for the school bus to arrive, stay out of the road; will not approach the bus until it has come to a complete stop; will, if crossing the street to get on the bus, wait for the driver to signal that it is safe to cross.
- Will be courteous at all times to peers and bus drivers.
- Will remain seated at all times while on the bus.
- Will sit facing the front of the bus with feet on the floor.
- Will keep hands to themselves (no hitting, pushing, shoving, etc.)
- Will not scream; will talk quietly with students in and around their seat only.
- Will not put hands or other body parts out of windows of the school bus.
- Will not throw objects inside or outside of the school bus.
- Will not eat or drink on the bus.
- Will follow any and all instructions that are given by the school bus driver.
- Will not leave any trash on the bus.
- Will not transport pets, wildlife or other distracting articles.
- Will not smoke, or use matches, lighters or smokeless tobacco, drugs or alcohol.
- Will sit in assigned seats or immediately change seats if requested to do so by the bus driver.
- Will enter and exit through the front door.
- Will, once off the bus, move away from the bus immediately; will, if crossing the street, take 10 steps in front of the bus and look up to the driver. (The driver will signal when it is safe to cross the street.)

Disciplinary Interventions

All behavior offenses cannot be listed in this handbook. The discipline recommended for each office referral is suggested as a guideline to administrators. Teachers are expected to handle minor classroom situations prior to office referral. For all offenses, additional disciplinary actions up to and including possible expulsion as indicated by Board policy, may be required depending on the nature, severity or frequency of the offense. Incidents involving damages, clean-up or other services may require restorative justice.

Recommended Teacher Actions:

Possible interventions/consequences for behavior infractions may include, but are not limited to: Conference with student, seat relocation; parent contact/meeting; teacher warning; teacher detention; confiscation; office referral.

Recommended Administrative Actions:

Possible interventions/consequences for behavior infractions may include, but are not limited to: Behavior contract; warning; counseling; confiscation; suspension; expulsion; restitution; zero on assignment(s)/test(s)/paper(s); police referral; detention; time spent in office; loss of privilege.

Confiscation Procedures for Inappropriate Items

If a student wears, displays or in some cases brings any prohibited item(s) to school, it will be taken by any staff member and held by an administrator. Dependent on the item confiscated, the following will be enacted:

- Prohibited item is removed from a student and will be held by an administrator until the end of the day. Parent will be notified.
- The prohibited item is removed from a student and will only be released to a parent.

Teacher Detentions:

Teachers' detentions will be determined by the issuing teacher. Students will be given 24 hour notice and are expected to make the necessary arrangements. Detentions must be served as scheduled. **Co-curricular activities and jobs are not valid excuses.** Previously scheduled Teacher Detentions must be served before Office Detentions. It is the student's responsibility to provide written verification to the office if a conflict occurs.

Classroom Removal (CR):

A student that is removed from class by the teacher for disciplinary issues is to report to directly to the main office. The class removal will be reported in PowerSchool by the teacher as CR. If appropriate, the administrator will return student to class.

Detentions (Office Detention and Extended Detention):

- Detentions may be assigned to students who fail to comply with school rules. While it is the school's goal to provide a positive learning environment, there are times when assigning a student a detention is necessary.
- Detention takes precedence over other student activities such as athletics and jobs. Students will be given 24 hour notice and are expected to make any necessary arrangements to meet this obligation.
- Students who have previously scheduled teacher detentions, academic sessions with teachers, or medical appointments, will be scheduled for the next available office detention.
- Detentions will be assigned and located in designated rooms as indicated on the detention slip. Office detentions will run from 2:20 – 3:00 PM and Extended Detentions will run from 2:20 – 3:45 PM.
- Students must report promptly. ***No one will be admitted after 2:20 p.m. or dismissed prior to completion of their detention.***
- There will be no eyes closed (as if sleeping), no iPods/iPads/iPhones, cell phones, CD players, video games or calculators with games, no communication of any kind, no tardiness, no late passes, no food or drink, no bathroom passes, no moving from seat. Students must come prepared with school work.

Cutting Office Detention: 1st Offense - Detention doubled; 2nd Offense - One-day suspension; Subsequent Offenses - 1-10 days suspension. These consequences also apply to students who break detention rules and/or who are asked to leave detention for other inappropriate behaviors.

In-School Suspensions (ISS):

ISS will be held daily, as needed. Upon entering the school on the day of the suspension, students must report to the office no later than 7:35 with all textbooks, materials and supplies for the day. Students are not to loiter in the halls. During ISS, students are expected to work quietly and respectfully under the supervision of the ISS supervisor. ***No electronic devices or hats/hoods are allowed.*** Students are allowed to participate in after school activities on the final day the suspension is served.

Removal from in-school for misbehavior and/or student refusal to serve an ISS will result in:

- Student being sent home
- Student reassigned to another day ISS upon return
- Parent meeting to be held before student serves next available ISS. If a parent meeting does not occur, the student may be suspended out of school up to 10 days pending a parent meeting.

Out-of-School Suspensions (OSS):

Students serving out-of-school suspensions may not be on school grounds and may not participate in or attend any school activity or program during the period of suspension. This includes after school drama and music presentations, athletic events, dances, etc.

Students returning to school from a suspension must report directly to an assistant principal.

Subsequent suspensions for repeated offenses will follow a sequence: i.e. 1, 3, 5, 7, 9 days or 2, 4, 6, etc.

Students who are suspended and/or refuse an order to leave the school or school grounds are in violation of the trespass law and will be referred to police on a written complaint for arrest.

Pass Restriction:

In addition to, or in place of other disciplinary consequences, the penalty for being in the hall without a pass, forgery of a pass signature, or misuse of a pass will result in a placement on pass restriction. When a student is placed on pass restriction, he/she must attend each class/study hall on his/her schedule without tardiness. He/she is not allowed to have a

pass to any location. If the student expresses a need to visit the nurse (non-medical), the teacher must call the main office for an adult escort. The student should go to the lavatory or locker during passing time (see page 31 for COVID19 exception). If the student needs to use the Media Center, computer lab, or needs extra help from a teacher, arrangements must be made to do so before or after school. These rules apply during class time, lunch and classroom study hall.

Social Probation:

Any student who violates a school or district policy concerning alcohol, drugs, possession of weapon and/or violence whether the incident occurred on or off school grounds at a school sponsored activity may be subject to a Social Probation. This consequence excludes a student from participating in those extracurricular activities at which the individual would be a spectator and/or in attendance, including but not limited to dances/proms/sporting events/non-academic field trips.

Family with Service Needs Advisory Board (FWSN)

Parents of students who exhibit risky behaviors or defiance of school rules may be offered support services by a cooperative advisory board consisting of Colchester Youth Services, the Department of Children and Families, United Community & Family Services, and Colchester Public Schools. The FWSN Board will hear cases monthly based upon the recommendation of parents or school personnel. The Board aims to support families in encouraging their students to make positive decisions at home and in school. Parents are encouraged to make recommendations by contacting school counselors or a school administrator.

Field Trips Postponed until further notice

- All students are expected to act and dress appropriately.
- All field trips sponsored by the school must be recommended by the advisor(s) of the particular activity and approved by the principal.
- Students going on field trips must go and return on the transportation provided. Exceptions to this policy shall not be permitted unless the parent or guardian of said student makes a personal request to the administration prior to the event, and administrative approval is obtained.
- Students are responsible for handing in pre-assigned work, for all classes, due on the day of the trip and for being prepared for all classes upon their return.
- Any student who fails to attend a scheduled field trip or leaves prior to its conclusion without proper approval shall be suspended from school.
- If a student misbehaves at any event, the following consequences will apply:
 - Removal from event
 - Parent called immediately to take student home (if out of town, arrangements will be made for a parent to come and take the student home immediately at the student's and/or parent's expense)
 - All usual school rules and consequences apply to field trips.

Serious infractions: The consequences above apply. Additionally, students may be denied the privilege of attending events for a time duration up to the remainder of the year and may be subject to arrest.

Financial Obligations

Students are responsible for school issued materials, including books, uniforms, and equipment. These items are to be returned at the end of the school year in the same condition as when they were received. Fees will be applied to the students if items are damaged or lost. No school records or diplomas will be issued until all student obligations are cleared. Students are also prohibited from extra-curricular activities (dances, proms, sports, etc.) until the obligations are cleared.

Food/drink

Consuming food will not be allowed outside the cafeteria. Students with specific dietary requirements will work with the nurses office and partner with classroom teachers to make sure all health needs are met. Drinks are permitted as long as they are not an educational interruption.

Cafeteria Expectations

- a) Breakfast and lunch must be eaten in the cafeteria.

Games

Engaging in sporting activities inside the building, other than those associated with a designated course curriculum, are not permitted (e.g., hacky sack, skateboarding, ball sports, any activity that could result in bodily harm or destruction of school facilities, etc).

Leaving School Grounds

When a student leaves the school building and/or school grounds without permission, the following school disciplinary consequences will follow:

- First Offense = 1 day ISS (including loss of privileges)
- Second Offense = 3 days ISS (including loss of privileges)
- Third Offense = 5 days ISS (including loss of privileges)

Seniors who leave school grounds despite the loss of senior privileges will be subject to the same consequences. Students are also reminded that once they sign out or leave school grounds for the day, they may not return unless a parental note is provided (such as a dentist appointment).

Lockers

Students can be issued a hall locker upon request and have use of a gym locker (see page 31 for COVID 19 restrictions). Only gym and athletic clothing and equipment are to be kept in gym lockers. Students are encouraged to bring in their own locks. Students are advised the following with regard to gym lockers:

- For their own protection, students should not disclose their combinations to anyone, nor should they share their locker with another student.
- Students shall be directly responsible for the appearance and condition of their lockers. Any damage/defacing to lockers beyond ordinary wear and tear will be charged to the student assigned the locker. See the main office staff if you need a new combination or have a locker problem.
- Secure your locker after closing it.

Locker Clean-Out:

Lockers will be cleaned out after final exams in June each year. Personal items left in lockers will be removed by custodians. Any unclaimed articles not retrieved within 2 weeks will be donated to a local charity.

Lost and Found

All articles which are found should be taken to the office. Inquiries about lost articles may be made at the office. The school is not responsible for lost articles, but will cooperate with the student in trying to find the lost item. Students may complete a lost item form in the main office. If found items are unclaimed after 2 weeks, articles will be given to charitable organizations.

No Smoking or Nicotine Consumption Rule

Possession, use, or transmission of any tobacco or electronic cigarette product (vape or Juul) in any form is not permitted at any time in school, or on or around school grounds, at any school activity on or off school grounds, or on transportation provided by the school. Any student found smoking inside the building could receive a \$75 citation issued by the police, in addition to a school suspension.

Parking Lot Safety

There are two parking lots directly in front of the school. The smaller lot located in front of the main office entrance is designated for staff and visitor parking; students only use the student parking lot, which is located in front of the auditorium entrance.

