



NORTH BRANFORD INTERMEDIATE SCHOOL

STUDENT HANDBOOK

2017 – 2018

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This handbook belongs to:

NAME: _____ GRADE: _____ HOMEROOM: _____

NORTH BRANFORD PUBLIC SCHOOLS

2017/2018 Calendar



First/Last Day



No School



Early Dismissal

JULY 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 2017

4 Independence Day
Offices closed – no programs

JANUARY 2018

1 Holiday Recess – No School – New Year's Day
10 Early Dismissal - Professional Development
15 M.L. King, Jr. Day – No School

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2017

24-25 Professional Development
28 First Day for Students

FEBRUARY 2018

14 Early Dismissal – Professional Development
19 & 20 Winter Recess – No School (includes Presidents' Day)

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER 2017

4 Labor Day – No School
20 Early Dismissal - Professional Development

MARCH 2018

14 Early Dismissal – Professional Development
30 Good Friday – No School

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER 2017

9 Columbus Day – No School
18 Early Dismissal - Professional Development

APRIL 2018

11 Early Dismissal – Professional Development
16-20 Spring Recess – No School

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER 2017

6-7 Professional Development - No School (Students)
10 Veterans Day – School in Session
22 Early Dismissal
23 & 24 Thanksgiving Recess – No School

MAY 2018

9 Early Dismissal – Professional Development
28 Memorial Day – No School

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER 2017

13 Early Dismissal – Prof. Development
22 Early Dismissal
25 Christmas Day
25- Jan. 1 – Holiday Recess – No School (Includes Christmas and New Year's Day)

JUNE 2018

6 Last Day - Early Dismissal for Students*
*Weather or emergency days requiring the closing of schools will be taken from June—beginning June 7th

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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WELCOME

Welcome to North Branford Intermediate School. Our faculty and staff are dedicated to helping you be successful. We are enthusiastic about the educational programs and activities we provide. Students are encouraged to study, learn, participate, contribute and make a positive difference at NBIS. We want students to look forward to many enjoyable and worthwhile experiences. The policies and procedures detailed in this handbook are the result of a collaborative effort on the part of the faculty, administration, parents and students. This information will be valuable in helping students to adjust and become an integral part of our middle school.

The North Branford Board of Education policies and administrative procedures and practices change throughout the school year. The latest policies and administrative regulations are available at the Board of Education offices, and on the district website. If you have any questions about the applicability of a particular policy to a specific situation, questions may be directed to an appropriate administrator.

MISSION

We, the North Branford Intermediate School Community, are committed to the well-being and development of our children and recognize, respect and value the uniqueness of early adolescence. Therefore, we are committed to providing a safe, nurturing and stimulating environment within which each child will have opportunities to realize his or her fullest intellectual, physical, creative and social/emotional potential. We are committed to fostering life-long learning, self-sufficiency and critical thinking in our children. We are committed to helping children develop into responsible citizens who value diversity and are respectful of themselves and others and the world in which they live. To fulfill our mission, we will maintain high academic expectations, promote strong school/home/community partnerships, provide relevant learning experiences and promote character development.

WE BELIEVE

- All children can learn.
- All children want to learn.
- A home/school partnership is essential.
- Children need to learn to work independently and cooperatively.
- Children need to be able to function in a changing global society.
- Children must be empowered to become responsible for their own learning.
- Children possess multiple intelligences and learn by a variety of learning styles and at different rates.
- Education must be student-centered.
- Curriculum/programs must be flexible and adaptive to change.
- Children need to develop universal values, honesty, integrity, and respect for themselves and others.
- Children must be problem solvers, decision makers, and critical thinkers.
- Children must demonstrate civic responsibility and citizenship.
- Inclusion in the mainstream for all children is a guiding principle of a positive learning/growing environment.

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, religion, color, national origin, sex, sexual orientation, marital status, age, or disability, subject to the conditions and limitations established by law.

ANNUAL NOTIFICATION OF RIGHTS

Parents and eligible students are notified annually by the North Branford Board of Education of the rights accorded to them by the Family Educational Rights and Privacy Act (FERPA) OF 1974. Eligible students and parents are notified annually of their FERPA rights by the publication of these rights in the school's student handbook. The annual notification of rights informs eligible students and parents that they have a right to:

1. Inspect and review the student's education records;
2. Request amendment of the student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights or other rights;
3. Consent to disclosures of personal identifiable information contained in the student's education record, except to the extent that FERPA regulations authorize disclosure without consent;

4. File with the United States Department of Education a complaint concerning alleged failures by the North Branford School District to comply with the FERPA regulations; and
5. Obtain a copy of the North Branford School District policies for student education records. Copies of these policies are located in the Office of the Superintendent of Schools and in the Principal's office of each school in the district.

RECORDS POLICY or FERPA NOTICE (including disclosure to military recruiters)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, 'directory' information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact this agency at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

ACCEPTABLE USE POLICY

According to the Acceptable Use Policy of the North Branford Board of Education (P1370), parents must sign an agreement to allow their student to have an individual North Branford Educational Network account. Parents may request alternative computer activities for their children that do not require Internet access. Said agreement is signed upon registration in the North Branford Public Schools and remains in effect unless and until written notification revoking the authorization is provided to the school office. If access was not authorized at the time of registration, a parent may change the status by completing the referenced agreement.

ACTIVITY BUS

MONDAY THROUGH THURSDAY – An activity bus is provided for students remaining after school to participate in school-sponsored activities (e.g. clubs, intramurals, etc.). The activity bus may now be used by students serving after-school detention, provided they are with the office detention supervisor until 4pm and receive a pass to take the bus home. There is no Friday activity bus. There are four buses; two going to Northford, the other two to North Branford. They leave the school at approximately 4:00 p.m. Parents should be aware that, because there is limited busing for each end of town, the ride home would probably be longer than that of the regular school bus and students may not be dropped off at their regular bus stops. Students still waiting for a ride when the activity bus arrives will be asked to take the activity bus home, because no staff will be present to supervise students after such time.

ASSIGNMENT NOTEBOOKS

Each student is issued a planner at the beginning of every school year. It is the student's responsibility to use this planner faithfully. It will be an asset to help in organizing your studies. Parents will find this planner helpful in monitoring their child's homework. There will be a charge for the replacement of lost planners.

ATHLETICS

NBIS is very proud of its athletic teams. The Administration encourages each and every student, parent, and faculty member to attend the various athletic events. North Branford students are expected to treat visiting teams and fans in a courteous and respectful manner.

ATHLETIC RULES

It is important for students and parents to realize that participation in the North Branford interscholastic athletic program is not a right, but a privilege which is afforded to those individuals who possess the ability, attitude, disposition, cooperative spirit, and desire to represent the student body, the school district, and the North Branford community in a manner which reflects favorably upon their school. Athletics are completely voluntary and no student is obligated to take part. There are some special standards and expectations in the area of academics, citizenship, training rules, and sportsmanship with which participants must comply. It is essential that student athletes and parents must be familiar with all rules and regulations governing athletic participation in the North Branford Schools. It is important to remember that the school reserves the right to revoke the privilege of participation if a team member does not conduct himself or herself in an acceptable manner.

The following rules will apply to all athletes:

1. In order to be eligible to practice or play on a given day, an athlete must be in school four consecutive hours. In cases of emergency absences, the Athletic Director will make the final decision regarding participation.
2. An athlete suspended from school will not be allowed to practice or play in games through the duration of the suspension. In addition, each coach will have the option of further action, in line with his or her own training rules.
3. The decision as to whether a player participates in a regularly scheduled contest is left to the discretion of the coach, subject to review by the Athletic Director and Principal.
4. Athletes are responsible for all uniforms and equipment issued to them and will be held financially liable for any losses or damages.
5. All injuries must be reported to the coach and school nurse.
6. A physical examination is required before active participation in a sport.
7. All athletes must observe good sportsmanship at all times.
8. Students who are failing two or more courses (as determined by the most recent midterm or end-of-term grades) are not eligible to participate on a team.
9. Athletes must ride to and from away games with their team on the bus unless prior **written** arrangements have been made.

ATHLETIC PHYSICALS

Any student participating in any sport must have a complete physical by his/her physician. No student will be allowed to participate without a physical. All physicals must be turned in to the school nurse prior to the start of tryouts and practice. All physicals will be valid for one school year and in all sports for the duration of that year. The required forms are available at the NBIS main office.

ATTENDANCE AND ELIGIBILITY REQUIREMENTS AT NBIS FUNCTIONS

Only students who attend class at NBIS are eligible to attend NBIS sponsored activities (athletics, clubs, dances, etc.). In order to attend these activities, students must be in attendance on the day of the event or, in the case of a weekend event, they must have attended school the previous Friday. Students who are suspended in or out of school are not eligible to attend any school activity on the day of suspension. Students must be present at school for a minimum of four consecutive hours in order to be eligible to attend an evening event on the same day. Organizations that independently sponsor activities at NBIS will determine their own rules for attendance.

