

Derby Middle School



Student Handbook
2019-2020

WELCOME TO DERBY MIDDLE SCHOOL

Determined-Motivated-Strong

DERBY PUBLIC SCHOOLS MISSION STATEMENT

The Derby Middle School Professional Learning Community (students, faculty, staff, parent and administration) is committed to developing healthy, productive, and contributing members of 21st century society who are prepared to accept and deal with the inevitability of change. At Derby Middle School our mission is to create an educational environment in which every student can learn and advance to high school with the attitudes, understandings and competencies that ensure his/her success as a lifelong learner, with assessment driving instruction for our improved student learning.

DERBY PUBLIC SCHOOLS GOALS

Academics

- Ensure continued development of curriculum across all content areas
- Support a common assessment system to measure student learning
- Support staff to better use assessment data to make instructional decisions and determine the effectiveness of strategies being implemented
- Support universal preschool program

Human Capital

- Recruit highly qualified staff
- Professional Development embedded in practice, driven by staff and/or by demonstrated student need

Operations

- Support technology with available funding
- Support integrated use of technology in all schools
- Support Business Management Services

Culture and Climate

- Support continued integration of PBIS in all schools
- Increase parent involvement and feedback
- Address student/family transiency and illegal residency issues

NOTIFICATION OF RIGHTS UNDER FERPA

For Elementary and Secondary Institutions

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

DUE PROCESS PROCEDURES

Student Rights:

Students have the right to have a defined procedure for considering student problems and arriving at decisions. This procedure is called *due process*. It is designed to protect students from the exercise of arbitrary authority.

Student Responsibilities:

Students have the responsibility to be aware of the steps of due process. They should cooperate with school authorities by providing the full information needed to make a prompt, fair decision.

Due Process Procedure:

In disciplinary cases carrying the potential of suspension, students are entitled to a form of due process which includes the right to:

1. Notification of specific charges and evidence against them.
2. Present their defense in an informal hearing with a building administrator.
3. Receive notice of the decision reached.
4. Appeal a decision containing a substantial error to the principal.

DERBY BOARD OF EDUCATION - STATEMENT OF PHILOSOPHY

The Board of Education believes that the educational programs and services available in the school system are designed to provide opportunities for the academic, social, and emotional growth of our student population. Among its high priorities, the Board accepts the national challenge that academic excellence and quality education must be achieved and maintained within the fiscal parameters of the community. To that end, every effort will continue to be made to support the Superintendent, administrators, and staff, both professional and non-certified, in their recommendations to improve, expand, or change current programs and services.

The Board of Education also places a high premium on accountability: in measurable achievement of student learning; in the evaluation of all staff performance and including the Board; in commending individual student and staff performance; in maintaining appropriate fiscal controls. The Board recognizes that continuing improvement of the school system rests on the professional abilities and commitment of the

various staffs in the schools. The leadership role of the Superintendent and the policy and decision-making roles of the Board will be successful concomitant with the efforts of all concerned with the educational progress to work together to achieve those common goals. Incumbent with those roles is the high order need to communicate, to engage in constructive discussions when addressing identifiable change needs in the system, and to develop strong rationales with supportive data to support program or service recommendations.

Recognizing that within a school system there are diverse issues, strengths, and weaknesses, the overriding philosophy is to coalesce the positive energies of all involved personnel into a strong unit working together. There always is to be the opportunity for the alternative or divergent opinion to be considered in any decision-making process. When a final decision is made, however, there is the expectation that everyone will work in concert with the intent of that decision. To do otherwise would be counter-productive to the system's ability to progress.

Students are the primary focus of the system's activities, processes, and procedures. They have been entrusted to us for the expertise we can and do provide. That is an enormous responsibility. That responsibility is the staging upon which the Board accepts its roles as an educational agency and advocate. That is the responsibility the Board of Education charges the system personnel to accept with total and unequivocal professionalism. (Policy adopted: December 20, 2001)

EQUAL OPPORTUNITY PLAN

The President and the Congress of the United States, and the State of Connecticut, have enacted laws and issued directives affirming their intent to protect and grant equal opportunity to all employees and students. Also the federal government and the State of Connecticut have enacted and enforced laws on equal employment and equal educational opportunities.

The Board of Education reaffirms its policy of equal educational opportunity for all students and prohibits discrimination because of race, color, religious creed, age, marital status, national origin, sex, ancestry, present or past history of mental disorder, mental retardation, pregnancy, or physical disability, in district educational programs and activities including, but not limited to, course offerings, athletic programs, guidance and counseling, and tests and procedures. An affirmative action program shall be an integral part of educational policies and programs.