The following safety rules apply to the two lanes in front of the school and the two parking lots:

- The two lanes in the front of the building are not to be used for drop off and pickup. These lanes are to be kept open at all times for buses and emergency vehicles.
- **Student Morning Drop-off Procedures:** Upon arrival at Bacon Academy please stay to the right (auditorium side) and continue around to the rear of the gymnasium (following the new yellow signs). Circle around the outer perimeter of that lot arriving at the rear of the gymnasium with the passenger side of your vehicle to the curb, allowing students to exit curbside. Entrance will be through the gymnasium lobby doors, located between the portable classrooms and the gymnasium. Please exit the way that you drove in, passing the student parking lot entrance. Please do not cut through the parking lots or allow students to exit your vehicle in the parking lots. Please note that the back gate is locked promptly at 7:35 for security of the building.

COVID-19 Morning Drop-off Procedures: Upon arrival at Bacon Academy please stay to the right (auditorium side) and continue around to the rear of the building, following the curb line to the Technology department wing. Students can then exit the vehicle to the grassy side towards the athletic field and multiple cars can unload at one time. Staff members will be on duty to coordinate student

crossing and vehicle movement. Student entrance will be through the gymnasium lobby doors, located between the portable classrooms and the gymnasium, or through the door at the end of the locker room hallway at the courtyard. Please exit by continuing straight along the rear of the school building and out past the athletic drive to the top of the hill. Please do not cut through the parking lots. Please note that the back gates are locked promptly at 7:35 for security of the building.

COVID-19 Student Dismissal Procedures: time will be done in waves:

- Grades 11 and 12 who take the bus or drive at the 2:15 bell
- Grades 9 and 10 at 2:20, including those being picked up (they stay in class until dismissed by 2:20 bell)
- Parent pick-up is being moved to the back of the gym as it is in the morning.
- Buses will arrive in two waves so they all fit in front of the school
- Student drivers can leave before the buses
- During the school day the student lot is for students only and parking permits are required. In the event that the student lot is filled, students may use the rear row of the faculty lot. All students, regardless of parking location, must exit campus through the student lot side of the parking area.
- Students are not permitted to return to the parking lot during school hours. All needed items must be brought into the building at arrival.

Passes

Passes are needed for those students who are in the halls going from one part of the school to another, except during designated passing times. *Faculty and staff may ask to view a student's pass at any time.*

- Students must obtain passes from a teacher or school counselor before school, in order to use during study hall.
- Passes must be obtained from an academic teacher from which a direct assignment has been given.
- Passes to the nurse must be obtained from the teacher of the class the student would be in at the time.
- Hall passes and bathroom passes, which are to be visible, will be issued by the student's classroom teacher.
- Any student in the hallway without an appropriate pass may be sent to the office to meet with the school safety officer or administrator.

Study hall teachers will not issue passes to another teacher, guidance or LMC. Students must obtain LMC passes prior to reporting to study hall. Math Lab or Writing Center passes can be obtained from study hall teachers.

Portable Electronic Communication Devices

Building administrators are authorized to determine the extent of the use of electronic communication devices. Students are allowed to bring electronic communication devices (cell phones, smart phones, laptop, E-readers, tablets, etc.) onto the school property during school hours. **Electronic communication devices may only be used in the cafeteria at lunch or during café study.** Electronic communication devices may be used silently and in accordance with board policy. Unless a teacher determines otherwise, electronic communication devices must be turned off upon entering any instructional area and remain off until the student leaves the instructional area. Instructional areas include, but are not limited to, classrooms, gymnasiums, field trip locations, auditoriums, band rooms, and chorus rooms. Electronic communication device use is prohibited in these areas except if used for an individualized education plan (IEP), 504, EIP plan or classroom instructional-related activities initiated by a teacher. The school is not responsible for lost, damaged or stolen electronic communication devices.

Portable Electronic Listening Devices

Headphones and other electronic listening devices can only be used when a teacher, or other staff member permits their use. Students are not permitted to use these devices during assemblies and emergency procedures such as fire drills. The school is not responsible for lost, damaged or stolen electronic listening devices.

Unauthorized Use of Portable Electronic Devices

In the event the student fails to follow the school's policy, the student will face consequences from the teacher. Repeated failure to follow the school's policy will lead to an office referral and disciplinary consequences.

Proxy Server

A proxy server is a computer system or application that allows access to sites that are prohibited or filtered by our district filters. Students using proxy servers will receive an office referral and appropriate consequences.

Search and Seizure

Students' lockers and/or desks are the property of the school and may be examined at any time by an authorized school administrator in the event that:

- The administrator has reason to believe that alcohol/drugs and accessories will be found there.
- Evidence suggests that the welfare of students and other personnel may be threatened.
- Regular cleaning and maintenance inspection is necessary.

In addition, students' persons, their cars or other possessions may be searched by authorized school officials, if such action is deemed necessary. If sufficient cause exists, law enforcement officers and narcotics canines may assist in the inspection and/or search and seizure.

Discovery of illegal or dangerous materials shall be reported to the office of the superintendent of schools.

(cf. 5131.6 - Drugs, Tobacco, Alcohol)

Legal Reference: Connecticut General Statutes, 10-221 Boards of Education to prescribe rules

Student Use of Automobiles

A parking permit is valid for one academic year only, and valid only for the car to which it is assigned. Vehicles without a parking permit are subject to towing at the owner's expense. A vehicle without a permit properly displayed will be considered **NOT** to have a permit. Students should read the permit form carefully before signing it, as they will be held responsible for this privilege. Students are to use only the **student parking lot**, which is located in front of the auditorium entrance. *Students will enter the building immediately and directly from the parking area and not return until dismissal (students are not allowed to go to cars during the school day without administrator permission).*

Parking permits will be issued to students who complete the following steps:

1. Complete an application (available in the Main Office from 7:30 AM—2:30 PM)
2. Submit a copy of student license, vehicle registration, and insurance card to the Main Office
3. Adequate parking space in the student parking lot, which is located in front of the auditorium entrance.

In the event that parking availability is limited, priority will be given to students engaged in extracurricular activities, students who require late admission/early dismissal for approved purposes, or those who have employment on a part-time basis, which requires the use of a car.

Eligibility Criteria for Maintaining Permits:

- Every student must have and maintain a valid driver's license, vehicle registration, and insurance as required under Connecticut State Law. (You must bring original documents when applying for a parking permit.)
- Every student driver must comply with Connecticut's Graduated Driver Licensing laws including the nighttime curfew restrictions, passenger restrictions, and use of seat belts for drivers and all passengers. If any of these regulations are violated, the student may have his/her driver's license seized by a police officer immediately. The student driver will be subject to any other consequences by law.
- Have and maintain an attendance record free from excessive absences or tardiness to school.
- Have and maintain a disciplinary record free from expulsions and/or excessive suspensions from school.
- Maintain slow and safe control of his/her vehicle on the school grounds and streets surrounding the school parking lot area.
- Must exit the parking lot on the student side and not the faculty side. While exiting, student drivers must not impede the flow of exiting buses. Students must leave the parking lot immediately after dismissal.
- Must come immediately and directly into the building from the parking lot.
- A student under the age of 18 must have and maintain parental permission for driving and parking on campus.
- As part of the application process, each student must have his/her parents sign a release waiving all liability or property damage claims against the school, school officials and the Colchester Board of Education.

Study Halls

1. All students, except seniors who qualify for privileges are assigned to study halls during open periods. Study halls are scheduled for the purpose of using school time effectively. Therefore, students are expected to:
2. Report on time and sign in. Students should secure passes to other locations prior to study hall so they can arrive promptly.
3. Have all books and materials with them when they report. **Locker passes will not be given.**
4. Gain the supervising teachers' permission before leaving a study hall. Students must sign out and then back in when they return.
5. Keep their area clean.

- **COVID-19 Late Arrival/Early Dismissal:** Students in grades 9-12 who have a naturally occurring study hall during period 1/5 may request late arrival and periods 4/8 may request early dismissal. The “Late Arrival/Early Dismissal form must be completed by the parent/guardian and submitted to the main office. Students must make their own transportation arrangements and must either arrive on time or leave promptly . Students with more than one consecutive study hall may be granted additional arrival or dismissal considerations, with administrative approval.

SCHOOL RULES AND REGULATIONS

Age of Majority

In view of Public Act 127 enacted in 1972 by the Legislature which establishes 18 years of age as the majority, the following policies are adopted:

- Students 18 years of age who want direct responsibility for school matters must inform the principal in writing with a copy to his or her parents.
- School rules still apply to the 18-year-old student. Parents are notified of all school matters.
- Students 18 years of age listed as dependents by the Internal Revenue Service will have all records mailed to their parent’s home. Dependent students must also still provide notes from a parent, such as attendance notes and field trip permission.
- Any 18-year-old not living with parents in Colchester must provide proof of residency in Colchester to the principal.

Bacon Academy Dress Regulation

Bacon Academy expects that students will be clean, neatly dressed, and well-groomed at all times. The goal of this regulation is to promote a healthy environment that upholds our core values of Respect, Responsibility, Achievement, Safety, and Compassion, and prepares students for work in the 21st-Century. We believe that a dress regulation is one of the key components in creating a positive learning environment, in which high standards for academic achievement and an understanding of career readiness can be achieved for all students.

Bacon Academy values diversity and individuality provided student attire is appropriate for the business of school, including all school activities, and remains within the guidelines of the standards below.

- an atmosphere that keeps the focus on educational learning
- a collegial environment at BA that encourages modesty and cleanliness
- a culture of integrity, respect, & safety, while valuing diversity
- an opportunity to learn appropriate dress for careers and postsecondary training

Tops

Blouses/tops/shirts/sweatshirts/windbreakers/fleeces/dresses must have straps or sleeves and cover cleavage and the complete torso through the pant line while sitting, standing, and bending. Exposure of the skin or undergarments in said area due to sheerness, thinning, or holes is not permitted. There may be no visible undergarments of any kind (e.g. boxers, bras, camisoles, bralettes). Pajamas are not permitted.

Bottoms

Slacks/pants/shorts/sweatpants/skirts should cover the area from the waist of the pant and/or bottom of the shirt line, down to the fingertip length of the legs (approximately mid-thigh) while sitting, standing, and bending. Exposure of the skin or undergarments in said area due to sheerness, thinning, or holes is not permitted. Leggings/yoga pants may be worn with tunic/top/sweater that covers the outline of private areas. Pajamas are not permitted.

Footwear

Footwear appropriate and safe for indoor and outdoor activity must be worn at all times and include a hard sole with no wheels. Closed-toed shoes may be required for activities in class (P/E, technology education, FCS, science labs, etc.).

Other Items

Items covering or obstructing the view of the face are not permitted. Outerwear such as heavier coats, jackets, or trench coats shall not be worn in the classroom during the school day, and must be placed in student lockers.