ATTENDANCE/TARDINESS

Every school year there are families that opt to take vacation time (or attend sporting events) when school is in session. We realize that these decisions are made with the very best of intentions. For instance, parents' vacation time may not align with their child's. Some parents may seek to take advantage of less expensive airfare and other travel discounts by vacationing during off-seasons. Some students belong to traveling athletic teams that schedule tournaments, which fall during the school day/week. Some parents opt to have their children participate in "take your child to work" day activities. Please keep in mind that lost instructional time is never recovered, even if the child makes up missed work or assessments. The child is denied the benefit of direct instruction, class discussion, group work, and guided practice. The child returns to school behind his/her classmates, placing him/her at a distinct disadvantage.

Please be advised that staff members will not provide advanced work for students to complete during scheduled absences due to vacation (or similar). Homework and class work is assigned on a day-to-day basis based on the learning that takes place during each class period, and is subject to change. However, reasonable attempts to help the child catch up will be made upon his/her return to school.

School staff members work hard to make sure that the required instruction takes place within the confines of the school day and year. Any loss of time due to vacations, sporting events, or habitual lateness to class can create learning gaps in a child's education. Illness cannot be anticipated or avoided, and sick or contagious children should not report to school. However, it is essential that students report to school on time and on a daily basis under all other circumstances. We appreciate the support of families in this important matter.

DISTRICT ATTENDANCE POLICY

There are three assumptions or philosophical points upon which this attendance policy is based:

1. Time lost from class is irretrievable in terms of opportunity for instructional interaction.
2. Not all classroom learning experiences can be measured by written tests.
3. For a student to receive a passing grade and subsequent credit, the student has an obligation to give as well as receive in the context of the classroom setting.

Statement of Policy:

Regular and punctual student attendance in school is essential to the educational process. Connecticut General Statutes Section 10-184 requires each parent or guardian of a child five to eighteen years of age cause such child to attend a public day school regularly during the hours and terms the public school in the district wherein such child resides is in session, unless such child is a high school graduate or the parent/guardian is able to show that the child is receiving equivalent instruction elsewhere. Connecticut state law therefore places responsibility for assuring that students attend school with the parent or guardian.

Important Definitions:

- Absence - any day during which a student is not "in attendance" at his/her assigned school, for at least one half of the school day.
- Excused absence - an absence from a regularly scheduled school day for at least one-half of the school day; for which absence, the school has received written documentation describing the reason for the absence within ten (10) days of the student's return to school, or the child has been excluded from school in accordance with §10-210 of the Connecticut General Statutes.
- Truant - any student five (5) to eighteen (18) years of age, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.
- Unexcused absence - any absence from a regularly scheduled school day for at least one half of the school day, unless the absence is an excused absence as defined above or the absence is disciplinary in nature.

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.

Reports to the State Regarding Truancy Data

Each year the board of education shall include information regarding truancy in the strategic school profile report for each school and for the school district as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education to comply with federal reporting requirements and the actions taken by the board of education to reduce truancy in the school district.

School-based Attendance Requirements

The definitions of excused and unexcused absences contained in this policy relate to truancy. Additional requirements may be imposed on a school by school basis, including but not limited to 1) the withholding of credit, 2) suspension from co-curricular or extra-curricular activities, and 3) retention.

Interrupted School Days:

1. "Interrupted school day" means any of the following:
 - "Tardy" means arrival at school after the official start of the school day. **Students not in their homerooms at the 7:40 bell will be marked tardy and must sign in at the main office.**
 - "Early dismissal" means a departure from school prior to the official closing of the school day.
 - "Early dismissal with return" means a departure from school and a return prior to the official closing of the school day. Students must be in attendance for at least one half of the school day.
2. "Maximum absences" means 20 (either excused or unexcused) absences per year.

Students who exceed the maximum absences may be retained or required to attend summer school before being promoted to the next grade. An appeal process has been established in each school to allow parents and students to request reinstatement of promotion due to extraordinary circumstances.

REPORTING ABSENCES AND TARDINESS

Connecticut General Statute 10-184 requires that all student absences and tardiness be reported to the school office. Whenever your child is absent or tardy, the school should be notified. For the parent's convenience, we maintain a 24-hour attendance voice mail. **Parents are asked to contact the office at 203-484-1247 before 7:30 AM.** Voice mail allows you to leave a message regarding absence. Any absence reported by the teacher but not by the parent will alert the school to a potential problem and will necessitate a call to you either at home or at work. Please make sure the school office has current phone numbers. It is critical that the school is notified of absence/tardiness – it is not only a legal issue but also a matter of safety for all of our children.

Reporting an absence to the attendance line accounts for the student; however, it does not qualify the absence as being an "excused absence."

DOCUMENTING AN EXCUSED ABSENCE

In order for a student absence to be considered an "excused absence," NBIS must receive written documentation describing the reason for the absence within ten (10) days of the student's return to school. In addition, the following conditions must be met:

1. Any absence before the student's 10th absence is considered as excused if the student's parent/guardian approves such absence and submits appropriate written documentation (i.e. a signed parent note, doctor's note, note from school official who communicated with a parent, etc.). Neither voice mail, e-mail nor text message shall serve to satisfy the requirement of written documentation.

2. For the student's 10th absence and all subsequent absences, only the following reasons with the appropriate written documentation, submitted within ten school days of the student's return to school, will constitute an "excused absence". Please note that several of these reasons require documentation beyond that of a written parent note:

- Student illness (written documentation must be signed by a medical professional);
- Religious holidays;
- Mandated court appearances (written documentation must be in the form of an official document of the legal requirement to appear);
- Funeral, death in the family, or other emergency beyond the control of the student's family;
- Lack of transportation that is normally provided by a district other than the one the student attends;
- Extraordinary educational opportunity (written pre-approval from school administration required).

Failure to provide the proper documentation for absence can lead to truancy, which by definition is: any student five (5) to eighteen (18) years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.

These school regulations are consistent with the North Branford BOE Student Attendance and Truancy Policy (P1020), as well as meeting the requirements of the State Board of Education.

RETENTION DUE TO POOR ATTENDANCE

In grades 6-8, students who are absent more than 20 days will be subject to consideration for retention. These days will include **all absences** – excused and unexcused with the exception of suspensions. Students and their parents will be warned by their respective schools after reaching 10 days of absence. Upon exceeding **20 days of absence**, the student's record of attendance will be verified by the building administrator or his/her designee. The parent/guardian will then receive written notification of retention. The student and his/her parent/guardian may appeal the decision within 10 days by submitting an **Attendance Appeal Request Form** (available in the main office) to the school counselor within 10 school days of retention notification. The **Attendance Review Committee** will judge each case individually and may (according to circumstances) recommend retention in the same grade for the following year, summer school, or place the student on probation if the allowable number of absences was exceeded due to extended or chronic illness. The committee **may** require parents and/or students to meet with the committee before making a final decision. The Attendance Review Committee will notify the parents in writing of its decision within 10 school days of the Attendance Appeals Committee meeting. The decision will be communicated to the Superintendent and Director of Pupil Personnel Services. If a student is recommended for retention, he/she will be required to attend school for the remainder of the year. The Attendance Review Committee will review each case in June and may, upon review of the student's attendance record and academic progress, reverse its decision for retention or establish a category for promotion to the next grade upon successful completion of a summer program at parent expense. If the Attendance Review Committee does not reverse its decision or if the student does not successfully complete the summer school program, the student will be retained. Parents/guardians will be informed of this final decision by June 30th. **The decision of the Attendance Committee is final.** The principal will only review decisions if new information becomes available.

REFERRAL TO SUPERIOR COURT FOR JUVENILE MATTERS

According to the Connecticut General Statutes effective July 1, 1991, parents and school personnel have a legal obligation to ensure regular school attendance. Procedures and regulations exist for those students who are truant from school. The school district has the right to require a physician's documentation or other appropriate certification for absences in excess of five consecutive days or a total of 15 days in any school year. When a student is identified as truant, the Principal or his designee will conduct a meeting with the parent, the student, the school nurse, and school counselor. The meeting will occur not later than ten (10) school days after the child's fourth (4th) unexcused absence in a month or tenth (10th) unexcused absence in a school year and will be for the purpose of reviewing and evaluating the reasons for truancy. If a student is truant, and the parent or guardian of such student fails to attend the meeting described above, the school shall file a written complaint with the Superior Court for each such truant student, alleging that the acts or omissions of the student are such that his/her family is a family with service needs. School personnel are obliged to report habitual truancy to the Superior Court.