The Board of Education also reaffirms its policy of equal employment opportunity for all persons and prohibits discrimination in employment because of race, color, religious creed, age, marital status, national origin, sex, ancestry, present or past history of mental disorder, mental retardation, pregnancy, or physical disability, except in the case of a bona fide occupational qualification or need. Sexual harassment is prohibited in employment decisions, nor shall decisions be influenced, affected or determined on the basis of

membership in or holding of office in an employee association or union. This policy shall be relevant to every aspect of employment including, but not limited to, upgrading, demotion or transfer, recruitment and/or recruitment advertising, layoff or termination, rates of pay, other forms of compensation including fringe benefits, employment selection, or selection for training and apprenticeships, promotion or tenure. These statements shall be made available to all present and future employees and students. (Policy adopted: December 20, 2001)

DERBY MIDDLE SCHOOL VISION

The Derby Middle School Professional Learning Community (students, faculty, staff, parents and administration) is committed to developing healthy, productive, and contributing members of 21st century society who are prepared to accept and deal with the inevitability of change. At Derby Middle School our mission is to create an educational environment in which every student can learn and advance to high school with the attitudes, understandings, and competencies that ensure his/her success as a life-long learner, with assessment driving instruction for our improved student learning.

A DERBY MIDDLE SCHOOL STUDENT WILL:

Academic

- Demonstrate proficiency in reading, active listening, and visual literacy among and across disciplines.
- Demonstrate proficiency in oral and written communication skills among and across disciplines.
- Critically apply math skills to solve problems.
- Demonstrate basic scientific concepts and their relationships.
- Use technology and applied arts to facilitate learning and communication.

Social Expectations

- Demonstrate respectful behavior toward all
- Make positive contributions to the learning environment
- Demonstrate appreciation for diversity

Civic Expectations

- Promote volunteerism
- Demonstrate respect for our environment
- Demonstrate awareness of one's role in the community and the world
- Demonstrate understanding of systems of government

PREFACE

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

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Discipline Policy which is intended to promote school safety and an atmosphere conducive for learning.

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

Please discuss this handbook at home and feel free to contact the school (736-1426) with suggestions.

ACADEMIC INTEGRITY: CHEATING

Achieving and maintaining academic integrity is a student’s responsibility; thus all students are expected to meet the district’s standards in scholarship and personal integrity. Specifically, students are expected to refrain from *cheating* to gain an unfair advantage on tests, quizzes, or academic assignments through dishonest methods. *Cheating* is defined as “sharing” student work that should be individually produced; using crib notes during assessments; sharing information about an assessment with students who have not completed the assessment; obtaining or passing unauthorized copies of or information about tests, quizzes, or other course assignments; stealing or unauthorized copying of another student’s answers, homework, notes, or course materials.

ACADEMIC INTEGRITY: PLAGIARISM

Academic integrity is a student's responsibility; therefore, all students are expected to meet the district's standards in scholarship without plagiarizing the work of others. *Plagiarism* is defined as intentionally or unintentionally presenting another's work as your own using direct quotes, paraphrases, and specific ideas of another person without explicit citation; obtaining and submitting work from the Internet (including on line translators) as your own; supplying / selling your work to another; inventing / counterfeiting sources; purchasing or copying pre-written papers, etc.

ACCOMMODATION OF FREE EXPRESSION

An approved item containing an expressive message is permitted (i.e., a button supporting a political candidate may be worn.) However, expressive items are prohibited if, in the reasonable judgment of school officials, they may tend to disrupt or interfere with educational interests, (i.e., racist message, sexist messages, gang insignia, messages promoting drug or alcohol abuse, and profane or pornographic messages or illustrations.)

COMPLIANCE:

Students are required to abide by the required attire. School administrators and teachers are encouraged to use positive reinforcement to obtain compliance with school attire requirements. School personnel, including substitutes, should also serve as role models for proper attire in the educational setting.

NON-COMPLIANCE

Administration reserves the right to address and administer consequences deemed appropriate for any student who does not comply with the required attire policy. Students entering the building who are not in required attire will be sent to the office by the teacher. Parents will be notified by phone call or in writing and asked to bring the correct attire to school. Administrative detentions, loss of field trips and privileges, or ISS will be given for repeated offenses.