Material that is not clothing may not be worn, carried, or used during the school day, and must be placed in student lockers (including but not limited to blankets and snuggies).

Attire or tattoos that are considered to be profane, obscene, discriminatory, violent, or promoting the use of drugs, tobacco, alcohol, or firearms are not permitted.

Physical Education Classes

Clothing that is worn in physical education class shall not be worn in other classes or other parts of the school, nor shall clothing worn in regular classes be worn in physical education class. Physical education teachers will specify the kind of clothing appropriate for physical activities.

Administration will have final determination of what constitutes appropriate attire and/or hygiene. Students in violation of any dress code policy may be required to call home for a change of clothing if no acceptable change of clothing is available at school. Students may be required to remain in the office until they are in compliance with this regulation. Those who refuse to comply may be sent home and/or receive other disciplinary consequences.

Cafeteria Information:

Breakfast: Food is available 7:10ish – 7:30 AM for \$2.15. Breakfast items include breakfast sandwiches, cereal, milk, juice, and bagels.

Free and Reduced Meals: Forms for free and reduced breakfast and lunch will be available on the first day of school and should be returned ASAP. Students who were covered under this program in the previous year may continue to have free or reduced fees until September 30th, at which time the updated paperwork must be submitted.

Lunches: Students may purchase a federally regulated and subsidized complete lunch for \$3.30. There are several entrée choices daily, one being a hot meal. Milk (skim, 1% and chocolate, sometimes strawberry or coffee flavored) is 65¢. In addition, students may purchase sandwiches, salads or wraps with chips, milk and fruit for \$3.75 from the deli. Several types of approved ice cream and sides and freshly made cookies are available for purchase as well. **If a student forgets their lunch money:** Students may only charge one lunch, which must be paid in full before another lunch may be charged. Parents/caregivers may send in a check for prepaid future lunches at any time.

Fire Drills/Safety Plans

There is an established procedure to follow in leaving the building for fire drills or in responding to other emergency situations. **Remember: During drills, students walk in a single file – talking, disruptive behavior, and the use of any electronic devices are not permitted.** In order to maintain the safety of all during an emergency, instructions must be heard and carried out. Teachers are expected to cover these procedures with each class. To ensure student safety, as with any situation, it is the expectation that all students will promptly and respectfully follow any and all directions given by an adult in emergency situations.

Recognition of Religious Holidays

When a student is absent from school to observe a religious holiday, such absence shall be excused; when school is in session on a major religious holiday, no major examinations, major assignments, or new areas of study shall be introduced. Specifically, the following activities will not be scheduled on the designated religious holidays:

- Tests/examinations/quizzes
- The assignment of major class projects
- The introduction of a new unit of study
- Field trips, school-wide assemblies, concerts, athletic competitions, parent activities, open house, orientations, parent/teacher conferences, workshops.

In addition, students who are absent from school to observe a religious holiday will be afforded the opportunity to make-up any missed class work and/or homework assignments within five (5) days of the absence.

Senior Privileges

Senior privileges are not in effect for the 2020-2021 school year, but are instead replaced by Late Arrival/Early Dismissal.

*NOTE: Privileges may be revoked at any time if a student fails to meet the behavior requirements or at the end of a quarter if grade requirements are not met.

Students must arrive with sufficient time to be on time for the second block of the day. Seniors who sign out may not return to school before the end of the school day.

Consequence for Tardiness:

Regular school rules for tardiness apply in addition to the following: loss of driving privileges; detention; loss of Senior

Privilege. Recurrent tardiness will result in other progressive consequences.

Statement of Non-Discrimination

In accordance with our Core Values and Beliefs and Title IX, Bacon Academy ensures equal access to education for all students. Please see the attached link to a document outlining the inclusivity all students referenced in Board Education Policy 5000:

Dear Colleague Letter on Transgender Students, U.S. Department of Education, Office of Civil Rights, U.S. Department of Justice, Civil Rights Division (May 13, 2016), available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague201605-title-ix-transgender.pdf>

Student Records

Parents and majority students may review, copy, and request changes in student records. An appointment must be made in advance for a record review. A reasonable charge per page will be made for copying records. All requests will be made in writing to the principal and he/she will render a decision in writing. The principal's decision may be appealed to the Superintendent of Schools.

The school maintains the following records:

- **50 years:** Registration information, High school transcript, Immunization Records, Attendance records, Parents/eligible students signed release forms
- **6 years:** Other health records, Attendance file, various records from elementary and middle school
- **1 year:** Discipline file (destroyed one year after graduation)
- **Other:** PPT record (only for special education students). Access to records is limited to those who need to know on the staff. Records may be requested from the Pupil Services office.

Except in unusual cases, only the high school transcript and health record are released when requested by parents, majority students or above agencies.

Use of Video Cameras

In an effort to keep students, staff and the building safe, there are several video cameras around the exterior of the building and throughout the hallways and lobbies within the building.

Students may **not** use personal recording devices to record videos in classrooms without the teacher's permission.

Visitors

For the 2020-2021 school year, there will be no visitors permitted into Bacon Academy past the main office. All visitors are asked to enter and leave the school building from the main office doors. Unless they have an appointment, all former students may only visit teachers when school is not in session.

Withdrawal from School

If a student withdraws from school for any reason, the student must notify the office in advance and return all books and equipment loaned to him/her. In addition, the student will receive a "Withdrawal Form" from the school counseling office. This form requires the signature of the school counselor, the student's teachers, the librarian, the nurse and the school office. In cases where this form is not completed, the office will withhold the transfer of all the student's records.

Working Papers

Working papers can be secured in the main office from 7:00 a.m. - 2:45 p.m., Monday through Friday. Students must bring a signed white promise of employment form #16 from their employer, and a birth certificate or driver's license. Working papers cannot be issued without these documents.

HEALTH SERVICES

School Insurance

School insurance is available to all students at Bacon Academy. During the first week of school, insurance forms will be available in the office. Forms must be completed by the parent and returned to the office within one (1) week of distribution if insurance is desired.

Health Services

A nurse is available in the health office to administer immediate medical attention and/or first aid for students who are injured or become ill in school. An illness or injury which occurs at home should be taken care of at home by parents.

COVID 19 Health considerations:

Colchester Public Schools has developed district-wide guidance to be applied during the COVID 19 pandemic. Bacon Academy has designated a quarantine room for use onsite for any students who may present symptoms while in school. In that event, the student will remain in the quarantine room until they can be picked up by the parent/guardian. Please consult the district plan for further details.

Illness/Injury during the School Day:

All injuries sustained in school must be reported to the school nurse as soon as possible after they occur.

Students who become ill during the school day are to secure a pass from their classroom teacher or supervising teacher before reporting to the nurse's office. In the event of an emergency, such a pass is not necessary. However, the classroom teacher or supervising teacher must notify the main office of the emergency. The nurse will assess the student's condition and make all contacts with parents. The nurse will also recommend and authorize dismissals for students who become ill. The school nurse will dismiss a sick or injured student from school **only** after contacting a parent or the person designated in PowerSchool to be called in an emergency. It is extremely important that students/parents regularly update the home, work, and emergency telephone numbers of their parents/guardians on Ecollect Student Information Form.

Emergent Medical Situations:

In the event of an emergency, a student may have to be transported to a hospital or other medical treatment center before a parent/caregiver can be contacted. Parents will be contacted as soon as possible after the emergency.

Physical Examination:

State law requires that each grade 10 student have a health assessment. Completed health forms (blue form) should be submitted to the school health office. Health Assessment forms can be obtained on our website or at the main office.

Regulations for the Administration of Medication:

In accordance with the State and Board of Education policy, medication may be administered in school only with written permission from an authorized prescriber (physician, dentist, APRN, PA). The policy includes all prescription *and over-the-counter medications* such as Tylenol, ibuprofen, and cough medications. The medication must be in the labeled pharmacy or original manufacturer container and delivered by a responsible adult directly to the school nurse. Students may not bring medications to school.

Students with chronic medical conditions are able to self-administer medications provided all the following conditions are met:

- Written medication order – Authorized prescriber provides a written authorization to the school nurse for self-administration;
- The school nurse has developed a plan for self-administration.

Copies of Health Assessment and Immunizations:

Requests for copies of your child's health assessment and immunizations will be honored within 48 hours. A parent or guardian must sign a release waiver prior to or at the time of pick-up. No forms will be sent home with children or faxed. We encourage families to keep a copy at home.

The full text of the Regulations can be accessed by visiting the Connecticut State Department of Education website at <http://www.sde.ct.gov> and typing "Medication Administration Regulations" in the search bar. **Reference: Colchester Board of Education Policy 5141**

This section is intended to highlight specific components of Colchester Board of Education (BOE) policies. Please refer to the District Policy Handbook located at www.colchesterct.org for detailed descriptions of all BOE policies.

APPENDIX A

Highlights of Student Discipline Policy

II. Scope of the Student Discipline Policy

A. Conduct on School Grounds or at a School-Sponsored Activity:

Bacon Academy values and expects its students to be polite and considerate; to be respectful of others, and to follow all school rules; therefore students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

B. Conduct off School Grounds:

1. Bacon Academy values and expects its students to be polite and considerate; to be respectful of others, and to follow all school rules; therefore, students may be suspended or expelled for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in Conn. Gen. Stat. §29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider whether such off-campus conduct involved the use of drugs.

When considering whether conduct off school grounds is seriously disruptive of the educational process, the term “weapon” means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under Section 29-38 of the Connecticut General Statutes.

The terms “martial arts weapon,” “electronic defense weapon,” “dangerous instrument,” and “deadly weapon” are defined below at Section VII.B.

III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy) includes conduct on school grounds or at a school-sponsored activity (including on a school bus), and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, ancestry, gender identity or expression or any other characteristic protected by law.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.

10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Unlawful possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), vapor products, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term "electronic nicotine delivery system" shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device. For the purposes of Paragraph 15, the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine, that is inhaled by the user of such product. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Unlawful possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.
18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
27. Possession and/or use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
29. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational

purpose while under the direct supervision of a responsible adult.

31. Hazing.
32. Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:
 - 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 includes, but is not limited to, repeated written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, 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.

33. Cyberbullying, defined as 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.
34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
37. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic *communications*, to engage in any conduct prohibited by this policy.
38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship
40. Any action prohibited by any Federal or State law.
41. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

IV. Discretionary and Mandatory Expulsions

- A. A principal may consider recommendation of expulsion of a student in grades three to twelve, inclusive, in a case where he/she has reason to believe the student has engaged in conduct described at sections II.A. and II.B., above. B.
- B. A principal must recommend expulsion proceedings in all cases against any student in grades kindergarten to twelve, inclusive, whom the administration has reason to believe:
 1. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or
 2. off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or
 3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

The terms "dangerous instrument," "deadly weapon," "electronic defense weapon," "firearm," and "martial arts weapon," are defined above in Section I.