ATTENDANCE PROCEDURE

1. If a student is absent from or tardy to school, the parent/guardian is expected to contact the school attendance line: **(203 484-1247)** by 7:30 a.m.
2. If the school has not heard from the parent/guardian or designee by the designated time, then a telephone call will be made via the SchoolMessenger system to the parents/guardians in order to verify a student's absence. Reasonable effort will be made to contact the parent/guardian if they are not reached. Please keep daytime phone numbers current with the school's main office and update your SchoolMessenger information as necessary. A letter will notify parents who repeatedly fail to contact the school regarding their child's absence with a copy submitted to the Superintendent.
3. When your child returns to school, please send him/her back with signed documentation. Documentation can be written by a parent (absences one through nine) and should be returned to the homeroom teacher.
4. If your child is absent for a 10th time, please send him/her back with signed documentation that meets the criteria described in this section (***DOCUMENTING AN EXCUSED ABSENCE***).
5. Students absent for a total of ten (10) days will be referred to the Attendance Review Committee for monitoring.
6. Teachers are expected to report, to the building administrator, any pattern of absences and/or tardiness so the problem can be addressed immediately.

REQUEST FOR LATE ARRIVAL, EARLY DISMISSAL OR RELEASE FOR PART OF SCHOOL DAY

A request for late arrival, early dismissal or release of a student for part of the school day is appropriate only in **emergency or unusual situations**. These occurrences will be documented by the school office.

Parents requesting late arrival entrance or dismissal before the scheduled end of the school day or release of the student for part of the school day must make a written request in advance to the building administration. **Students should present early dismissal notes to their homeroom teachers before school.** If not known in advance, the parent or guardian shall make the request **in writing**, immediately upon entering the building and receive permission from the principal or designee for the student to enter class or to leave early.

Students will not be authorized to arrive late, to be dismissed early or to be excused from any part of the regular school day for the purpose of taking regularly scheduled private lessons of any kind or for activities of a reoccurring nature.

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

The following students are subject to exemptions from usual requirements within the district:

1. A student who attends a private or parochial school;
2. A student who is handicapped, as defined by law, or for whom the P.P.T. has determined that the student is exempt from the attendance policy;
3. A student who has a temporary physical or mental handicap which renders attendance unfeasible, requiring a certificate from a qualified physician specifying the following:
 - a. Condition
 - b. Prescribed treatment
 - c. Anticipated length of absence
4. A student who has been suspended in accordance with the requirements of law;
5. A student who has been expelled in accordance with the requirements of law and who has been assigned to an alternative educational program, as appropriate;
6. A student who attends a non-public home-based educational program.

The parent establishing a Home School Instruction Program will certify in writing on State of Connecticut forms furnished by the district for that purpose, a statement containing the name, age, place of residence and number of hours of attendance of each student enrolled in said program. These forms will be submitted for verification, signed by the Superintendent and kept on file. Periodic assessments of student progress are required and the results must be submitted to the district or to a private or parochial school in the state annually.

CONSEQUENCES FOR BEING LATE TO SCHOOL (TARDY)

Students are allowed five unexcused tardies each semester (half year). After five tardies, a warning letter will be sent home. Beginning with the sixth unexcused tardy, and for every subsequent unexcused tardy during each semester (up to nine); the student will receive a 25-minute lunch detention. On the tenth unexcused tardy (up to fourteen), the student will receive a one-hour after school detention. Any further tardies will be dealt with individually, but consequence may include a two-hour after school detention, Saturday School, or an ISS day.

BOOKS AND SCHOOL PROPERTY

Each year students are loaned books and, from time to time, other school property. These items are the property of the North Branford Board of Education and it is expected that students will take good care of any such property and return these in the same condition as when received. Any student who does not return property will be responsible for the replacement cost. Any student returning an item, which shows unreasonable wear/damage, will be charged a fine or, if required in the case of a book, charged for rebinding. Textbooks are numbered; the same number text must be returned. Textbooks must be covered at all times. A student's final report card will be withheld until all payments due the school have been made in full. Any outstanding financial obligations will be added to Grade 8 dues. Students will not be permitted to participate in Grade 8 activities until all financial obligations have been met. Additionally, failure to pay for an elective trip or special event may disqualify a student from participation in such future trips until the debt is paid. Students who have not reconciled their accounts with the library may be excluded from all library use. A student's debt will be transferred to the high school if not paid by the first day of his/her Grade 9 school year. **We realize that most students exercise great care in protecting school property and we ask that everyone work together to support responsible use of school materials.**

BUILDING HOURS

Parents transporting their children to school are asked to drop them off **after 7:20 am** and pick them up **at 2:05 pm**, unless the student is involved in a supervised activity. Students are not permitted in the building before 7:20 am, because supervision is not available before teachers arrive at school. Similarly, students who stay after school for a club ending at 4pm should plan to take the late bus if their ride is not waiting for them at 4pm dismissal.

BUS DISCIPLINE POLICIES

- The bus driver will refer discipline problems to the office.
- The first "Bus Conduct Report" will automatically warrant a conference with the student. In addition, the student will be placed on "probation."
- If the first "Bus Conduct Report" indicates clear evidence of destruction of property, dangerous behavior and/or disrespect for authority, the student could be suspended from the bus for 1 to 3 days.
- With each succeeding "Bus Conduct Report" the student could be denied privileges for up to 10 days.
- Conferences with parents, bus drivers and/or bus company representatives will be scheduled as needed.
- All school rules will remain in effect while a student is on the bus. Therefore, violations may result in further disciplinary measures (i.e. after-school detentions and/or suspension from school).
- Any student or parent may bring bus concerns to the attention to the building administrator at any time.

BUS DISMISSAL

Bus dismissal starts at 2:05p.m. Specific bus numbers will be announced over the public address system. Students need to wait in homeroom until their individual buses are called. Students should be seated, remain quiet, and listen carefully as buses are not always called in the same order every day. Students with permission to walk home or those students staying after for an activity should remain in homeroom until they are called to leave their homerooms. Students are expected to only ride their assigned buses, unless they have submitted written parental requests to their homeroom teachers before school.

CAFETERIA RULES

1. Enter the cafeteria in a quiet and orderly fashion. No running!
2. Changing seats is not permitted.
3. Do not get out of your seat without permission, unless you are getting up to return your tray or throw out trash.
4. Do not contribute to excessive noise by shouting, etc.
5. Do your part to keep the tables and floor clean.
6. When the students at your table are dismissed, proceed back to your classroom in an orderly manner. Since classes will be in session, please keep the noise level to a minimum in the hallways. Again, no running is permitted!
7. No electronic devices are allowed in the cafeteria.
8. No food or drinks should be taken out of the cafeteria unless they are unopened and in your lunch box, bag, etc.

CELL PHONE POLICY

Students are discouraged from bringing a cell phone to school. However, if a student does possess a cell phone, then it must be turned off and kept out-of-sight throughout the school day. Violators will face disciplinary action, including confiscation of the cell phone and an office referral. These cell phone rules are in effect at all school functions, including school dances.

CONFERENCES

Specific dates in November or December will be designated for parent conferences. However, parents are encouraged to call teachers whenever they would like a conference to discuss their child's progress.

DISCIPLINE CODE

To protect every student's right to a free public education, each student at NBIS has the responsibility to ensure that his/her conduct does not interfere with his/her own educational process, or that of other students in the NBIS community. The disciplinary policy at NBIS is guided by PBIS (Positive Behavior Intervention and Supports) and is given to 1) help the student reflect on his/her poor decision making/actions, 2) to assign the consequence of limited privileges, and 3) to assist students in meeting the PRIDE expectations (Productivity, Responsibility, Integrity, Dependability and Empathy) in all school interactions.

GENERAL RULES GOVERNING STUDENT CONDUCT

The following are listed to help all students clearly understand what offenses may be considered serious enough to interfere with the learning process. Again, these behaviors are listed as guidelines that may be modified pending individual circumstances. A progressive disciplinary process will be used at the discretion of the administrators. Consequences can include homeroom detention, lunch detention, 30-minute detention, 4:00 detention, exclusion from class, Saturday School, suspension or expulsion.