Administration may permit exemptions from required attire on designated days.

ATTENDANCE

Regular attendance is essential for an effective school experience and necessary for annual promotion. The responsibility for regular attendance rests with the parents or guardians of the student. The Derby Schools shall make every effort to keep the appropriate person informed in this most critical area.

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven.

Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at ages sixteen or seventeen, effective July 1, 2001.

State Board of Education definition of being "in attendance:" A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Excused Absences

An absence shall be considered "excused" when a child does not attend school due to illness or injury, death in the immediate family, religious obligation, an emergency, or other exceptional circumstances as approved by the building principal. Written excuse for such absences should be submitted to school officials by the child's parent or guardian. All other absences, with or without written explanation, shall be considered unexcused.

Students who plan to be absent for reasons other than those listed above, should seek approval by presenting a note from home to the principal. Responsibility for completion of missed class work lays with the student, not the teacher. Unless a student has an extended illness, all make-up work will be completed within five days after the student returns to school.

Unexcused Absences

An unexcused absence occurs when a student is out of school for reasons other than those approved as excused absences. A family vacation does not qualify as an excused absence. When a student is absent for an unexcused reason, the amount and kind of assistance provided shall be at the discretion of the student's teacher(s) after consultation with the building administrator.

Procedure

Any student who is absent for any cause shall have his/her parent or guardian contact the school office giving the reason for such absence.

Dismissals

1. Dismissal Request by Parents, Other or Outside Agencies

1. No child shall be dismissed from school until the administration or other authorized person is satisfied that the student is being released at the request of the parent with whom the child lives, guardian or other authorized individual. If the administration has any doubt regarding the release request, the student shall not be released. In cases where a parent in possession of custody award from the court makes a specific request regarding non-release of his/her child to the non-custodial parent, the request shall be honored upon receipt of a copy of the custody award. Should the non-custodial parent arrive at his/her child's school and ask that the student be released to him/her, the administration shall contact the custodial parent and, if deemed necessary, enlist the aid of the police department to assure that the custodial parent's directions are followed.

b. Emergency Request for Dismissal

Telephone calls requesting release shall not be honored until the request has been verified by calling the parent or other authorized individual after terminating the conversation in which the release is requested. Parent, legal guardian, or authorized individual, shall come to the school for the child if release is approved. In cases where an individual comes to the school requesting release of a student, every precaution should be taken to identify and make sure that the individual has the authority to request this release

c. Dismissal for Doctor or Dentist Appointment

Dismissal request for appointments with doctors or dentists during the school day shall be honored providing other arrangements cannot be made.

d. Dismissal for Music, Dance and Other Private Lessons

Dismissal requests for the student to take private lessons such as music, dancing or art shall not be honored.

e. Dismissal to Attend Religious Activities

Every effort will be made by school authorities to cooperate with those responsible for religious activities. Dismissal requests to participate in religious activities shall be honored providing other satisfactory arrangements cannot be made

f. Excuse from Physical Education

Excuses from physical education for more than three consecutive classes shall be granted on a physician's certificate stating that the student is physically unable to take such training. The certificate must be reissued at the beginning of each school year if exemption is to continue.

1. Dismissals Initiated by School Authorities

a. Dismissal Because of Sickness of Students

It frequently is necessary to dismiss students who are ill, or who have been slightly injured while in school. In such cases, the recommendation of the nurse is usually followed although the ultimate decision rests with the administration. If parents can be reached by telephone, they should be notified of the child's condition and inform the school when they will pick up the student. If no contact can be made with the home or the parent, arrangements should be made with one of the emergency contacts where there is a responsible person. If parental or emergency contacts are unavailable, the nurse or administration, at their discretion, may contact emergency (911) services to ensure the health and safety of the child. If school personnel contact emergency services, the parents/guardians are responsible for all incurred costs.

b. Students Leaving Grounds

No student shall leave the school premises during school hours without permission of the administration. No elementary school child shall be permitted to leave school prior to dismissal at the request or in the company of anyone other than a school employee, a police officer, a DCF case worker, court official, or the parent/legal guardian of the child, unless the permission of the parent is secured.