- C. In any preschool program provided by the Board of Education or provided by a regional educational service center or

a state or local charter school pursuant to an agreement with the Board of Education, no student enrolled in such a preschool program shall be expelled from such preschool program, except an expulsion hearing shall be conducted by the Board of Education in accordance with Section VIII of this policy whenever the administration has reason to believe that that a student enrolled in such preschool program was in possession of a firearm as defined in 18 U.S.C. § 921, as amended from time to time, on or off school grounds or at a preschool program-sponsored event. The term “firearm” is defined above in Section I.

- D. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation. If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board can consider and act upon this recommendation.
- E. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student in grades kindergarten to twelve, inclusive, for one (1) full calendar year for the conduct described in Section IV(B)(1), (2) and (3) of this policy and to expel a student enrolled in a preschool program for one (1) calendar year for the conduct described in Section IV(C). For any mandatory expulsion offense, the Board may modify the term of expulsion on a case-by-case basis.

V. Procedures Governing Removal from Class

- A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

VI. Procedures Governing Suspension

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend a student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.
 - 1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
 - 2. If suspended, such suspension shall be an in-school suspension, except the principal or designee may impose an out-of-school suspension on any pupil:
 - (1) in grades three to twelve, inclusive, if, during the informal hearing, (a) the principal or designee determines that the student poses such a danger to persons or property or such a disruption of the educational process that he or she should be excluded from school during the period of suspension; or (b) the principal or designee determines that an out-of-school suspension is appropriate based on evidence of (i) the student’s previous disciplinary problems that have led to suspensions or expulsion of such student, and (ii) previous efforts by the administration to address the student’s disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or
 - (2) in grades preschool to two, inclusive, if the principal or designee determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil’s conduct on school grounds is of a violent or sexual nature that endangers persons.
 - 3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.
 - 4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.

5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
 6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
 7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or his/her designee of the name of the student being suspended and the reason for the suspension.
 8. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.
 9. The school administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an administration-specified program and meets any other conditions required by the administration. Such administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.
 10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(9), above, the administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the administration-specified program and meets any other conditions required by the administration.
 11. If the student has not previously been suspended or expelled, and the administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.
 12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
 13. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.
- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

VII. Procedures Governing In-School Suspension

- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the principal or designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
- C. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.
- D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.

- E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

APPENDIX B

Drugs/Alcohol Use and Abuse

Statement of Policy

It shall be the policy of the Colchester Board of Education to take appropriate measures to prevent the use and abuse of drugs, alcohol and tobacco on school property or at school-sponsored activities. While prevention shall be the primary area of focus, the Board of Education recognizes the need to cooperate with students and their families to intervene in the abuse of drugs (including mood altering substances), alcohol and tobacco. The goals of prevention and intervention shall be pursued through the use of curriculum and classroom activities, community and family support, and community resources.

Staff Involvement

1. School personnel who believe that a student may be acting under the influence of drugs, mood altering substances, and/or alcohol, shall immediately contact a member of the building administration and the school nurse. School personnel are not expected to diagnose actual chemical substance abuse; rather, the expectation is that school personnel shall report behavior or conduct which could indicate such abuse.
2. The nurse will determine whether the student is in need of medical attention. If such aid is indicated, the nurse will administer any required first aid and/or immediately request emergency services and immediately notify the student's parent/guardian.
3. The school nurse will also inform the administration of the student's condition after which the administration will inform the student's parent/guardian of the situation, including physical and behavioral observations.

Involuntary Disclosure or Discovery of Drug/Alcohol Problems

1. When a professional employee obtains information related to a student from a source other than the student's confidential disclosure, that the student, on or off school grounds or at a school sponsored activity, is under the influence of or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

(a) The professional employee will immediately report the information to the building administrator or designee. The building administrator or designee may then refer the student to appropriate school staff members for intervention and counseling. The building administrator or designee will contact the parent or guardian of any minor student to report this matter within twenty-four (24) hours from the time it was brought to their attention.

(b) Any physical evidence (for example, alcohol, drugs or drug paraphernalia) obtained from a student indicating that a crime has been or is being committed by the student must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(b). Because such evidence was not obtained through a professional communication, the name of the student must be disclosed to the building administrator or designee. The building administrator or designee will contact the parent or guardian of any minor student to report this matter immediately after the time it was brought to their attention.

(c) Search and Seizure of Students and/or Possessions: A professional employee who reasonably suspects that a student is violating a state/federal law or this policy must immediately report his/her suspicion to the building administrator or designee. The building administrator or designee may then search a student's person or possessions connected to that person, in accordance with the Board's policies and regulations if he/she has reasonable suspicion from the inception of the search that the student has violated or is violating either the law or this policy.

Any physical evidence obtained in the search of a student, or a student's possessions, indicating that the student is violating or has violated a state or federal law must be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10- 154a(c). All school employees are required to contact the school administration immediately upon obtaining physical evidence. The building administrator or designee will contact the parent or guardian of any minor student to report this matter at the time it was brought to their attention.

Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia or Alcohol

1. Any student in the Colchester Public Schools using, possession, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol on school property or at a school-sponsored activity shall be subject to suspension and/or expulsion from school in accordance with Board Policy 5144 regarding Student Discipline.
2. Students found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian. The parent or guardian of any minor student shall be given notice of the student's violation of this policy at the time the building administrator finds the student in violation of this policy.
3. A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school district's Drug, Alcohol and Tobacco policy with the student and parent or guardian.
4. Law enforcement officials shall be contacted by the building administrator in the case of student involvement in school or at a school-sponsored activity in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol. The parent or guardian of any minor student removed from class shall be given immediate notice of such disciplinary action.
5. The building administrator may also refer the student to one or more of the following:
 - a. In-school counseling;
 - b. Alcohol and other drug abuse groups in the school;
 - c. Self-help groups within the community that provide assistance to persons involved with alcohol or drugs.

APPENDIX C

Use of Alcohol Detection Devices

A. Introduction

The Colchester Board of Education is committed to promoting safe and substance-free school sponsored activities and events both on and off school grounds. The Colchester Board of Education adopts this policy for all students enrolled in our schools and their guests who attend school-sponsored events. This policy will cover all school sponsored activities and events where prior notice has been given whether conducted on or off school grounds.

1. No alcoholic or intoxicating beverages of any kind are permitted in any building or at any event or activity authorized by the Board of Education at any time.
2. The consumption of alcoholic or intoxicating beverages immediately prior to or during any school sponsored event or activity on or off school grounds is strictly prohibited by the Board of Education.

Therefore, in order to promote a safe environment for our students and their guests at school sponsored and/or Board authorized activities and events, the school administration is authorized to employ the use of both "passive" and/or active alcohol detection devices.

The Superintendent shall work with school administrators to develop a process and timeline to reasonably ensure reliability of the screening instrument used according to manufacturer's guidelines, appropriate training of administrators and designated personnel, student privacy during the taking of the sample and security of the sample once obtained. Results of any breathalyzer testing will be maintained in a confidential manner.

B. Prior Notification

It is the responsibility of the school administration to provide prior notice of the use of alcohol detection devices to the attendees of Board of Education authorized events. Prior notice will include, but is not limited to, notification in the student/parent-guardian handbook, notification at school-wide assemblies, notification on event specific advertisements and/or tickets, and notification on guest permission forms.

C. Refusal to Screen

Students and/or their guest who refuse to submit to alcohol detection screening at events where prior notice has been given will not be permitted to attend the Board of Education authorized activity. No refunds will be provided to these students or their guests. Parents/Guardians of these students will be contacted and informed of their refusal to screen.

D. Students Testing Positive

Students who test positive for consumption of alcoholic and/or intoxicating beverages will be subject to disciplinary action consistent with the Board's Discipline Policy #5144 and Drugs and Alcohol/Tobacco Policy

#5131.6. Their parents/guardians will be immediately called to pick the student up from the school-sponsored event.

E. Breathalyzers During the School Day

Trained school personnel may ask that a student submit to a breathalyzer test during the school day if, after careful evaluation, there is reasonable suspicion that a student may be under the influence of alcohol while in attendance at school. The breathalyzer test will be administered as noted above, with an opportunity for a second test after 10 minutes. If the student tests positive for a second time, their parents will be called and the student will face disciplinary consequences consistent with the Board's Discipline Policy #5144 and Drugs and Alcohol/Tobacco Policy #5131.6.

APPENDIX D

Search and Seizure

School administrators have the authority to conduct reasonable searches and seize materials in accordance with this policy for the purpose of maintaining a safe, orderly environment and for upholding standards of conduct established by the Board of Education or school. This policy does not apply to investigations conducted by law enforcement officials or to investigations conducted exclusively for the purpose of criminal prosecution.

Reasonable suspicion that a student has unauthorized or illegal materials is generally required before an individual may be singled out for a search. Reasonable suspicion is not required if a student freely, voluntarily and knowingly consents and agrees to the search of his/her person or personal effects.

1. Search of a Student and His/Her Effects

Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. A student and his/her effects may be searched if there are "reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school or the Board of Education." The way the search is conducted should be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."

- a) A "pat down" search of a student's clothing must be conducted in private by a school official of the same sex and with an adult witness present.

2. Search of a Locker, Desk and Other Storage Area

- A. Lockers, desks and other storage areas provided by the school system for use by students are the property of the school system. Such storage areas are provided for the temporary convenience of students only. The Board of Education authorizes the administration and/or law enforcement officials to search lockers and other school property available for use by students for the presence of weapons, contraband or the fruits of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- B. If the school administration reasonably suspects that a student is not maintaining a locker or other storage area assigned to him/her in a sanitary condition, or that the storage area contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found.
- C. When required by law and otherwise at the option of the building Principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building Principal.
- D. The decision to search shall be made by the Principal or the Principal's designee. The search shall be made in the presence of at least one witness. Discovery of illegal or dangerous materials shall be reported to the Superintendent.

3. Searches of Student Motor Vehicles

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to patrol student parking lots at any time, without notice or consent. The interiors of vehicles on school property may be searched if a school official has reasonable suspicion to believe that illegal, unauthorized or contraband items as defined in Student Discipline Policy #5144, other evidence of a crime or violation of district policy, or items which may be a threat to safety or security are contained inside.

4. Use of Trained Dogs

The District may elect to ask law enforcement officers to use specially trained drug dogs to alert the dog’s handler to the presence of controlled substances in school facilities, grounds and parking lots, at the discretion of the Superintendent or designee. The trained drug dogs may sniff lockers, student motor vehicles, and other inanimate objects. Such inspections are not considered searches and do not require notice or consent. Only the trained dog’s handler will determine what constitutes an alert by the dog. A drug dog’s alert constitutes reasonable suspicion for district officials to search the lockers, personal items or vehicles. Such a search by District officials may be conducted without notice or consent, and without a search warrant. Dogs may not be used for random searches of students or other persons.