MINOR OFFENSES

- Gum chewing
- Horseplay with no injury
- Out of class without a pass
- Tardy to class
- Cell phone is visible, rings, or is in use
- iPod or other technology device visible or in use
- Dress code violation
- Running
- Possession of a laser pointer
- Inappropriate language not directed at someone
- Buying or selling items in school
- Minor misuse of computers/technology
- Minor class disruption
- Property misuse (jamming locker with object)
- Minor bus infraction
- Leaving homeroom without permission

MAJOR OFFENSES

- Destruction of property/vandalism
- Sexual harassment
- Bullying/Verbal Physical Threats/Harassment
- Possession/use/sale of alcohol, inhalants, drugs or drug paraphernalia (or being under the influence at school)
- Possession/use/sale of tobacco, electronic cigarettes, or smoking paraphernalia
- On school grounds during OSS- trespassing
- Serious bus infraction
- Cutting class/homeroom/detention
- Forgery
- Abusive language or obscene gesture to staff or student
- Serious misuse of computers/technology
- Misbehavior in office detention/ISS
- Minor offenses that are chronic in nature (insubordination)
- Action involving physical contact where injury might occur
- Serious class disruption resulting in removal from class

- Insubordination (failure to comply with staff member's directive)
- Leaving school without permission
- Cheating/plagiarism
- Fighting/assault
- Theft
- Possession of any device that could start a fire; possession of fireworks
- Intentional behavior that endangers others
- Possession of knife, dangerous instrument, or weapon
- Gambling
- Initiating a false alarm/threat

NOTE: Other actions that display gross disregard for the rights or property of others and/or for the orderly educational process of the school, chronic misbehavior or certain very serious behaviors may result in suspension up to 10 days in length and/or police referral and/or recommendation for expulsion from school. The complete suspension and expulsion policy is available at www.northbranfordschools.org.

- The discipline code assumes the availability of an in-school suspension program. Should one not be in place or available, out-of-school suspension will be used in place of in-school suspension. The administration may, at its discretion, substitute in-school for out-of-school or out-of-school for in-school suspension.
- This discipline code applies to all students while on school grounds, while at any school-sponsored event and, in some cases, to infractions that may have occurred off school grounds and/or not at a school-sponsored event.
- Students are not permitted to participate in after school or evening activities on the day of an in-school or out of school suspension.
- Parents will be notified of all disciplinary consequences in writing. Notices will be sent or contact will be made with parents and students (at minimum) the day before an after school detention is to be served. The notice will state the misconduct that resulted in a consequence. Students serving detention will be permitted to ride the late bus home at 4:00pm when detention ends. Students serving a detention (until 2:50) may wait in office detention until 4:00pm if they do not have parent transportation and are planning to take the late bus home.
- **School administration reserves the right to involve the North Branford Police Department when there is suspicion that a crime may have been committed.**

DRESS GUIDELINES

We have supplied these guidelines for student dress with the premises in mind that North Branford Intermediate School is first and foremost a place for academic learning. Therefore, as a basic and encompassing rule, any student dress, which is distracting or disruptive to the educational process, is inappropriate and will not be allowed. The following are not to be considered all-inclusive:

1. Shoes, sandals, sneakers or other appropriate soled footwear must be worn at all times. Laced shoes should be tied and secured.
2. Clothing should cover undergarments and provide appropriate coverage.
3. No hats or other headgear allowed.
4. No book bags may be carried during the school day.
5. Revealing clothing, such as baggy low-lying pants, low-cut shirts, or shirts that expose the midriff are not considered appropriate for school.
6. Attire or accessories containing messages of profanity, sexual innuendo or referring to drugs, alcohol, tobacco or other illegal substances are prohibited.
7. Chains that hang from clothing can be unsafe and are not allowed.
8. Students should be dressed appropriately for the indoor climate at school. Outerwear is not allowed in class.
9. In accordance with our zero tolerance policy, any item that represents or symbolizes groups that promote violence or harassment is prohibited.

We believe that student attitude and behavior can be influenced by personal attire. This attitude and behavior can have a direct impact on performance in school. It is because of our concern for each student's best performance in school that we publish these guidelines, not from a desire to be restrictive and punitive. We hope that they are of assistance to everyone. The above list is not all-inclusive, but rather a general guideline.

EMERGENCY CLOSING

When the decision to close school has been made because of inclement weather or hazardous conditions, parents will receive a phone message from our automated call system in the early morning. Parents, students, and employees are asked to refrain from calling the school for information on emergency school closings. When a school day must be shortened due to weather, announcements will be made using the same automated messaging system. Emergency closings will be rescheduled according to the published school calendar.

EXEMPTION FROM INSTRUCTION

It is the responsibility of the administration to implement, for all students within the district, the curriculum and content of instruction as established by the Board. All students shall participate in that curriculum unless exempted in accordance with BOE Policy P3045. Requests for exemptions shall be in writing, from the parent or guardian, and submitted to the building principal for approval. Students who receive exemptions under this policy shall comply with the requirements of alternative instruction as assigned.

FIELD TRIP REGULATIONS

Being committed to the well-being and development of each student in our school and recognizing, respecting and valuing the uniqueness of their early adolescence, the administration, faculty, and staff of NBIS have committed themselves to providing an academic environment that is both safe and educational. One means to achieving this goal is by providing students with the opportunity to attend field trips. Field trips are for academic or enrichment purposes at NBIS and are determined at the discretion of the teacher, team of teachers or administration. **As such, it is a privilege, not a right, for a student to participate in a field trip.** A student may be excluded if the administration feels the child's safety or that of other students or adults may be jeopardized by the student's participation.

Students may be asked to pay for all or part of the expenses of field trips. However, no child will be excluded from a field trip due to inability to pay. Parents or guardians will receive written prior notification of a field trip within the school system. Students will be required to have written permission for any field trip outside of the school system.

FIRE DRILLS

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students will immediately line up and follow teacher's directions to the nearest exit. Running is not permitted. Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until the signal is given to re-enter. No one is to return to the building until the Principal or an authorized representative gives the signal. Misconduct during evacuation procedures will result in disciplinary action.

GIFTED AND TALENTED INSTRUCTION

Please refer to the North Branford Public Schools Website.

HOMEWORK POLICY

Home study is a necessary part of each pupil's educational program. Each student is expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. If a student is expected to be absent for **3 or more days (due to illness)**, parents may contact the school Guidance Office at 484-1506 for his/her assignments. Please give us 24 hours to contact teachers and compile everything that is necessary.

HONOR ROLL

Any student earning a total average grade of 87.00 to 91.99 with no grade lower than a B- will qualify for a place on the **Honor Roll**. However, any student who receives a Grade of C+ or lower (in any course) will not be eligible for the Honor Roll. Any student earning a 92.00 or better with no grade lower than B- will earn a place on the **High Honor Roll**. (Students with an incomplete will not be eligible for any Honor Roll until the incomplete grade is made up). Unified Arts grades are weighted at 50% of core course grades in the determination of honor roll.

**INDIVIDUALS with DISABILITIES EDUCATION ACT (IDEA) and the
AMERICANS with DISABILITIES ACT (ADA)**

North Branford Public Schools is responsible for the identification, location and evaluation of all children with disabilities and who are in need of special education or related services except for children enrolled by their parents in private schools located outside the district. Referrals for special education or 504 accommodations may be made by school personnel, parents or private providers with parent permission. Referrals should be submitted in writing to the building principal.

INSURANCE (STUDENT)

Optional student insurance is available at a nominal cost. When a student insured under this plan is injured, he/she will be given a claim form from the Nurse's office. The school merely acts as a vehicle in supplying the insurance and in no way assumes any liability, either for the injury or the subsequent negotiations with the company. The Board of Education carries medical coverage for interscholastic sports only. The Board does NOT maintain any other medical coverage for students.

LOCKERS

At the beginning of the year you will be assigned a locker and locker combination for storing books, papers, and other personal things you would not want to carry the whole day. Students are urged to keep their lockers locked at all times when not in use. Students will be allowed to use lockers at specified times during the school day. Lockers are school property and may be searched at the discretion of administrators. Students will also have Physical Education lockers to store school clothes and books during Physical Education.

LOST AND FOUND

Any article found by students should be brought to a lost and found box located throughout the building. A special place will be available for the lost and found. Any physical education articles, which have been found, should be taken to the physical education teacher. Money, electronics, cell phones, jewelry or items of value should be brought to the main office and students must inquire about the lost articles.

MEDICAL INFORMATION/NURSE

The school nurse's role is to promote the physical and mental health and well-being of all students within the school setting, to provide nursing assessment and intervention for students with acute illness and injury and health maintenance crisis intervention needs in the school, to provide case finding services (e.g. health and development screenings), to identify students with existing and potential health problems, to refer identified students and their families to appropriate sources of health and social services within the school and community setting, and to promote collaboration and communication among families, school personnel and health care providers. Students are not to go to the nurse's room without a pass. They are to get this pass from the class they are leaving. They are not to "stop in" during the school day. The school nurse will call parents if a child is ill and unable to remain in school. Students are not permitted to use their own personal cell phones to call home in the case of illness.

MUSIC COURSE SELECTION

Band-Instrument / Music / Chorus / Guitar / Piano: Grade 5 students select a music course for Grade 6 before entering NBIS. **All** students (in Grades 6, 7, & 8) will remain in their current music course for the following year unless they request a different course in writing by March of the current school year. Any student who wishes to change his/her music course for the following year must initiate this change by speaking with his/her music instructor and obtaining a new music selection form (to be signed by parents). This is the only acceptable process for changing music courses for the following school year. Due to the complexity of the scheduling process for Music, no changes will be made to the course rosters after March of the current school year.