Middle School

A. Procedure

Students in grades 7 and 8 could face retention when their absence from school exceeds 20% of the school year. Notification shall be made periodically to parents regarding attendance records of students. In addition to the report card system, parents will be notified by mail of excessive absences. All absences from school/class will count toward the number of allowable absences per year. The following interventions will take place when the specific numbers of absences have been accumulated:

1. At 3 absences, within a marking period, the child's homeroom teacher and guidance counselor shall meet with student to discuss his/her attendance and send written notification to parents.
2. At 20 absences, written notification shall be sent to the parents informing them of the situation and a team conference with the parent will be scheduled.
3. At 30 absences, a second parent conference shall be held with the team members and the building principal.

1. At this conference, possible retention shall be discussed if further absences occur. The student shall also attend the meeting. Excessive absences due to unavoidable circumstances will be reviewed at this meeting. If the student conscientiously kept up with his/her work and had no control over his/her absence, retention shall not have to be an option.

B. Appeal Procedure

If the parent or guardian is dissatisfied with the decision of the building administrator regarding possible retention, the parent/guardian may appeal, in writing, to the Superintendent of Schools. All such appeals must be received prior to June 1st. A decision will be rendered by the Superintendent of Schools prior to the last day of school in June.

Procedures for Monitoring Truancy

In accordance with the truancy policy of the Board of Education, the following procedures are hereby adopted:

For purposes of these procedures, "truant" means a child who has four (4) unexcused absences from school in any one month, or ten (10) unexcused absences from school in any school year. "Parent" means the parent, guardian or other person having control of a child.

1. When a student is identified as a truant, the Superintendent or his/her designee will conduct a meeting with the parent, the student, if appropriate, and with such school personnel where involvement is determined appropriate. 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.
2. The parents of each child enrolled in the school district will be notified in writing annually at the beginning of the school year of their statutory obligation to insure that their child attends school. Parents of children enrolling during the school year will be similarly notified.
3. When parents are notified in accordance with paragraph 2 above, they will be asked to provide the Principal of the school in which their child is enrolled with a telephone number or some other means of contacting them during the school day.
4. Parents will be informed by the school principal or his/her designee that it is their responsibility to contact the school office when it is necessary for their child to be absent from school. If a child is absent and no notification has been received from the parent, the school principal will designate a staff member to notify the parent of the child's absence.
5. If the parent of a child who is a truant fails to attend the meeting held pursuant to paragraph 1 above, or fails to otherwise cooperate with the school in attempting to solve the truancy problem, the Superintendent will file a written complaint with the Superior Court pursuant to Connecticut General Statutes §46b-149, alleging that the acts or omissions of the child are such that his/her family is a family with service needs.

BUS TRANSPORTATION

Bus Usage

- The daily A.M. and P.M. bus routine must be consistent all week. (Using different routines i.e. Monday, Wednesday, Friday to Grandmother's house and Tuesday, Thursday to go home, IS NOT PERMITTED). This is to help insure your child is on the proper bus daily.
- Children cannot use a different bus to visit a friend.
- Children will be dismissed on his/her proper bus daily unless a written note states otherwise.
- School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

The complete Bus Conduct Policy-5131.1 can be found on Derby public school policy page at www.derbyps.org

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

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

10. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.

11. Students must ride the bus to which they are assigned.

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

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

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

CHANGE OF ADDRESS OR TELEPHONE

Immediately inform the teacher and office if you change your address or telephone number. Our emergency records must be kept updated so that we can notify you in case of emergency.

CLOSING AND LATE OPENINGS

CANCELLATION/DELAYED OPENING OF SCHOOL

When bad weather conditions are present, parents and teachers will be advised of a late opening or cancellation by a call from the Connect-Ed parent communication system. This system will contact parents during inclement weather for school cancellations, late starts or early dismissals. It is crucial for you to always keep an updated phone number on file. On delayed opening days, all morning classes will begin 120 minutes after the normal starting time (this will be at 10:30 A.M. for Derby Middle School), and the bus runs will be made 120 minutes later than usual. The length of the delay will vary according to the weather conditions.

You may also find information on our website www.derbyps.org WTNH Channel 8, WFSB Channel 3, and radio stations WEZN 99.9FM, WTIC 1080AM/96.5FM, WICC 600AM and WELI 960AM. .

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. New students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless the posting is approved by a teacher. The District will not be liable for information posted by students on social media websites, such as Facebook, MySpace, YouTube, etc., when the student is not engaged in District activities and not using District equipment. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such material. Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

COUNSELORS

School counselors are available to help students better understand themselves, their abilities, talents and career options in order to make mature, responsible decisions affecting their lives of others. Students may see their counselor by making an appointment before or after class or immediately with teacher permission in an emergency. Counselors may offer focus groups in response to student needs, for example: divorce groups, peer acceptance groups, and study skills programs. Parents are encouraged to contact their child's counselor with any concerns they might have.