**APPENDIX E
BACON ACADEMY DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES**

Situational Category	Immediate Action	Investigation	Notification of Parents	Notification of Police	Disposition of Substance	Rehab/Discipline
Student demonstrates at risk behavior for substance abuse, i.e., talks about use, demonstrates significant change in behavior.		Concerned person refers student to support services and/or EIP	Staff person may meet with the student.	Yes, if warranted.	Not applicable.	Not applicable.
A student is suspected of possible drug, alcohol, or other mood altering substance use on or off school premises.	Staff member will contact administration for assistance.	The building principal or his/her designee will investigate the incident. Investigation may include a search of student’s person, locker, desk, or other possessions in accord with Board policy.	Yes.	Not applicable.	Not applicable.	The student is informed of available help and encouraged to seek assistance.
A student contacts a staff member in regard to the drug, alcohol, or other mood altering substance use of another student.	The student who contacts a staff member is assisted and encouraged to convince the student with a problem to seek assistance. The counselor, nurse, or administrator may be contacted for assistance.	A staff member may meet with either student, if warranted.	Yes, if warranted.	Not applicable.	Not applicable.	Referral to EIP.
A student volunteers information about personal drug, alcohol, or other mood altering substance use and asks for help.	The student is informed of services available and encouraged to seek assistance. A staff member may request advice from the counselor, nurse,	Staff member may meet with student to assess level of substance involvement.	Only with the consent of the student unless there is a clear and imminent danger.	Not applicable.	Not applicable.	Referral to the EIP for recommendations. In addition: If use occurred on school grounds, during school hours or at a school related activity: up to 10 days suspension.

	administrator, social worker, or psychologist.					
A student has a drug, alcohol, or mood altering substance related medical emergency.	The nurse will be summoned. The student may be transported to a medical facility.	The building principal or his/her designee will investigate the incident. Investigation may include a search of student's person, locker, desk, or other possessions in accord with Board policy.	Yes.	Yes, especially in cases where the safety or the emergency victim or school population is at risk.	Analysis will be made, if warranted.	Referral to the EIP for recommendations. Suspension for use of substance: *5-10 days.
The student possesses drug related paraphernalia. No evidence of use.	Administrator is summoned. Paraphernalia is confiscated. Staff member writes an anecdotal report of the incident.	The building principal or his/her designee will investigate the incident. Investigation may include a search of student's person, locker, desk, or other possessions in accord with Board policy.	Yes.	If warranted.	Analysis, if warranted.	Referral to the EIP for recommendations. Up to 10 days suspension.
A student is in the presence of other students using drugs, alcohol, or other mood altering substances during school hours.	Administrator is summoned. Staff member writes an anecdotal report of the incident. Nurse will assess the student.	The building principal or his/her designee will investigate the incident. Investigation may include a search of student's person, locker, desk, or other possessions in accord with Board policy.	Yes. Parental conference may be arranged.	If applicable.	Not applicable.	Referral to EIP. Up to 10 days suspension.
A student possesses, uses or is under the influence of drugs, alcohol or other mood altering substance during school hours.	Administrator is summoned. Staff member writes an anecdotal report of the incident. Nurse will assess the student.	The building principal or his/her designee will investigate the incident. Investigation may include a search of student's person, locker, desk, or other possessions in accord with Board policy.	Yes. Parental conference arranged as soon as possible. Parent to come to school to pick up student.	Yes.	Analysis will be made at the discretion of the police.	Referral to EIP for recommendations. *5-10 days suspension/possible expulsion.
A student possesses, uses or is under the influence of drugs, alcohol or other mood altering substance at a school related activity on/off school property.	Chaperone will contact the group advisor and administrator. The chaperone or group advisor will write an anecdotal report of the incident and seek medical attention, as necessary.	The building principal or his/her designee will investigate the incident. Investigation may include a search of student's person, locker, desk, or other possessions in accord with the Board policy.	Yes. The student may be sent home at parental expense or detained until a parent can accompany the student.	Yes.	Analysis will be made at the discretion of the police.	Referral to EIP for recommendations. Further action as provided by the situational category will be administered following the administrator's investigation.
A student possesses, uses or is under the influence of drugs, alcohol or other	If medical emergency, bus driver will call 911. Otherwise,	The building principal or his/her designee will investigate the incident.	Yes. Parental conference arranged as	Yes.	Analysis will be made at the discretion of the police.	Referral to EIP for recommendations. Suspension from school up to 10 days.

mood altering substance on the school bus.	the bus driver will bring the student to school and contact the appropriate administrator. The driver will write an anecdotal report of the incident.	Investigation may include a search of student's person, locker, desk, or other possessions in accord with Board policy.	soon as possible. Parent to come to school to pick up student.			Suspension from bus - # of days at administrative discretion.
A student possesses, uses or is under the influence of drugs, alcohol or other mood altering substance at another school within the district.	Staff member will contact the building administrator or staff member in charge and the school nurse, if needed.	The building principal or his/her designee will investigate the incident. Investigation may include a search of student's person, locker, desk, or other possessions in accord with Board policy.	Yes. Parental conference arranged as soon as possible. Parent to come to school to pick up student.	Yes.	Analysis will be made at the discretion of the police.	Appropriate administrator will be contacted. Further action as provided by appropriate situational categories.
Repeat offense of student in possession, use or under the influence of drugs, alcohol or other mood altering substance.	Administrator is summoned. Staff member writes an anecdotal report of the incident. Nurse will assess the student.	The building principal or his/her designee will investigate the incident. Investigation may include a search of student's person, locker, desk, or other possessions in accord with Board policy.	Yes. Parental conference arranged as soon as possible. Parent to come to school to pick up student.	Yes.	Analysis will be made at the discretion of the police.	Referral to EIP for recommendations. 10 days out of school suspension. Possible referral for expulsion.
A student is distributing a drug, alcohol or other mood altering substance.	Administrator is summoned. Staff member writes an anecdotal report of the incident.	The building principal or his/her designee will investigate the incident. Investigation may include a search of student's person, locker, desk, or other possessions in accord with Board policy.	Yes. Requested to come to the administrator's office.	Yes.	Analysis will be made at the discretion of the police.	Referral to EIP. 10 days out of school suspension. Possible referral for expulsion.
A non-student possesses, uses, is under the influence of drugs, alcohol or other mood altering substance on school grounds or at school sponsored activities.	Administrator or his/her designee will be contacted immediately.	The building principal or his/her designee will investigate the incident. Investigation may include a search of the person, or his/her possessions in accord with Board policy.	Not applicable.	Yes, if warranted.	Analysis will be made at the discretion of the police.	Formal notification of restriction from school grounds in addition to police referral.
A student is in possession of a tobacco product and/or tobacco paraphernalia on school grounds or at a school sponsored activity.	Staff member notifies administration.	The building principal or his/her designee will investigate the incident. Investigation may include a search of student's person, locker, desk, or other possessions in accord with Board policy.	Yes.	Not applicable.	Product removed and disposed of by administrator.	Not applicable.

A student is using a tobacco product.	Staff member notifies administration and writes a misconduct report.	The building principal or his/her designee will investigate the incident. Investigation may include a search of student's person, locker, desk, or other possessions in accord with Board policy.	Yes.	Not applicable.	Product removed and disposed of by administrator.	Repeat offenders referred to EIP for recommendations. 1, 3, 5, 8, 10 days suspension.
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APPENDIX F

Students

Bullying Prevention and Intervention

The Colchester Board of Education is committed to creating and maintaining safe and positive school climates that are free from bullying, harassment and discrimination. To that end, Colchester school employees are expected to model positive, respectful, and supportive behavior toward students, parents, guardians/caregivers, and staff and help to create a collaborative school atmosphere that promotes appropriate social behavior by students in support of others.

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

In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device.

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

In accordance with the Board's policies on student discipline, and consistent with state and federal law, students who engage in bullying behavior shall be subject to school discipline and/or other appropriate interventions, up to and including suspension and/or expulsion.

Definitions of Bullying and Cyberbullying

For purposes of this policy, "**Bullying**" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same school district that:

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.

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

For purposes of this policy, "**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.

Potential OCR Violations

When bullying behavior targets a student based on a protected class, it may also be a violation of state and/or federal civil rights laws and must therefore also be investigated as a complaint as defined by federal legislation per the USDE Office for Civil Rights:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance.

Title IX of the Education Amendments of 1972 - prohibits discrimination based on sex in education programs and activities that receive federal financial assistance.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination based on disability in programs or activities receiving federal financial assistance.

Title II of the Americans with Disabilities Act of 1990 - prohibits discrimination based on disability in public entities.

I. Other Definitions

- A. **"Electronic communication"** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system;
- B. **"Hostile environment"** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- C. **"Mobile electronic device"** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or digital video disk, or equipment on which digital images are taken or transmitted;
- D. **"Outside of the school setting"** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;
- E. **"Prevention and intervention strategy"** may include, but is not limited to, (1) implementation of Positive Behavioral Interventions and Supports or another evidence-based model for safe school climate/bullying prevention, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.
- F. **"School climate"** means the quality and character of school life with a particular focus on positive relationships within the school community between and among students and adults.
- G. **"School employee"** means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.
- H. **"School-Sponsored Activity"** shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

II. Leadership and Administrative Responsibilities

A. Safe School Climate Coordinator

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent shall appoint, from

existing school district staff, a District Safe School Climate Coordinator (“Coordinator”). The Coordinator shall:

1. be responsible for implementing the district’s Safe School Climate Plan (“Plan”);
2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;
3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district’s Plan.

B. Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school (or principal’s designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in school.

III. School Employee Responsibilities

School employees who witness suspected acts of bullying or receive reports of bullying are required to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report.

In addition to prevention and intervention strategies, administrators, teachers and other professional employees should utilize opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of “bullying.”

IV. Development and Review of Safe School Climate Plan

Consistent with the requirements under state law, the Colchester Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, our Safe School Climate Plan:

1. Enables students to anonymously report acts of bullying to school employees and requires students and parents/guardians/caregivers of students to be notified annually of the process by which students may make such reports;
2. Enables/assists the parents/guardians/caregivers of students to file written reports of suspected bullying;
3. Requires the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section;
4. requires the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
5. includes a prevention and intervention strategy for school employees to deal with bullying;
6. provides for the inclusion of language in student codes of conduct concerning bullying;
7. requires each school to notify the parents/guardians/caregivers of students who commit any verified acts of bullying and the parents/guardians/caregivers of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;
8. requires a school administrator to invite the parents/guardians/caregivers of a student who commits any verified act of bullying and the parents/guardians/caregivers of the student against whom such act was directed to separate meetings to communicate to such parents/guardians/caregivers the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;
9. establishes a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
10. directs the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;

11. prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
12. directs the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
13. requires the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
14. prohibits bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
15. requires, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
16. requires that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (7) (above) and the invitation required pursuant to subdivision (8) (above) includes a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

The Colchester Board of Education approved the Safe School Climate Plan developed pursuant to this policy and submitted such plan to the Department of Education. The Board has made such plan available on the Board's and each individual school in the school district's web site and will ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

Legal References:

- Public Act 11-232, *An Act Concerning the Strengthening of School Bullying Laws*
- Conn. Gen. Stat. 10-145a
- Conn. Gen. Stat. 10-145o
- Conn. Gen. Stat. 10-220a
- Conn. Gen. Stat. § 10-222d
- Conn. Gen. Stat. 10-222g
- Conn. Gen. Stat. 10-222h
- Conn. Gen. Stat. §§ 10-233a through 10-233f

Policy adopted: January 14, 2003
 Schools
 Policy revised: January 13, 2009
 Policy revised: December 13, 2011

Colchester Public
 Schools
 Colchester, CT

APPENDIX G

USE OF PRIVATE TECHNOLOGY BY STUDENTS POLICY

Students may possess privately owned technological devices on school property and/or during school sponsored activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools.