ORGANIZATIONS/CLUBS

There is a wide variety of ongoing clubs at NBIS. Please visit the North Branford School District Website at www.northbranfordschools.org for additional information. Club offerings may change due to demand and availability of advisors. Club activities are routinely communicated through daily morning announcements.

OFFICE HOURS

Generally scheduled Monday through Thursday, from 2:05-2:35, core area teachers will be available after regular school hours on a "staggered" schedule. Team teachers will provide more detail regarding the office hours schedule at the beginning of the school year. Each student must sign up with the specific teacher by 7:40 a.m. on the day he/she wishes to stay after... and also sign the library clipboard to request time in the library (after "office hours") until the late bus arrives. The late bus (4:00 p.m.) will be available for transportation home.

PASSES

When classes are in session, you need a pass. Passes are issued by teachers, administrators, support staff, or members of the secretarial staff. Passes must be filled out completely in ink, and have the signature of the person giving the pass. Remember – a request for a pass does not mean automatic approval of the pass. Your teacher makes the final decision.

PHOTOS AND VIDEOS

During the course of the year, various school activities may be photographed or videotaped. Student photographs and videos may be published in a local newspaper or our yearbook, appear on a cable access channel, or be posted on a digital media site (such as our school website). Unless we are notified in writing, we assume parents' permission to have their children photographed for these purposes. **Students are not permitted to use video recorders, taping devices, or cameras (including phone cameras) in school at any time without special permission from school officials. Any person who takes a photo of another person without his/her knowledge and consent will be subject to disciplinary action.**

PROMOTION POLICY

In order to be promoted to the next grade, every North Branford Intermediate School student will be required to achieve a passing final grade in the following subjects: **Language Arts, Science, Mathematics, and Social Studies**. In the event a student has not achieved a passing final grade in any of these subjects, he/she will not receive a recommendation to be promoted to the next grade level. Promotion to the next grade level will occur under the following conditions:

1. Successful completion of a certified summer school program for each subject area failed. Parents are responsible for both transportation and a tuition fee.

-or-

2. Completion of 30 hours of tutoring for each subject failed, by a certified teacher pre-approved by the school. Tutoring arrangements are made at parent expense as an alternative to summer school.

Any student who fails three or more classes will be retained.

Please see the attendance policy for attendance requirements related to promotion.

PROMOTION CEREMONY/DANCE PARTICIPATION

Grade 8 students have historically been involved in many end-of-year activities, including the class trip, promotion dance and promotion ceremony. The promotion dance and promotion ceremony are events for students who are being promoted to Grade 9 effective the last day of school. **Any student being retained or required to attend summer school (due to attendance or failing grades) will not participate in the promotion dance or promotion ceremony.** Additionally, any student who is serving a suspension on the days of these events will not be eligible to attend.

PRIDE EXPECTATIONS

North Branford Intermediate School is committed to enhancing the spirit of our students. As a school community where respect for self and others is highly valued, it is important to teach students to utilize high standards when making good academic and personal choices. In order to assist students with this process, NBIS is using a program entitled Positive Behavior Intervention Supports (PBIS).

PBIS is an approach to teaching and supporting positive behaviors in order to meet the needs of all the students. This school wide approach to discipline focuses on building a safe and positive environment in which all students can learn. The foundation of PBIS at NBIS utilizes the acronym PRIDE that represents the following expectations.

P– Productivity
R – Respect
I - Integrity
D – Dependability
E – Empathy

	P Productivity	R Respect	I Integrity	D Dependability	E Empathy
In the Classroom	<ul style="list-style-type: none"> -Be prepared and ready to learn -Make good use of class time -Positively engage in all activities -Complete assignments to the best of your ability 	<ul style="list-style-type: none"> -Accept others' opinions, ideas and differences and respond appropriately -Follow teacher directions -Recognize personal boundaries of others -Care for our school environment 	<ul style="list-style-type: none"> -Be true to yourself -Be honest and trustworthy -Demonstrate a strong work ethic -Strive for excellence 	<ul style="list-style-type: none"> -Take responsibility for your actions -Work cooperatively with others -Report unsafe behaviors 	<ul style="list-style-type: none"> -Be compassionate and understanding of others -Encourage and support the ideas and questions of others
In the Hallway	<ul style="list-style-type: none"> -Manage locker time wisely -Walk to your destination on the right side of the hallway -Get to class on time 	<ul style="list-style-type: none"> -Use a quiet voice -Recognize personal boundaries of others -Keep hallways clean and neat 	<ul style="list-style-type: none"> -Stand up for what you believe -Be honest and trustworthy -Take responsibility for your actions 	<ul style="list-style-type: none"> -Maintain safety for yourself and others in the hallway -Arrive to class on time by moving efficiently through the hallways -Report unsafe behaviors 	<ul style="list-style-type: none"> -Be compassionate and understanding of others -Be patient and offer assistance to those in need -Be aware of others' personal space
In the Cafeteria	<ul style="list-style-type: none"> -Enter and exit in an orderly manner -Wait your turn in the serving line -Make good use of time -Leave your space clean 	<ul style="list-style-type: none"> -Use indoor voices -Recognize personal boundaries of others -Leave lunch area as you found it or better -Treat fellow students, cafeteria staff and lunch supervisors in a positive and polite manner 	<ul style="list-style-type: none"> -Be honest and trustworthy -Stand up for what you believe -Take responsibility for your actions 	<ul style="list-style-type: none"> -Clean up after yourself and encourage others to do the same -Occupy one seat for the duration of the lunch period -Leave all food and drink in the cafeteria -Report unsafe behaviors 	<ul style="list-style-type: none"> -Be compassionate and understanding of others -Be welcoming of others at your table
On the Bus	<ul style="list-style-type: none"> -Remain seated -Follow safety expectations on the bus -Report unsafe behaviors 	<ul style="list-style-type: none"> -Use a quiet voice -Recognize personal boundaries of others and their property -Treat fellow students and bus driver in a positive and polite manner -Model appropriate behavior by being an "upstander" 	<ul style="list-style-type: none"> -Be honest and trustworthy -Stand up for what you believe -Take responsibility for your actions 	<ul style="list-style-type: none"> -Use appropriate bus pass -Listen carefully for your bus to be called -Arrive to your bus in a timely manner -Remain in homeroom until bus is called 	<ul style="list-style-type: none"> -Be compassionate and understanding of others -Offer assistance to those in need -Be welcoming of others in seats
In the Bathroom	<ul style="list-style-type: none"> - Flush appropriately -Be sanitary; wash and dry hands 	<ul style="list-style-type: none"> - Allow others their privacy -Leave bathroom area as you found it or better -Place used paper towels in waste barrel 	<ul style="list-style-type: none"> -Report any unsafe or inappropriate behavior - Be truthful at all times - Only request to use the bathroom when necessary 	<ul style="list-style-type: none"> - Always have a pass - Go directly to bathroom and return to class immediately 	<ul style="list-style-type: none"> - Allow others their privacy - Offer assistance to those in need

REPORT CARDS

Report cards will be distributed to students at the conclusion of each marking period. Report cards are issued after each marking period closes. Term 4 report cards will be mailed. The marking system utilizes the symbols A, B, C, D, F and Incomplete. They are interpreted as follows: A- superior, B – above average, C – average, D – below average, F – failure, and Inc. – incomplete. A grade of Incomplete is given only when, for some legitimate reason, a student is unable to complete his/her work by the end of the marking period. It is only a temporary mark and will be changed when the missed work is completed. An F will be given for any work that is not made up within two weeks after the end of the marking period. The NBIS grade scale is as follows:

A+ = 97 or above	B+ = 87-89	C+ = 77-79	D+ = 67-69
A = 94-96	B = 84-86	C = 74-76	D = 64-66
A- = 90-93	B- = 80-83	C- = 70-73	D- = 60-63

F = Below 60/ Failure I = Incomplete P = Pass S = Satisfactory U = Unsatisfactory

Final course grades for a marking period are rounded to the nearest whole number.

SATURDAY SCHOOL

Students committing certain infractions may be given Saturday School rather than in-school suspension as determined by the administration. Saturday School is conducted in the high school cafeteria on alternate Saturdays from 7:30 am to 11:30 am. Failure to serve an assigned 2 hour Saturday School will result in a 4-hour Saturday School. Students who do not serve a 4-hour Saturday School will serve ISS.

SCHOOL ORGANIZATION

North Branford Intermediate School is a middle level learning facility, housing grades 6 through 8. We currently have five interdisciplinary teams serving approximately 500 students. Each team consists of 4-5 teachers, each teaching a core course: language arts, science, math, social studies, or world language. In addition, all students will have Unified Arts courses: music, physical education, theater arts, computer applications, health, art, technology education, reading, and world language/world cultures. Grade level teams confer on curriculum matters, scheduling, student concerns, and team activities.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as “Section 504”) is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination on the basis of disability and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

Detailed information regarding rights and procedural safeguards under section 504 can be found at www.northbranfordschools.org.