EARLY DISMISSAL

When weather conditions warrant, the superintendent may authorize an early dismissal. Students attend school for the normal abbreviated day (8:30am to 12:25 pm).

Please discuss clearly with your middle school youngster a plan of what to do in case of any early dismissal.

EXTRACURRICULAR ACTIVITIES

1. To be eligible to participate in any extracurricular activity or sport, including field trips and class trips, a student must be passing at least four full-time subjects. This rule applies to all sports governed by CIAC rules, contests, trips and senior early release program.
2. Any person who is found in possession of, using, or under the influence of intoxicating liquor or drugs at a school affair will be ejected from the premises and will be subject to suspension.
3. Any pupil who is under suspension will not be allowed to participate in or attend any athletic contest, school rally, concert, dance or any other School sponsored exhibition until reinstatement by administration. If a student returns to a school for any reason while under a suspension, an additional period will be added to his original suspension.
4. Pupils who are absent or who are not in school by 10:00 a.m. will not be allowed to participate in any athletic event or any school function that day or night, unless prior approval has been obtained from the principal.
5. Pupils attending extra-curricular activities are expected to behave in a reasonable manner. The authority of any teachers at those affairs is the same as in school and anyone disobeying them may be asked to leave the premises. Such an occurrence will be followed by disciplinary action by the principal.
6. Any student who travels with a school sponsored activity must travel to and from the activity/function on the bus unless prior written approval has been granted from the school principal and athletic director. In case of injury, a coach may turn over custody to a parent, but must remain with the student until the parent arrives.

FIELD TRIPS

The surrounding communities and the state should be used as a teaching resource. Guidelines for planning of field trips which are part of and directly related to classroom learning activities shall be:

Field trips during the school day must be approved by the building Principal.

Field trips which involve overnight accommodations for students must be approved by the Board of Education.

All trips should be within budgetary allotments for such purpose. Any trips for which there is no budgetary appropriation must have advance approval of the Board.

Students may be asked to pay all or part of the expenses of field trips.

Bus transportation shall be used in all cases.

Each student on a field trip shall have written parental permission.

Parents or other adults may serve as chaperones.

Each trip should be evaluated by students, teachers, and the administration.

No child shall be excluded from a field trip because of inability to pay.

The following ratios of adult chaperones, including the teacher-sponsor, to students shall be observed:

Grade	Adult/Students
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K-3	1:5
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4-6	1:8
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7-8	1:10
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9-12	1:15
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The Superintendent or Board of Education may waive or adjust these ratios as circumstances warrant.

GRADES

The primary purpose of grading shall be to keep parents and students fully informed of student progress and to provide continuous and accurate records of each student's achievement for use in instruction.

The Board of Education shall approve the grading and reporting systems as developed by the administration and faculty and upon recommendation of the Superintendent of Schools.

(cf. 5124 Reporting to Parents)

Policy adopted: December 20, 2001

Academic

90 – 100	Excellent
80 – 89	Very Good
70 – 79	Satisfactory
65 – 69	Needs Improvement
Below 65	Failing

P is passing for Pass/Fail course

F is failing for a Pass/Fail course

I is for a course with incomplete course work

Citizenship

1: Excellent 2: Satisfactory 3: Unsatisfactory

First Honors requires no grade below a 90 and no citizenship grade below a 2

Second Honors requires no grade below an 80 and no citizenship grade below a 2

HALL PASSES

Students must have a yellow pass to be out of their classrooms during instructional time.

HEALTH SERVICES

Students who become ill during the school day should request a pass from their teacher to see the nurse. If there is a necessity to go home, the nurse will inform the parent, and the student will be released from school upon parent confirmation. Students may not use cell phones to call parents. They must go to the nurse and be released by her. The office and homeroom teacher must be notified of all student dismissals.

Medication of any kind (including Tylenol, aspirin, ointment, over the counter remedies, etc.) must not be carried by students. *Over-the-counter medication and controlled medication will not be administered without a signed physician's form returned to the nurse.* For a more defined explanation of administration of medication, please see the district policy on distribution of medication.

HEALTHCARE

The School Nurse's office is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the School Nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The School Nurse is available to parents and students for conferences regarding health issues.