Definitions :

Board Technology Resources

For the purposes of this policy, "Board Technology Resources" refers to the Board's computers and instructional

technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources owned and/or used by the school district and accessible by students.

Privately Owned Technological Devices

For the purposes of this policy, “Privately Owned Technological Devices” refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices.

Use of Privately Owned Technological Devices

Privately owned technology devices may be used during the school day, except when prohibited by staff.

Use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene or contains pornography;
- Cyber bullying;
- Using such device to violate any school rule, including the unauthorized recording (photographic or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by any Federal or State law.

Search of Privately Owned Technological Devices

A student’s privately owned technological device may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

Responsibility for Privately Owned Technological Devices

Students are responsible for the safety and use of their privately owned technological devices. If a privately owned technology device is stolen, lost, or damaged, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately owned technological devices with other students.

Disciplinary Action

Misuse of the Board’s technology resources and/or the use of privately owned technological devices to access or utilize the Board’s technology resources in an inappropriate manner or the use of such devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately owned technological devices on school property or at school-sponsored activities, and/or suspension or expulsion in accordance with the Board’s policies related to student discipline.

Access to Board Technology Resources

It is the policy of the Colchester Board of Education to permit students, using their privately owned technology devices, to access the Board’s computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students.

Additionally, it is the expectation of the Board of Education that students who access these resources while using privately owned technology devices will act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws.

Through the publication and dissemination of this policy statement and others related to use of the Board’s computer systems, as well as other instructional means, the Board educates students about the Board’s expectations for technology

users.

The Board technology resources shall only be used to access educational information and to promote learning activities both at home and at school. The Board considers access to its technology resources to be a privilege and not a right. Students are expected to act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws when using the Board technology resources. Failure to do so will result in the consequences outlined herein and in other applicable policies (including, but not limited to, the Safe School Climate Plan, the Student Discipline Policy and the Use of Computers Policy).

Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies. Students will be given specific information for log-on and access procedures using school accounts. No user may deviate from these log-on/access procedures. **Students are advised that the Board's network administrators have the capability to identify users and to monitor all privately owned technological devices while they are logged on to the network.** Students must understand that the Board has reserved the right to conduct monitoring of Board technology resources and can do so despite the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, students should be aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to access Board technology resources. This provision applies to any and all uses of the Board's technology resources and that any privately owned technological devices access same.

Harm to Board Technology Resources

Any act by a student using a privately owned technological device that harms the Board's technology resources or otherwise interferes with or compromises the integrity of Board technology resources will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

Closed Forum

This policy shall not be construed to establish a public forum or a limited open forum.

APPENDIX H

ADMINISTRATIVE REGULATIONS REGARDING STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY

Introduction

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

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

These computer systems are expensive to purchase, install and maintain. As the property of the district these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, access to the computer systems is a privilege, and not a right. Students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board's student discipline policy.

Monitoring

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer systems are often public in nature and general school rules for behavior and

communications apply. It is expected that users will comply with district standards and will act in a responsible and legal manner, at all times in accordance with district standards, as well as with state and federal laws.

It is important that students and parents understand that the district, as the owner of the computer systems, reserves the right to monitor and review the use of these computer systems. The district intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for district-related educational purposes.

As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to; oversight of Internet site access, the right to review emails sent and received, the right to track students' access to blogs, electronic bulletin boards and chat rooms, and the right to review a student's document downloading and printing.

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

Student Conduct

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but is not limited to the following:

- ◆ Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- ◆ Gaining or seeking to gain unauthorized access to computer systems;
- ◆ Damaging computers, computer files, computer systems or computer networks;
- ◆ Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator;
- ◆ Using another person's password under any circumstances;
- ◆ Trespassing in or tampering with any other person's folders, work or files;
- ◆ Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- ◆ Sending any copyrighted material over the system;
- ◆ Using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs;
- ◆ Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors;
- ◆ Transmitting or receiving email communications or accessing information on the Internet for non-educational purposes;
- ◆ Cyberbullying;
- ◆ Accessing or attempting to access social networking sites (e.g. Facebook, Twitter, MySpace, etc.) without a legitimate educational purpose.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

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

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

Internet Safety

The Administration will take measures: to assure the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications; to prohibit unauthorized access, including "hacking" and other unlawful activities by minors online; to prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; to educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response; and to restrict students' access to online materials harmful to minors, including obscene materials and child pornography.

APPENDIX I

Relations with Non-custodial Parents

The Board of Education, unless informed otherwise, assumes that there are no restrictions regarding the noncustodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit a certified copy of the court order, to the Superintendent, which curtails these specific rights.

Unless there are specific court-imposed restrictions, such as a final divorce decree which includes specific denial of visitation rights or a restraining order denying such rights, the non-custodial parent, upon written request may view the student's educational, medical or similar records maintained in such student's cumulative record, receive school progress reports, visit the child briefly at school and have an opportunity to conference with the student's teacher(s).

The Board of Education presumes that the person who enrolls a student in school is the student's custodial parent. Further, the parent with whom the student resides is known as the custodial parent unless a legal document or signed parental agreement indicates otherwise. Verification may be required from the custodial parent.

While both parents can visit the student at school, only the custodial parent has the right to remove the student from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school personnel anticipate possible student abduction, law enforcement personnel are to be notified immediately.

The custodial parent has the responsibility to keep the school office informed as to the address of residence, in a manner determined by the school, and how he/she may be contacted at all times. Any legal documents which restrict the rights of the non-custodial parent must be provided by the custodial parent.

APPENDIX J

Admission/Placement

District schools shall be open to all children five years of age and over who reach age five on or before the first day of January of any school year. Each such child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the program and activities of the school system without discrimination on account of race, color, sex, religion, national origin or sexual orientation. The Board will not act upon applications of individual students who are seeking admission and do not meet the minimum age requirements as defined by state law.

The parent of or a person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.

The parent of the person shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person with information on the educational opportunities available in the school system.

According to Connecticut General Statute 10-76d(b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

Each child entering the district schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and require immunizations. If the parents or guardians of any children are unable to pay for such immunizations, the expense of such immunizations shall on the recommendation of the Boards, be paid by the town. Proof of domicile may also be requested by the Building Principal.

Any child entering or returning to the district from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement, shall have the education records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.

The parent or person having control of a child seventeen years of age may consent to a child's withdrawal from school. The parent or person shall personally appear at the school district office and sign a withdrawal form. The withdrawal form (Regulation 5111(dd)) shall include an attestation from a guidance counselor or school administrator of the school that the school district has provided the parent or person with information on the education options available in the school system and in the community.

If a child seventeen years of age or older voluntarily terminates enrollment in a school district and subsequently seeks readmission, the local or regional board of education for the school district may deny school accommodations to the child for up to ninety school days from the date of such termination, unless the child seeks readmission to the school district not later than ten school days after the termination in which case the board shall provide school accommodations to the child not later than three schools days after the child seeks readmission.

Children who apply for initial admission to the district's schools by transfer from nonpublic schools or from schools outside the district will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

Children who have attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age twenty-one.

Legal Reference: Connecticut General Statutes

10-15 Town to maintain schools

10-15c Discrimination in public schools prohibited. School attendance by five-year olds, as amended by PA 97-247

10-76a – 10-76g re special education

10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) – as amended by PA 98-243, PA 00-157, and PA 09-06

10-186 Duties of local and regional boards of education re school attendance.

Hearings. Amended by PA 96-26, An Act Concerning Graduation

Requirements and Placement of Older Students

Appeals to state board. Establishment of hearing board

10-233a Suspension of pupils

10-233d Expulsion of pupils

10-233k Notification of school officials of potentially dangerous students. (as amended by PA 01-176)

10-261 Definitions

State Board of Education Regulation

10-76a-1 General definitions (c) (d) (q) (t)

10-76d-7 Admission of students requiring special education (referral)

10-204a required immunizations (as amended by PA 98-243)

Policy adopted: March 12, 2002

Policy revised: May 12, 2009

Policy revised: December 13, 2011

Colchester Public Schools
Colchester, CT

APPENDIX K

Personnel/Students

Surveillance on School Property

The Board of Education recognizes the value of electronic surveillance systems in monitoring and recording activity in school buildings and in vehicles used for school purposes in order to promote the health, welfare and safety of its students and staff.

Legal Reference: Connecticut General Statutes

Policy adopted: April 17, 2012
Public Schools

Colchester

Colchester, CT

APPENDIX L

Students

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religious creed, ancestry, color, national origin, sex, sexual orientation, gender identity or expression, marital status, age, or disability.

APPENDIX M

Mission – Goals – Objectives

Nondiscrimination

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religious creed, ancestry, color, national origin, sex, sexual orientation, gender identity or expression, marital status, age, or disability.

It is the intent of the Board of Education to provide a fair employment setting for all persons and to comply with state and federal law. The conditions or privileges of employment in the school district, including the ages, hours, terms and benefits, shall be applied without regard to an individual's race, religious creed, ancestry, color, national origin, sex, sexual orientation, gender identity or expression, marital status, age, disability, or veteran's status.

The District shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training and other terms, conditions and privileges of employment.

The District shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

Further, the District shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the District. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the District's ADA/Section 504 Coordinator. The District's coordinator is The Director of Special Education and Pupil Services.

APPENDIX N

ADMINISTRATIVE REGULATIONS REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

Colchester Board of Education Section 504 Grievance/Complaint Procedures:

Section 504 prohibits discrimination on the basis of disability. For the purposes of Section 504, the term "disability" with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment.

I. Definitions

Free appropriate public education (FAPE): for purposes of Section 504, refers to the provision of regular or special education and related aids and services that are designed to meet individual educational needs of students with disabilities as adequately as the needs of students without disabilities are met, that are provided without cost (except for fees imposed on nondisabled students/parents), and is based upon adherence to procedures that satisfy the Section 504 requirements pertaining to educational setting, evaluation and placement, and procedural safeguards.