The Section 504 Coordinator for this district is:
Suzanne Wright
Director of Student Services
1332 Middletown Avenue
Northford, CT 06472
(203) 484-1440

SEXUAL HARASSMENT PREVENTION

To foster the prevention of sexual harassment at North Branford Intermediate School, the following strategies are in place:

1. The Title IX Officers' names have been made known to all students, staff and administrators;

The District Title IX Coordinators are:

Donald A Winnicki
Director, Personnel and Business
1332 Middletown Avenue
Northford, CT 06472
(203) 484-1440

&

TBA

The North Branford Intermediate School Title IX Coordinator is:

Ralph Shaw

P.E. Teacher/Athletic Director, North Branford Intermediate School

654 Foxon Road

North Branford, CT 06471

(203) 484 1500

2. The school's policy on sexual harassment makes it clear to all students, faculty, and staff that such behavior will not be tolerated;
3. The school's policy and grievance procedure for sexual harassment complaints is available to all students and their parents/guardians in the Student Handbook. Students, staff, faculty, and parents have been trained in order to raise awareness and understanding of the type of behavior that may constitute sexual harassment.

STUDENT COUNCIL

The purpose of our Student Council is to unite the student body and teaching staff more closely, to promote the general welfare of the school, and to impart in the student, knowledge of self-government through practical experiences. The President, Vice-President, Secretary and Treasurer are eighth graders chosen the previous spring. Each homeroom elects two students to serve on the Student Council. The Council meets on a regular basis throughout the year. The Council works on special projects and programs. The North Branford Intermediate School Student Council is a member of the National Association of Student Councils. Students may become ineligible for the Student Council due to poor grades or a pattern of disciplinary infractions.

SUPPORT SERVICES

The guidance counselors, our social worker, and a speech/language pathologist provide student support services. The guidance program provides services designed to help regular and special education students make satisfactory school adjustments, develop a better understanding of themselves, recognize their strengths and weaknesses in order to achieve optimum learning, be better able to make appropriate career choices, and develop realistic plans for the future. Social worker services, in cooperation with community human services, provide assistance for pupils with personal or family problems in order to alleviate social or emotional difficulties that affect school performance or behavior. Students may see any of the guidance staff by appointment, or parents may make referrals for their children. Student support services provide the means for individual and group counseling, appropriate placement in classes, a home/school liaison, career education, student crisis intervention, referrals to appropriate agencies/schools, and also those activities which support student needs, aid in decision making, and result in an increased ability of each student to perform to his or her academic and personal potential.

Our school counseling department maintains a confidential mailbox where students may report any concerns they may have about a friend's well-being, suspected acts of bullying, or other issues regarding the school community.

COUNSELING GROUPS AND PEER MEDIATION

The School Counselors and School Social Worker at NBIS offer voluntary time-limited support groups and peer mediations. Peer Mediations give students an opportunity to resolve peer conflict, using problem solving skills and communication. The groups we are offering this year may include: Divorce/Family Changes, Social Skills, Share Group (for students impacted by the alcohol or drug use of someone close to them), Anger Management, Stress Management, Living with ADHD, Positive Thinking Group, Bullying Prevention, School Organization/Study Skills, Loss Group, Snack Pack (group for those students who lost a parent or sibling).

Please contact your child's School Counselor if you would like to sign your child up for a group.

If you would like your child to be excluded from either groups or peer mediations please send a note or e-mail to your child's counselor stating so.

Kaitlyn Pierce (203 484 1506)
kpierce@northbranfordschools.org

Erin Olmsted (203) 484 1506
eolmsted@northbranfordschools.org

TELEPHONE USE

If an emergency arises, and a student has to use a telephone, he/she should obtain a pass from the classroom teacher and report to the office. Students should not use the phone to call home for forgotten items.

VALUABLES

You are asked to leave large sums of money and other items of personal value at home. Your teachers and the school administration cannot accept responsibility for lost money, clothing or valuables left in your locker or carried from class to class. Cell phones and iPods are not permitted to be used in school unless they are to be used in class for educational purposes approved by your teacher.

VIDEO SURVEILLANCE

Video surveillance may occur throughout the NBIS school building, exterior property, and in school vehicles. The sole purpose of the video surveillance is to promote the safety and security of students, employees, visitors, and property. In the event that video surveillance reveals that any students or employees have violated Board policies, administrative regulations, building rules, or law, those persons shall be subject to appropriate disciplinary action. The full BOE policy on video surveillance (P4025) may be viewed on the District's web site.

VISITORS

All parents and other visitors are asked to report directly to security personnel upon arrival to sign in, show identification, and receive a visitor's pass. Only students and staff are allowed into the NBIS building during schools hours unless prior arrangements have been made. The Board of Education School Visitor Policy (P4070) states "parents or community members may visit schools with prior approval of the Principal and for a specified and approved purpose." Students are not permitted to invite out-of-school guests or students from other schools to visit or attend classes at NBIS.

WALKING/BYCYCLING TO OR FROM SCHOOL

All students are provided with a bus assignment. It is expected that all students will take the school bus to and from school. Parents, of course, are welcome to drive their children to and from school. Please, however, if picking up your children, stop in the office and sign him/her out. If a student is to leave early, please send a note in the morning. If parents wish to have their children walk, bicycle, or ride with another adult, we request that they complete a permission slip available in the school office. This is for your child's safety. Without permission from a parent, we require a student to ride the school bus.

WATER BOTTLES

Students are allowed to carry a water bottle during the school day. Only non-flavored water, in clear plastic containers, is permitted in classrooms and hallways.

WITHDRAWAL/TRANSFER

The procedure for withdrawal is as follows:

1. Secure an authorization for withdrawal or a transfer note from a parent or guardian.
2. Obtain appropriate forms from the Guidance Department.
3. Have the forms signed by all teachers, return all schoolbooks and property and make sure all fees are paid.
4. Take completed forms to the Guidance Office for final withdrawal.

ADDENDUM (BOARD POLICIES/ADMINISTRATIVE REGULATIONS/PROCEDURES)

ASBESTOS NOTIFICATION

In accordance with §19a-333-1 through 19a-333-13 of the Regulations of Connecticut State Agencies, "Asbestos Containing Materials in Schools", we are required to inform you that asbestos containing materials have been identified in various areas of the school, primarily in maintenance areas not accessible to students. Much of this material has been removed. What remains is included in an Operations and Maintenance program.

The building will be inspected every six (6) months to determine any changes in the conditions of the materials. Additionally, the buildings are thoroughly re-inspected every three years by CT licensed asbestos inspectors following the same basic criteria as the original inspection.

Updated copies of the asbestos management plan are available in the school office during normal business hours for review.

GREEN CLEANING PRODUCTS NOTIFICATION

This notice is in response to §10-231g of the Connecticut General Statutes, regarding our "green cleaning" plan effective July 1, 2011. This information is also available on the district website and may be updated throughout the year.

The following environmentally preferable cleaning products will be used at NBIS on a daily basis:

- o Hilyard AR810 Top Clean neutral cleaner
- o Hilyard AR833 Suprox peroxide cleaner
- o Hilyard AR829 Green Select bathroom cleaner
- o Hilyard AR827 Green Select glass cleaner
- o Hilyard AR828 Green Select degreaser
- o For floor care, we have been using a Clarke Boost water-based mechanical stripper to the extent possible. To supplement this process, we will use Hilyard Green Select floor stripper. At this time, we intend to use Hilyard EP-22 floor finish.

Staff should refer questions to the appropriate school office:
North Branford Intermediate School – (203) 484-1500, Alan Davis, Principal

BULLYING

Bullying behavior and teen dating violence 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.

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

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

Procedures for Reporting and Investigating Complaints of Bullying

Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building

Principal), and all reports shall be forwarded to the Safe School Climate Specialist for review. Additionally, anonymous reports can be made via the student mailbox in the Guidance office area. School staff members who witness bullying or receive student reports of bullying are to report this information, in writing, to a building administrator by the close of the school day.

Cases of suspected bullying will be immediately investigated by a building administrator. The investigating administrator will interview reporting party, witnesses, and victims in all suspected cases of bullying but is not limited to interviewing those individuals. Additional investigative measures may be taken at the discretion of the administrator. Bullying behavior can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While verified acts of "bullying" will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose progressive disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). Mental Health school staff (guidance, school social worker) will also be utilized to support the students and to assist the students in preventing further incidents. If the Principal of a school reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement.

The full Bullying Prevention and Intervention Safe School Climate Plan Policy (P1400) is available at www.northbranfordschools.org.

DISCIPLINE SUSPENSION/EXPULSION: DUE PROCESS (P1120)

I. Definitions:

A. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.

B. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such

weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death.

C. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.

D. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.

E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.

F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.

G. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "destructive device" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

H. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.

I. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or Chinese star.

J. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.

K. **School Days** shall mean days when school is in session for students.

L. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

M. **Seriously Disruptive of the Educational Process**, as applied to off campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.

N. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.

O. **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.

P. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

II. Scope of the Student Discipline Policy

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

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. 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 section 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.

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) 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 or ancestry.
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 11.
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. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, 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. 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. 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 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. Leaving school grounds, school transportation or a school sponsored activity without authorization.
25. 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.
26. 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.
27. 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.
28. 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.
29. 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.
30. Hazing.
31. Bullying, defined as the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:
 - a) causes physical or emotional harm to such student or damage to such student's property;
 - b) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
 - c) creates a hostile environment at school for such student;
 - d) infringes on the rights of such student at school; or
 - e) substantially disrupts the education process or the orderly operation of a school.
 Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.
32. 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.
33. 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.
34. 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.
35. Engaging in a plan to stage inappropriate activity for the purposes of recording it by electronic means; or recording by electronic means inappropriate acts for purposes of later publication.
36. 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.
37. 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.
38. Any action prohibited by any Federal or State law.
39. 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 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. A principal must recommend expulsion proceedings in all cases against any student 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. 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.

D. 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 for one (1) full calendar year for: the conduct described in Section IV(B)(1), (2) and (3) of this policy. 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 any 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 unless, during the informal hearing, the principal or designee determines that the student: (a) 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 administration 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.
 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 the suspension period for a student who has not previously been suspended or expelled, if the student meets specific conditions as determined by the administration.
 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.
 11. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
 12. 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.

OFF-SCHOOL GROUNDS MISCONDUCT

Students are subject to discipline, up to and including suspension and expulsion, for misconduct, even if such misconduct occurs off-school property and during non-school time (including school vacations and summer recess.) Such discipline may result if:

1. The incident was initiated in the school or on school grounds, or
2. If the incident that occurred was initiated off-school grounds and during non-school time; if after the occurrence there is credible evidence that the misconduct had a serious disruptive effect on the educational process by threatening:
 - a. the school's orderly operations;
 - b. the safety of school property; or
 - c. the safety and welfare of the persons who work or study there.

In making a determination as to whether conduct is seriously disruptive of the educational process, the administration may consider, but such consideration shall not be limited to:

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 C.G.S. §29-38, and whether any injuries occurred; and
4. Whether the conduct involved the use, possession or distribution of alcohol or drugs.

PESTICIDE APPLICATION (Conn. Gen. Stat. § 10-231c, 10-231d)

Staff, parents or guardians may register for prior notification of pesticide applications at the school.

Notice will be provided by any means practicable to any person who has requested notification on or before the date that such application is to take place at the school. The notice will include 1) the name of the active ingredient, 2) the target pest, 3) the location of the application on school property, 4) the date of the application, and 5) the name of the administrator who may be contacted for additional information.

PROHIBITION OF ALCOHOL, ILLICIT DRUGS AND TOBACCO

The North Branford Board of Education strictly prohibits the use, possession distribution and intended distribution of any alcoholic beverages, illicit drugs, or substances containing tobacco, or any facsimile thereof, on or near school grounds, at a school sponsored activity, including transportation to or from any school or school related activity. This policy also strictly prohibits representation by a student to that he/she has, or intends to procure or distribute any alcoholic beverage, illicit drug, or tobacco substance, on or near school grounds, at a school sponsored activity, or on school buses.

For the purposes of this Policy:

- 1) "Illicit drug" shall be defined as any mind altering substance, including any prescription drug (except as permitted by Board Policy regarding Administration of Medication Policy No. 1260), as well as any substance which has the potential of affecting the cognitive abilities of its user, and any controlled substance as defined in subdivision (9) of C.G.S. §21a-240 whose manufacture, distribution, sale or intended sale is prohibited by C.G.S. §§21a-277 and 21a-278.
- 2) "Use" shall be defined as the consumption of any such substance on or near school grounds or at a school sponsored activity, as well as attendance at school or any school related activity while under the influence of alcohol or any illicit drug.
- 3) "Facsimile" shall be defined as any item with a likeness to, or represented to be alcohol, an illicit drug, or any item containing tobacco.

A. The following disciplinary action will be taken if any student is found **smoking or in possession of tobacco products or smoking paraphernalia**.

First offense: Minimum of 1 day in-school suspension
Second offense: Minimum of 2 days of in-school suspension.
Third and subsequent offenses:
Minimum of 3 Days of in-school suspension
School Administration may recommend expulsion.

B. The following disciplinary action will be taken if any student is found to be in **possession of alcohol or an illicit drug** on school grounds:

First offense: 10 Day suspension and referral to an appropriate agency licensed to evaluate and assist drug/alcohol involved individuals. If the student voluntarily agrees to be evaluated by the licensed drug/alcohol agency and completes the program recommended as the result of the evaluation, the suspension will be reduced to 5 days. If the student does not complete the program in a reasonable period of time determined by an administrator, then the additional 5 suspension days will be reinstated.

Second and subsequent offenses:
The student is suspended from school for up to 10 days and the School Administration shall recommend expulsion.

C. The following disciplinary action will be taken if any student is found to have **distributed or attempted or intended to distribute alcohol or an illicit drug** on school grounds:

First and subsequent offenses: Ten day suspension, arrest, and **mandatory recommendation for expulsion**.

D. Off-campus drug and alcohol use shall be governed by Policy No. P1110.

STATE DEPARTMENT OF EDUCATION COMPLAINT RESOLUTION PROCEDURE

- I. Filing of Complaint
 - A. Violation of Law

A written complaint may be filed by an organization or individual with the Connecticut Commissioner of Education alleging that the state educational agency (SEA) or an agency or consortium of agencies is violating a federal statute or regulation that applies to the following applicable programs:

1. Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies).
2. Part B, Subpart 1 of Title I (Reading First).
3. Part B, Subpart 3 of Title I (Even Start Family Literacy Programs).
4. Part D of Title I (Children and Youth Who Are Neglected, Delinquent, or At Risk of Dropping Out).
5. Part A of Title II (Teacher and Principal Training and Recruiting Fund).
6. Part D of Title II (Enhancing Education Through Technology).
7. Part A of Title III (English Language Acquisition, Language Enhancement, and Academic Achievement Act).
8. Part B, Subpart 4 of Title III (Emergency Immigrant Education Program).
9. Part A of Title IV (Safe and Drug-Free Schools and Communities).
10. Part A of Title V (Innovative Programs).

B. Review of an Appeal

A written complaint may be filed by an individual with the Connecticut Commissioner of Education appealing the decision of an agency or consortium of agencies based on prior written complaint presented by an individual to such agency or consortium of agencies.

C. Content of Complaint

The complaint shall be in writing, signed by the complainant and contain the following:

1. A statement that the SEA or an agency or consortium of agencies has violated a requirement of federal statutes or regulation regarding the applicable program, or in the case of an appeal, a statement of aggrievement with the decision rendered by the agency or consortium of agencies based on a prior written complaint.
2. A clear and concise description of the facts on which the statement is based and the specific alleged violation or aggrievement.
3. A description of prior efforts to resolve the complaint, including information demonstrating that the SEA, agency or consortium of agencies has taken action adverse to the complaint or has refused or failed to take action within a reasonable period of time.
4. Complainant's and respondent's name, address and telephone number.
5. Other materials or documents containing information which support or clarify the statement.

II. Review of Complaint

A. Analysis

Within three business days of the receipt of the complaint, the Commissioner shall assign a review official. Within five business days of the assignment, the review official shall determine whether the complaint has been properly filed in accordance with Section I. If necessary, the review official shall interview the complainant.

B. Dismissal of Complaint

The review official may dismiss the complaint in writing stating an explanation for such action. The grounds for dismissal shall include, but not limited to, the following:

1. Failure to file a proper complaint pursuant to Section I.
2. The allegations fail to state a bona fide violation of federal statute or regulations by the SEA or an agency or consortium of agencies.
3. The allegations fail to state a bona fide aggrievement with the decision rendered by an agency or consortium of agencies based on prior written complaint.
4. The allegations were not caused by the actions or failure to act by the SEA, agency or consortium of agencies.

III. Notification of Complaint and Investigation

If a complaint is not dismissed, the review official shall forward the complaint to the respondent immediately along with a copy of the Complaint Resolution Procedures.

IV. Response to Complaint

Within 10 business days of the receipt of the complaint from the review official, the respondent shall file with the Commissioner a written response to the complaint.

A. Content of Response

The response shall address each and every allegation of the complaint and shall list the respondent's name, address and telephone number.

B. Interview

The review official or the respondent may request an interview to discuss the response and to resolve the dispute informally.