Parents of students requiring medication during school should contact the School Nurse. Special forms are required to permit the administration of medicine in school. They are available from the nurse. All medication must be in original container with proper labels. In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, dentist's or advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

AUTHORIZATION OF MEDICATIONS

All prescription and over the counter medications are administered by the school nurse. In her absence, only the principal, or staff members who have been properly trained, may administer medications to students.

NO STUDENT MAY SELF-ADMINISTER ANY MEDICATION WHILE AT SCHOOL.

Prescription and over-the-counter medication must have a written order by a licensed physician, dentist or physician's assistant. Parents or a designated responsible adult must supply and deliver the medication to the nurse in the original container.

Prescribed medication can only be given to and taken by the person for whom the prescription was written. The school nurse may only administer acetaminophen (aspirin-free pain reliever) with a doctor's order. You must sign the emergency form that specifies the conditions under which it may be dispensed. These forms may be obtained from the nurse.

Guidelines

The following are suggested guidelines for the protection of the health of your child as well as all other children in school:

- If your child is ill during the night or complains of stomach pain, nausea, vomiting or headaches in the morning, please DO NOT send him/her to school to see the nurse. Keep him/her home. A student with fever should remain at home at least 24 hours after the temperature has returned to normal. If you wish to discuss his/her health with the nurse, you may telephone her at 452-4389.
- The school nurse (or in her absence, the principal or lead teacher) may administer medication to a student ONLY with the written authorization of the attending physician and the written permission of the child's parent/guardian. Under no circumstances will exceptions be made.
- If you expect your child to be absent from school for 3 or more days, please notify the school nurse by phone or send in a note stating the cause.
- Injuries that occur at home cannot be taken care of by the school nurse.

If your child should have a communicable disease, please follow the instructions below. Other children of the family may attend school:

Chicken Pox	Exclude student for 7 days after appearance of first eruption or until all lesions are dry
Conjunctivitis (Pink Eye)	Exclude student a minimum of 2 days on medication with no discharge or a note from the doctor stating child is not infectious
German Measles	Exclude a minimum of 7 days or until well
Hepatitis, Mono	Student may return with a note from the Doctor
Impetigo, Ring Worm	Student may return only with a note from the Doctor and must cover area
Lice	Contact Doctor and advise school nurse so that source of infection can be investigated. Student must be excluded until treated.
Measles	Exclude student for minimum of 7 days after rash appears or until well
Mumps	Exclude student until all swelling disappears

Scabies	Student must have note from Doctor that they are under treatment and ready to return to school
Scarlet Fever, Scarlatina	Exclude a minimum of 7 days if not treated and 24 hours therapy is started (penicillin)
Strep Throat	Exclude student 24 hours after start of antibiotic therapy
Whooping Cough	Student must stay home for 21 days from start of initial "whoop" Need note from Doctor to return. Other children may attend if immunized.

HEALTH ASSESSMENTS/INTERSCHOLASTIC SPORTS PROGRAMS

Any student participating in an interscholastic sports program must have a health assessment, within one year prior to the first training session for the sport or sports. After the initial examination, repeat examinations are required every two years. Each participant in a sport program must complete a health questionnaire before participating in each sport.

Parents are expected to use the services of their private physician. If a student is unable to obtain a health assessment from his/her personal physician for financial or other reasons, an examination can be arranged with school medical advisor. Health assessment results shall be recorded on forms provided by the Connecticut State Board of Education, signed by the examining physician, school medical advisor or advisor's designee, filed in the student's health folder, and maintained up to date by the school nurse.

Coaches and physical education staff shall insure appropriate monitoring of an athlete's physical condition. School personnel are responsible for the immediate care necessary for a student whose sickness or injury occurs on the school premises during school hours or in school sponsored and supervised activities. Schools shall maintain files of Emergency Information cards for each student. If a child's injury requires immediate care, the parent or guardian will be called by telephone by the nurse, the building Principal, or other personnel designated by the Principal, and advised of the student's condition. When immediate medical or dental attention is indicated, and when parents or guardians cannot be reached, the student will be transported to the nearest hospital unless otherwise indicated on the student's Emergency Information card. In this event, the family physician/dentist and school district medical advisor will be notified of school district actions.

HEARING SCREENING

All students will be screened for possible hearing impairments in grades K-3, grade 5, and grade 8. Additional audiometric screenings will be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's

health record on forms supplied by the Connecticut State Board of Education, and the Superintendent shall cause a written notice to be given to the parent or guardian of each student found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease.