Major life activities: include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

Mitigating Measures:include, but are not limited to, medication, medical supplies, equipment, appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics, hearing aids, cochlear implants, mobility devices, oxygen therapy, use of assistive technology, reasonable accommodations or auxiliary aids or services or learned behavioral or adaptive neurological modifications.

Physical or Mental Impairment: a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine or b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

II. Procedures for Grievances/Complaints Alleging Discrimination on the Basis of Disability

A. Any eligible person, including any student, parent/guardian, staff member, or other employee who feels that he/she has been discriminated against on the basis of disability may submit a written complaint to the district's designated Section 504 Coordinator within thirty (30) school days of the alleged occurrence. Timely reporting of complaints facilitates the prompt investigation and resolution of such complaints. If the complaint is made verbally, the individual taking the complaint will reduce it to writing.

B. At any time, when complaints involve discrimination that is directly related to a claim regarding the identification, evaluation, and/or educational placement of a student under Section 504, the complainant may request that the Section 504 Coordinator submit the complaint directly to an impartial hearing officer and request a hearing in accordance with Section III.D. Complaints regarding a student's rights with respect to his/her identification, evaluation and/or educational placement shall be addressed in accordance with the procedures set forth below in Section III.

C. Retaliation against any individual who complains pursuant to the Board's policy and regulations listed herein is strictly prohibited. The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting or complaint of disability-based discrimination, or as a result of an individual's participation or cooperating in the investigation of a complaint. The district will take necessary actions to prevent retaliation as a result of filing a complaint or the participation in an investigation of a complaint.

D. If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted directly to the Superintendent who may conduct the investigation or appoint a designee to conduct the investigation in accordance with these procedures.

E. Complaints will be investigated promptly within timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.

F. The complaint should contain the following information:

1. The name of the complainant;
2. The date of the complaint;
3. The date(s) of the alleged discrimination;
4. The names of any witness(es) or individuals relevant the complaint;
5. A detailed statement describing the circumstances in which the alleged discrimination occurred; and
6. Remedy requested.

However, all complaints will be investigated to the extent possible, even if such information is not included in the complaint. In such circumstances, additional information may be requested by the investigator as part of the investigation process.

G. Upon receipt of the complaint, the individual investigating the complaint shall:

1. Provide a copy of the written complaint to the Superintendent of Schools;

2. Meet with the complainant within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant believes have relevant information, and obtain any relevant documents the complainant may have;
3. Provide the complainant with a copy of the Board's Section 504 Policy, and these administrative regulations;
4. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. Communicate the outcome of the investigation in writing to the complainant, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within fifteen (15) school days from the date the complaint was received by the Section 504 Coordinator or Superintendent. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify how the district will remedy any identified violations of Section 504;
7. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, complainant will receive notice and interim measures may be implemented as necessary (see subparagraph 6);
8. Ensure that appropriate corrective action is taken whenever allegations are verified. When allegations are verified, ensure that compensatory services and/or other measures to remedy the effects of the discrimination are appropriately considered, and offered, when appropriate. Corrective action should include steps to avoid continuing discrimination.
9. In the event the investigator concludes that there is no violation of Section 504, the District may attempt to resolve the complainant's ongoing concerns, if possible.

H. If the complainant is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent for review and reconsideration within thirty (30) calendar days of receiving the findings. This process provides an opportunity for complainants to bring information to the Superintendent's attention that would change the outcome of the investigation. In submitting the complaint and written outcome for review, the complainant must explain why he/she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the investigator's determination in the case. Failure to do so may result in the denial of the review. Upon review of a written request from the complainant, the Superintendent shall review the investigative results of the Section 504 Coordinator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and complainant, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent shall provide written notice to the complainant of his/her decision within ten (10) school days following the receipt of the written request for review.

III. Complaint Resolution Procedures for Complaints Involving a Student's Identification, Evaluation, and/or Educational Placement

Complaints regarding a student's identification, evaluation, and/or educational placement shall generally be handled using the procedures described below. However, at any time, the complainant may request that the Section 504 Coordinator submit the complaint directly to an impartial hearing officer, and request a hearing in accordance with the provisions of subsection D (below).

Drug/Alcohol Violations

If a student with a disability violates the Board's policies relative to the use or possession of illegal drugs or alcohol, the Board may take disciplinary action against such student for his/her illegal use or possession of drugs or alcohol to the same extent that the Board would take disciplinary action against nondisabled students. Such disciplinary action is not subject to the complaint or due process procedures outlined below.

A. Submission of Complaint to Section 504 Coordinator

1. In order to facilitate the prompt investigation of complaints, any complaint regarding a student's identification, evaluation, and/or educational placement under Section 504 should be forwarded to the district's Section 504 Coordinator within thirty (30) school days of the alleged date that the dispute regarding the student's identification, evaluation and/or education placement arose. Timely reporting of complaints facilitates the resolution of potential educational disputes.
2. The complaint concerning a student's identification, evaluation and/or educational placement should contain the following information:
 - a. Full name of the student, age, and grade level;
 - b. Name of parent(s);

- c. Address and relevant contact information for parent/complainant;
- d. Date of complaint;
- e. Specific areas of disagreement relating to the student's identification, evaluation and/or placement; and
- f. Remedy requested. However, all complaints will be investigated to the extent possible even if such information is not included in the complaint. In such circumstances, additional information may be requested by the investigator as part of the investigation process.

3. Complaints will be investigated promptly within timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances.

4. Upon receipt of the complaint, the Section 504 Coordinator shall: a. Forward a copy of the complaint to the Superintendent of Schools; b. Meet with the complainant within ten (10) school days to discuss the nature of his/her concerns and determine if an appropriate resolution can be reached. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and other individuals who may have information relevant to the complaint;

c. If, following such a meeting, further investigation is deemed necessary, the Section 504 Coordinator shall promptly investigate the factual basis for the complaint, consulting with any individuals reasonably believed to have relevant information, including the student and/or complainant; and d. Communicate the results of his/her investigation in writing to the complainant and any persons named as parties to the complaint (to the extent permitted by state and federal confidentiality requirements) within fifteen (15) school days from the date the complaint was received by the Section 504 Coordinator. e. In the event that the person making the complaint contends that the Section 504 Coordinator has a conflict of interest that prevents him/her from serving in this role, the complaint shall be forwarded to the Superintendent who shall appoint an investigator who does not have a conflict of interest. B. Review by Superintendent of Schools 1. If the complainant is not satisfied with the findings and/or resolution offered as a result of the Section 504 Coordinator's review, he or she may present the complaint and the written statement of findings to the Superintendent for review and reconsideration within thirty (30) calendar days of receiving the findings. This process provides an opportunity for complainants to bring information to the Superintendent's attention that would change the outcome of the investigation. In submitting the complaint and written outcome for review, the complainant must explain why he/she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the investigator's determination in the case. Failure to do so may result in the denial of the review. 2. The Superintendent shall review the complaint and any relevant documents maintained by the Section 504 Coordinator/investigator and shall consult with the Section 504 Coordinator/investigator regarding attempts to resolve the complaint. The Superintendent also shall consult with the complainant. The Superintendent may attempt to resolve the complainant's concerns alone, or with another appropriate administrator. 3. Following the Superintendent's review, he or she shall communicate his/her findings to the complainant within ten (10) school days following his/her receipt of the written request for review. 4. If the complainant is not satisfied with the Superintendent's decision or proposed resolution, he/she may request that the Superintendent submit the matter to a neutral mediator or to an impartial hearing officer. This request for a hearing/mediation should be made within fifteen (15) school days of the Superintendent's decision. Mediation shall only occur by mutual agreement of the parties. C. Mediation Procedures: A parent or guardian may request mediation with a neutral mediator to attempt to resolve a disagreement with the decisions made by the professional staff of the school district with respect to the identification, evaluation, and/or educational placement of his/her child. 1. A request for mediation regarding a student's identification, evaluation and/ or educational placement under Section 504 should be forwarded to the district's Section 504 Coordinator within thirty (30) school days of the alleged date that the dispute regarding the student's identification, evaluation, and/or education placement arose. 2. The request for mediation concerning a disagreement relating to a student's identification, evaluation and/or educational placement should contain the following information: a. Full name of the student, age, and grade level; b. Name of parent(s); c. Address and relevant contact information for parent/complainant; d. Date of complaint; e. Specific areas of disagreement relating to the student's identification, evaluation and/or placement; and f. Remedy requested. 3. Upon receipt of a request for mediation, the Section 504 Coordinator shall: i. Forward a copy of the request for mediation to the Superintendent of Schools; ii. Retain a neutral mediator who is knowledgeable about the requirements of Section 504, and has an understanding of a free appropriate public education ("FAPE") under Section 504, and the distinctions between Section 504 and the regulations and requirements of the Individuals with Disabilities Education Act (IDEA). 4. The mediator shall inform all parties involved of the date, time and place of the mediation and of the right to have legal counsel or other representation at the complainant's own expense, if desired.

5. The mediator shall meet with the parties jointly, or separately, as determined by the mediator, and shall facilitate a voluntary settlement of the dispute between the parties, if possible.

6. All statements, offers, or discussions and/or information shared during the mediation process, but not available from other means, shall be confidential, and may not be used in a subsequent hearing or proceeding related to the disagreement that is the subject of the mediation.

7. If the parties are not able to reach a voluntary settlement of the dispute, the complainant may request an impartial hearing, as described below.

D. Impartial Hearing Procedures: An impartial due process hearing is available to the parent or guardian of a student disagrees with the decisions made by the professional staff of the school district with respect to the identification, evaluation, and/or educational placement of his/her child, or otherwise makes a claim of discrimination relating to the identification, evaluation, or educational placement of the student.

1. Upon receipt of a request for an impartial due process hearing, the Board shall retain an impartial hearing officer. The impartial hearing officer must be someone who is knowledgeable about Section 504, an understanding of a free appropriate public education ("FAPE") under Section 504, and the distinctions between Section 504 and the regulations and requirements of the Individuals with Disabilities Education Act (IDEA).

2. The impartial hearing office shall schedule a pre-hearing conference with the District and the Parent (or his/her legal counsel) to identify the issue(s) for hearing, set the hearing schedule, and address other administrative matters related to the hearing, including the option for mediation, and the right of the right to have legal counsel or other representation at the complainant's own expense, if desired;

3. The impartial hearing officer shall inform all parties involved of the date, time, and place of the hearing and of the right to present witness(es), other evidence, and to have legal counsel or other representation at each party's own expense, if desired.

4. The impartial hearing officer shall hear all aspects of the complainant's complaint and/or appeal concerning the identification, evaluation and/or educational placement of the student and shall reach a decision within forty-five (45) school days of receipt of the request for hearing. The decision shall be presented in writing to the complainant and to the Section 504 Coordinator.