V. Complaint Investigation

Upon completion of Section IV or the failure of the respondent to file a response, the review official shall conduct an investigation. All parties may be duly notified that an investigation has begun. At any time during the investigation, the review official shall attempt to resolve the dispute informally.

Within 60 calendar days of the receipt of the complaint, an investigation of the complaint shall be completed and a written report shall be mailed to both parties. Information shall be gathered in a timely manner, while minimizing any inconvenience or disruption to the complainant or respondent.

Concerning a review of an appeal of the decision of an agency or consortium of agencies, the review official may elect to disregard the procedures contained in this section using in lieu thereof the following abbreviated procedure.

1. Review all of the appropriate records and determine whether the decision of the agency or consortium of agencies shall be affirmed, reversed or modified.
2. Draft a letter of review of an appeal addressing, but not limited to, the issue in dispute, the facts found, the affirmation, reversal or modification of the lower decision and recommendation for improved practices, policies or procedures.

A. Data Collection

The complainant and respondent shall provide the review official with copies of all relevant records requested in writing. Telephone interviews of the complainant, respondent and others with knowledge of the allegations may be conducted.

Pursuant to 34 CFR 99-35(a) the review official, acting on behalf of the SEA, is authorized to have access to education records in connection with an evaluation of federal or state-supported education programs or for the enforcement of or compliance with federal legal requirements which relate to those programs.

B. Independent On-Site Investigation

The review official may conduct an on-site visit to investigate the complaint if the official deems it necessary. Any on-site visit shall be coordinated with the respondent.

C. Complaint Investigation Report

The Complaint Investigation Report shall be completed by the review official and mailed to the parties within 60 calendar days of the receipt of the complaint by the SEA. The Commissioner may grant an extension for the completion of the report on written request of the review official or respondent if exceptional circumstances exist with respect to the particular complaint. Such extension shall be in writing and shall be mailed to the parties.

The report shall contain the following contents:

1. Summary of all investigation activities including, but not limited to, date of receipt of complaint, allegations, parties interviewed, documents received and dates of on-site visits.
2. Specific allegation of the complaint, the findings of fact, conclusions and final decisions rendered regarding each allegation, including citation to applicable federal statute or regulation.
3. Specific corrective action plan that resolves the complaint or ensures future compliance of the respondent regarding the violation of federal statute or regulation.
4. Recommendations for improved practices, policies or procedures shall be offered when no violation of federal statute or regulation is found.

D. Corrective Action Plan

If the Complaint Investigation Report finds that the respondent is violating federal statute or regulations, the respondent shall be requested to submit a corrective action plan within a specified period of time as determined by the review official. Respondent may request technical assistance from the SEA in order to prepare a plan to achieve compliance.

VI. Review of Final Decision

The complainant may file a written request with the Secretary of the U.S. Department of Education to review the final decision of the SEA.

All local educational agencies shall disseminate information about the complaint procedures to teachers, staff, parents and appropriate private school officials or representatives.

A private school official shall have the right to complain that a local educational agency did not engage in consultation that was meaningful and timely, or did not give due consideration to the views of the private school official.

BOARD OF EDUCATION POLICY 1125-- DRUG AND ALCOHOL USE BY STUDENTS (SUBSTANCE POLICY)

I. Policy Statement

The Board is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in C.G.S. Section 21a-240, or alcohol on or off school property or during any school sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the possession, distribution, sale or use of substances that affect behavior.

II. Definitions

A. Controlled Drugs: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to C.G.S. Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. C.G.S. Section 21a-240(8).

B. Controlled Substances: means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to C.G.S. Section 21a-243. C.G.S. Section 21a-240(9).

C. Professional Communication: any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. C.G.S. Section 10-154a(a)(4).

D. Professional Employee: means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school." C.G.S. Section 10-154a(a)(2).

E. Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing,

analyzing, packaging, repackaging, 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 all items specified in C.G.S. Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, crack cocaine 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. C.G.S. Section 21a-240(20)(A).

III. Procedures

A. Emergencies.

If an emergency situation results from drug or alcohol use, the student shall be sent to the school nurse or medical advisor immediately. The parent or designated responsible person will be notified.

B. Prescribed Medications.

The parent or guardian of any student who is required to take any prescribed medication during the school day shall so inform the school nurse or the person designated to act in the absence of a nurse. Such prescribed medication will then be administered to the student under the supervision of the school nurse or designee in accordance with C.G.S. Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration. Students taking improper amounts of a prescribed medication, or taking a prescribed medication without proper notification and supervision of the school nurse or designee will be subject to the procedures for improper drug or alcohol use outlined in this policy.

C. Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).

The following procedures will be followed when a student privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

1. Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student. In no event, however, will they be required to do so. C.G.S. Section 10-154a(b).
2. Any physical evidence obtained from such student through a professional communication indicating that a crime has been or is being committed by the student **must** be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student from whom the evidence was obtained. C.G.S. Section 10-154a(b).
3. Any professional employee who has received a professional communication from a student may obtain advice and information concerning appropriate resources and refer the student accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
4. If a student consents to disclosure of a professional communication concerning the student's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student's name and problem to the school's building administrator or designee who shall refer the student to appropriate school staff members for intervention and counseling.

D. Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

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.

1. The professional employee will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student to appropriate school staff members for intervention and counseling.
2. 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.
3. Search and Seizure of Students and/or Possessions: A professional employee who reasonably suspects that a student is violating a state/federal law or a school substance abuse 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 a school substance abuse 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 encouraged to contact the school administration immediately upon obtaining physical evidence.

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

1. Any student in the North Branford Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.
2. In conformity with the Board's student discipline policy, students may be suspended or expelled for drug or alcohol use off school grounds if such drug or alcohol use is considered seriously disruptive of the educational process. In determining whether the conduct is seriously disruptive of the educational process, the Administration and the Board may consider, among other factors: 1) whether the drug or alcohol use occurred within close proximity of a school; 2) whether other students from the school were involved; and 3) whether any injuries occurred.
3. If a school administrator has reason to believe that any student was engaged, on or off school grounds, in offering for sale or distribution a controlled substance (as defined by 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. Stats. §§ 21a-277 and 21a-278, the administrator will recommend such student for expulsion, in accordance with the Board's student discipline policy.
4. 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.

5. A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.
 6. Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.
- (Policy revised and adopted: 10/18/12)

Title IX: GRIEVANCE PROCEDURE AND COORDINATOR

It is the policy of the North Branford Board of Education that any form of sex discrimination or sexual harassment is forbidden, whether by students, Board employees or third parties subject to the control of the board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the Board's sex discrimination and sexual harassment policy shall be subject to disciplinary action.

Definitions

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

Sexual harassment: In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. 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.

Complaint Procedure

1. It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints.
2. As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she should make a written complaint to NBHS – Eve Ostrowski / NBIS – Ralph Shaw or to the building principal, or his/her designee, or to a district Title IX Coordinator listed below. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.
3. The complaint should state the:
 - A. Name of the complainant,
 - B. Date of the complaint,
 - C. Date(s) of the alleged harassment/discrimination,
 - D. Name(s) of the harasser(s) or discriminator(s),
 - E. Location where such harassment/discrimination occurred,
 - F. Names of any witness(es) to the harassment/discrimination, and
 - G. Detailed statement of the circumstances constituting the alleged harassment/discrimination.
4. Any student who makes an oral complaint of harassment or sex discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. In appropriate circumstances, due to the age of the student making the complaint, a parent or school administrator may be permitted to fill out the form on the student's behalf.
5. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed.
6. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator.
7. Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to investigate the complaint. The Title IX Coordinator or designee shall consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.
8. The Title IX Coordinator or designee shall make a written report summarizing the results of the investigation and proposed disposition of the matter. Consistent with state and federal law and as deemed appropriate by the Title IX Coordinator or designee, the findings of the investigation shall be shared with persons involved in the investigation.
9. If the student complainant is dissatisfied with the findings of the investigation, he or she may file a written appeal to the Title IX Coordinator, or, if he or she conducted the investigation, to the Superintendent of Schools, who shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment or sex discrimination. The

Title IX Coordinator or Superintendent of Schools may also investigate the complaint further. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant, in writing, as soon as possible.

If after a thorough investigation, there is reasonable cause to believe that sexual harassment or sex discrimination has occurred, the district shall take appropriate corrective action in an effort to ensure that the harassment/discrimination ceases and will not recur.

Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of filing a complaint.

Title IX Coordinator

The district Title IX Coordinators are:

Donald A Winnicki
Director, Personnel and Business
1332 Middletown Avenue
Northford, CT 06472
(203) 484-1440

&

TBA

The North Branford Intermediate School Title IX Coordinator is:

Ralph Shaw
P.E. Teacher/Athletic Director, North Branford Intermediate School
654 Foxon Road
North Branford, CT 06471
(203) 484 1500

All North Branford Board of Education Policies are available at www.northbranfordschools.org