As necessary, special educational provisions and/or accommodations shall be made for students with handicapping conditions.

POSTURAL SCREENING

School nurses will screen all students in grades 5 through 9 for scoliosis or other postural problems. Additional postural screenings will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Superintendent shall cause a written notice to be given to the parent or guardian of each student found to have any postural defect of problem, with a brief statement describing such defect or disease.

As necessary, special educational provisions and/or accommodations shall be made for students with handicapping conditions.

VISION SCREENING

All students in grades K-6, and grade 9 will be screened using a Snellen chart, or equivalent screening, by the school nurse or school health aide. Additional vision screenings will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student in question. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Superintendent shall cause a written notice to be given to the parent or guardian of each student found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease.

As necessary, special educational provisions and/or accommodations shall be made for students with handicapping conditions.

HOMEWORK

The type of homework and the amount of time necessary to complete a homework assignment will vary. Homework is an integral part of the education program at the Derby Middle School. Failure to complete assignments may result in lower grades. Visit www.derbyps.org. Homework assignments (6154.1)

HONOR ROLL GUIDELINES

Honor Roll status in grades six to eight encourages students to respect academic achievement. The following are honor roll guidelines:

1. First Honors

- a. All marks of "A" in all subjects.
- b. Marks with a minus after them in any area are still acceptable for the honor roll.

2. Second Honors

- a. All marks of "B" or better in all subjects.
- b. Marks with a minus after them in any area are still acceptable for the honor roll.

IN-SCHOOL SUSPENSION

· Students can receive in-school suspension from the administration, for violating school rules. The supervisor will work with the students on any assignments. Student's assigned in-school suspension cannot participate in school activities.

INDIVIDUALIZED EDUCATION PROGRAM/SPECIAL EDUCATION PROGRAM

Any child, whether a student of the school district, of pre-school age, or between the ages of three and 20 years of age, inclusive, but not attending district schools, who is identified as being in need of a special program shall be referred to a "special education planning and placement team" (PPT) which shall make an evaluative study to determine whether special education is required and to establish the scope of the special education program.

Planning and Placement Team or Individualized Education Program Team

The term "individualized education program team" or "IEP Team" means a group of individuals composed of

(i) The parents of a child with a disability (ii) at least one regular education teacher of such child (if the child is, or may be, participating in the regular education environment). (iii) at least one special education teacher, or where appropriate, at least one special education provider of such child; (iv) a representative of the local educational agency who –

(I) is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities:

(II) is knowledgeable about the general curriculum;

(III) is knowledgeable about the availability of resources of the local educational agency;

(v) an individual who can interpret the instructional implications of evaluation results, who may be a member of the team described in clauses (ii) through (vi) at the discretion of the parent of the agency, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate; and (vii) whenever appropriate, the child with a disability.

(Note: All of the above are required by 34 CFR 300.344)

In addition to the above, the special education specialist, school psychologist, school nurse, school social worker, counselor, or other student service worker who has conducted an assessment of the student shall participate whenever the results or recommendations based on such assessment are significant to the development of the student's individualized education program and placement. Where the student or parent is limited or non-English speaking, a district representative who is fluent in the student's primary language and who is knowledgeable about the process of second-language acquisition and competent in the assessment of limited English and non-English speaking individuals should be included.

For transition services, the district shall invite a representative of any other agency that is likely to be responsible for providing or paying for transition Services.

(a) General. The IEP for each child must include - (1) A statement of the child's present levels of educational performance, including -(i) How the child's disability affects the child's involvement and progress in the general curriculum; or (ii) For preschool children, as appropriate, how the disability affects the child's participation in appropriate activities;(2) A statement of measurable annual goals, including benchmarks or short-term objectives, related to - (i) Meeting the child's needs that result from the child's disability to enable the child to be involved in and progress in the general curriculum; and

(ii) Meeting each of the child's other educational needs that result from the child's disability. (3) A statement of the special education and related services and supplementary aids and services to be provided to the child, or on behalf of the child and a statement of the program modifications or supports for school

personnel that will be provided for the child - (i) To advance appropriately toward attaining the annual goals; (ii) To be involved and progress in the general curriculum in accordance with paragraph (a)(1) of this section and to participate in extracurricular and other nonacademic activities; and (iii) To be educated and participate with other children with disabilities and non-disabled children in the activities described in this paragraph; (4) An explanation of the extent, if any, to which the child will not participate with non-disabled children in the regular class and in the activities described in paragraph (a) of this section;(5)