An impartial hearing officer under Section 504 does not have jurisdiction to hear claims alleging discrimination, harassment or retaliation based on an individual's disability unless such a claim is directly related to a claim regarding the identification, evaluation, or educational placement of a student under Section 504. 6. The time limits noted herein may be extended for good cause shown, including but not limited to if more time is needed to permit thorough review, presentation of evidence, and opportunity for resolution.

For additional assistance regarding your rights under Section 504, you may contact:

Boston Regional Office
Office for Civil Rights
U.S. Department of Education
8th Floor
5 Post Office Square, Suite 900

Instruction

Title I Parent Involvement

The Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's schooling.

Pursuant to federal law, the District will develop jointly with, agree on with and distribute to parents of children participating in the Title I program a written parent involvement policy.

At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement.

In addition to the required annual meeting, at least three additional meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school Principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

Each school in the District receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting State standards.

Instruction

Title I Parent Involvement

The "School-Parent Compact" shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extra-curricular time; and
3. Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

(cf. 1110.1 - Parent Involvement)

(cf. 6161.3 - Comparability of Services)

Legal Reference: Improving America's Schools Act, P.L. No. 103-382, Sec. 1112 Local Education Agency Plans.

Improving America's Schools Act (IASA), P.L. 103-382.

PL 107-110, "No Child Left Behind Act of 2001," Title I- Improving the Academic Achievement of the Disadvantaged, Sec. 1118.

Policy adopted: June 8, 2004

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Instruction

District-Level Parental Involvement Compact

This District-Level Compact provides an understanding of the joint responsibility of the District and parents/guardians to improve student's academic achievement and school performance. To the end, the District provides opportunities for parents'/guardians' involvement at the District level through the:

1. The School Family Community Partnership Committee involves parents in the development of a District plan to assist all children, including low-achieving children, in meeting challenging academic standards by:
 - Acknowledging that parent involvement is crucial to student academic success.
 - Meeting to develop a District plan/policy.
 - Designing an annual evaluation instrument.
 - Communicating the District plan to all stakeholders.
 - Reviewing the plan annually.

2. Provision of coordination, technical assistance and other supports to assist schools in planning and implementing parent involvement activities to improve student academic achievement and school performance by:
 - Reducing barriers that prevent parent involvement.
 - Identifying resources available for schools to encourage parental involvement.
 - Collaborating with the community at-large.
 - Establishing and maintaining two-way communication in languages that parents can understand.
 - Providing guidelines for involvement, e.g. volunteering.
 - Insuring alignment and consistency among the policy, district plan and school compact.

3. Building schools' and parents' capacity for involvement by:
 - Educating the parents regarding the importance of parent involvement.
 - Providing early outreach to children prior to school entrance.
 - Incrementally introducing parents to the workings of the school system.
 - Communicating District expectations around student achievement through a variety of learning opportunities that include such topics as State and local academic standards and assessment.
 - Providing help that enables parents to work with their children to improve achievement.

INTEGRATED PEST MANAGEMENT PROGRAM - SCHOOL YEAR 2020-2021

Legislation was implemented by the Connecticut State Legislature with the intent of reducing to the greatest extent possible the amount of pesticides and herbicides used in and around public schools. The Colchester Board of Education approved a policy regarding the implementation and administration of a district wide integrated pest management program (IPM program) in October 2000. Legislation was later passed that restricts the use of herbicides on school grounds in grades K through 8.

A summary of the legislation follows:

Note: The term "pesticides" used throughout includes "herbicides" as well.

- Annually parents, guardians and staff will be notified that the BOE has an established IPM policy, be provided with a summary of the policy, and be advised that upon request they will be notified in advance of any pesticide application (except in an emergency situation). The annual notification will be included in each school's Student Handbook and be posted on the District's Website.
- **IF YOU WOULD LIKE TO BE NOTIFIED IN ADVANCE OF YOUR SCHOOL'S PESTICIDE APPLICATIONS PLEASE SEND A LETTER TO YOUR APPLICABLE SCHOOL PRINCIPAL REQUESTING THE NOTIFICATION. INCLUDE IN THE LETTER A DAYTIME TELEPHONE NUMBER THAT YOU CAN BE CONTACTED AT. YOU WILL SUBSEQUENTLY BE NOTIFIED BY TELEPHONE AT LEAST TWENTY-FOUR (24) HOURS IN ADVANCE OF THE APPLICATION.**
- Pesticides in schools and on school grounds can only be applied by a State certified pest control applicator. No pesticide applications can be done while school is in session or during after school activities (except in an emergency situation as defined by CT General Statutes).
- There is mandatory long-term record keeping requirements for all pesticide applications.
- Pesticides are to be utilized on an as needed basis only, rather than the traditional periodic treatment approach. Glue strips are utilized to monitor pest activity in key locations (kitchens, food storage areas, teacher lounges, family and consumer science classrooms, etc.). The glue strips are checked monthly by the contracted pest control applicator and if no pest infestation is noted no pesticides are applied. If a problem is noted an application is subsequently scheduled around school activity and parents and staff on the established notification list are notified.

To promote a successful IPM Program the following will be addressed:

- The staff, including teachers, custodians and cafeteria workers will be trained regarding the program.
- At each school the building envelope will be maintained to prevent pest infestations (cracks are sealed, weather stripping is maintained, vents and air intakes are screened, etc.).
- Proper food storage procedures will be implemented and monitored.
- Food usage, to the greatest extent possible, will be limited to certain areas of the school.

A complete listing of the pesticides and herbicides to be used in our schools if required is on file with the Director of Educational Operations. If you have any questions regarding the Integrated Pest Management Program, or the Board of Education's implementation thereof, please do not hesitate to contact the Director of Educational Operations Kendall Jackson.

Mario Hurtado, Director of Educational Operations

Telephone: (860) 537-2296 Email: mhurtado@colchesterct.org Web: www.colchesterct.org

**ASBESTOS MANAGEMENT PLANS
SCHOOL YEAR 2020-2021 NOTIFICATION**

The Colchester Public Schools, in compliance with federal law, has developed an asbestos management plan concerning the presence or suspected presence of asbestos-type materials within the district's school buildings, and the required inspections and related preventive measures. In accordance with federal law, members of the public, including parents, teachers and other employees, shall be permitted access to the asbestos management plans of the Colchester Public Schools. The district shall grant access to the management plan within a reasonable period of time after a request for access is received. Copies of all or part of the Asbestos Management Plan will be provided upon request at fifty cents (50¢) per page.

In April 2016 the Colchester Public Schools had all the schools in the school district re-inspected for asbestos in accordance with the federal AHERA Regulation in CFR 40 Part 763. The next tri-annual asbestos re-inspection will be performed in the spring of 2019. A copy of the re-inspection report for each school has been placed on file with the required Asbestos Management Plan which is on file in each school's administrative office.

Annually parents, guardians and staff will be notified of the location and availability of the aforementioned documents for the schools and school facilities listed below. The annual notification will be included in each school's Student Handbook and be posted on the District's Website.

The Asbestos Management Plans include the following: All asbestos inspection reports, response actions (scheduled maintenance work and operation and maintenance activities), periodic surveillance, and re-inspection activities.

- Bacon Academy, 611 Norwich Avenue
- William J. Johnston Middle School, 360 Norwich Avenue
- Jack Jackter Intermediate School, 215 Halls Hill Road
- Colchester Elementary School, 315 Halls Hill Road
- Old Bacon Academy, 84 Main Street
- Colchester Public Schools Maintenance Facility, 367 Halls Hill Road

For any particular school please refer to Section 8 of the school's Asbestos Management Plan for a complete description of confirmed or suspected asbestos material. The Colchester Public Schools custodial employees and the Town maintenance employees are aware of the existence of these materials and are trained in their proper care and maintenance.

If you have any questions regarding the Asbestos Management Plan, or the Board of Education's implementation thereof, please do not hesitate to contact the Director of Educational Operations Kendall Jackson.

Mario Hurtado, Director of Educational Operations
Telephone: (860) 537-2296 Email: mhurtado@colchesterct.org Web: www.colchesterct.org

**GREEN CLEANING PROGRAM IN SCHOOLS
SCHOOL YEAR 2020-2021 NOTIFICATION**

The State of Connecticut in accordance with CT Public Act 09-81 requires that each local and regional board of education implement a Green Cleaning Program for all school buildings and facilities in its district.

The Colchester Public Schools is committed to the implementation of this law by annually providing parents, guardians and staff with a written statement of the school district's Green Cleaning Program. The annual notification will be included in each school's Student Handbook and be posted on the District's Website.

1. Green Cleaning Program means the procurement and proper use of environmentally preferable cleaning products as defined by the State Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one or two third party organizations; *Green Seal* or *Eco Logo*.
2. By July 1, 2011, and thereafter, no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in the legislation include: general purpose, bathroom, and glass cleaners; hand cleaners and soaps; and floor strippers and finishes. The representative green cleaning products used by the school district are listed on "Attachment A". The products used may vary depending on the bidding results for the fiscal year 2017-2018, but will be in compliance with the legislation. The attached listing will be updated prior to the start of the school year.
4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by the CT Public Act 09-81.

The following statement will be part of this school district's program as stated in the legislation:

**"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."**

The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians and the facilities staff.

If you have any questions regarding the Green Cleaning legislation or the Board of Education's implementation thereof, please do not hesitate to contact the Director of Educational Operations Kendall Jackson.

Mario Hurtado, Director of Educational Operations
Telephone: (860) 537-2296 Email: mhurtado@colchesterct.org Web: www.colchesterct.org

ATTACHMENT "A"
GREEN PRODUCTS LISTING

The chart below lists the types, names and manufactures of the green products used by the Colchester Public Schools as well as the location / area of application and the approximate usage schedule.

PRODUCT TYPE	NAME	MANUFACTURER	LOCATION / AREA USED	FREQUENCY / SCHEDULE
All Purpose Cleaner	Arsenal Suprox	Hillyard Inc.	Hard Surfaces, Desks, Chairs, etc.	Daily
Hand Cleaner	Symmetry Foaming Hand Wash	Buckeye International	All Hand Sinks	Daily
Cleaner / Disinfectant	Arsenal Re-Juv-Nal	Hillyard Inc.	Restrooms and Fixtures	Daily
Glass Cleaner	Arsenal Green Select Glass Cleaner	Hillyard Inc.	Windows, Interior Glass and Mirrors	Daily
Floor Cleaner	Arsenal Top Clean	Hillyard Inc.	Tile Floors	Daily
Carpet Cleaner	Arsenal Carpet Pre-Spray	Hillyard Inc.	Carpeted Floors	Semi-Annually
Floor Cleaner	Arsenal Super Shine-All	Hillyard Inc.	Gym Floors	Weekly
Floor Stripper	Green Select Stripper	Hillyard Inc.	Tile Floors	Semi-Annually
Floor Finish	EP-22 Floor Finish	Hillyard Inc.	Tile Floors	Semi-Annually