(i) A statement of any individual modifications in the administration of State or district-wide assessments of student achievement that are needed in order for the child to participate in the assessment; and (ii) If the IEP team determines that the child will not participate in a particular State or district-wide assessments of student achievement (or part of an assessment), a statement of - (A) Why that assessment is not appropriate for the child; and (B) How the child will be assessed; (6) The projected date for the beginning of the services and modifications described in paragraph (a)(3) of this section, and the anticipated frequency, location, and duration of those services and modifications; and (7) A statement of - (i) How the child's progress toward the annual goals described in paragraph (a)(2) of this section will be measured; and (ii) How the child's parents will be regularly informed (through such means as periodic report cards), at least as often as parents are informed of their non-disabled children's progress, of - (A) Their child's progress toward the annual goals; and (B) The extent to which that progress is sufficient to enable the child to achieve the goals by the end of the year(b) Transition services. (1) The IEP must include - (i) For each student beginning at age 14 and younger if appropriate, and update annually, a statement of the transition service needs of the student under the applicable components of the student's IEP that focuses on the student's courses of study (such as participation in advanced-placement courses or a vocational education program); and (ii) For each student beginning at age 16 (or younger, if determined appropriate by the IEP team), a statement of needed transition services for the student, including, if appropriate, a statement of the interagency responsibilities or any needed linkages (2) If the IEP team determines that services are not needed in one or more of the areas specified in §300.27(c)(1) through (c)(4), the IEP must include a statement to that effect and the basis upon which the determination was made.(c) Transfer of rights.

Beginning at least one year before a student reaches the age of majority under State law, the student's IEP must include a statement that the student has been informed of his or her rights under Part B of the Act, if any, that will transfer to the student on reaching the age of majority, consistent with §300.517.(d) Students with disabilities convicted as adults and incarcerated in adult prisons. Special rules concerning the content of IEP's for students with disabilities convicted as adults and incarcerated in adult prisons are contained in §300.311(b) and (c).

Transfers

When an individual has been on an IEP in another school district, the PPT shall make an evaluative study of the student and develop an IEP for the student as though the student were newly referred, but the PPT may use the previous IEP (if available) in developing the new one. If a student who is on an IEP transfers from

this district to another, or to a private school, the written IEP and any additional records relating to the student's program and achievement shall be forwarded to the receiving school on the request of the receiving school and the individual's parent or guardian.

Independent Educational Assessment

If an independent educational assessment is necessary, it shall be conducted by a Connecticut credentialed or licensed professional examiner who is not employed by and does not routinely provide assessment for the State Department of Education or this district.

Legal Reference: Connecticut General Statutes 10-76a Definitions

10-76b State supervision of special education programs and services. Regulations.

10-76d Duties and powers of Boards of Education to provide special education programs and services.

10-76g State aid for special education.

10-76h Special education hearing and review procedure.

State Board of Education Regulations

34 C.F.R. 300 et seq. Assistance to States for Education of Handicapped Children.

300.14 Special education definitions.

300.340-349 Individualized education programs.

300.503 Independent educational assessment.

300.533 Placement procedures.

300.550-556 Least restrictive environment.

INTERNET USE

Students will have access to the Internet and other electronic resources at various sites in the middle school, including the library media center. Such resources are to be used for legitimate educational purposes, under supervision of school personnel. Students must complete an *Internet User Agreement and Parent Permission Form*. The parent should sign this form, and return the form to the teacher. Misuse of available technology will be treated as a serious disciplinary issue.

LOCKERS

Each student is assigned a locker for his/her use only. For security purposes, a master system of locks and keys for lockers is maintained. .

A SECURITY SYSTEM IS ONLY AS EFFECTIVE AS THE PERSONS RESPONSIBLE FOR IT. STUDENTS MUST LOCK THEIR LOCKERS AND ARE ENCOURAGED TO USE THEIR OWN LOCKERS ONLY.

THE SCHOOL RESERVES THE RIGHT TO INSPECT STUDENTS' LOCKERS AT ANY TIME.

The school is not responsible for lost or stolen items.

- 1.Student lockers are the property of the Derby Board of Education and are made available for the storage of books, coat's, etc... During the school year. Each locker has a factory installed combination.
- 2.Administrators will regularly conduct locker inspections for the purpose of safeguarding the health, safety and welfare of the student body. Administrators will also inspect lockers at any time, if there is a reasonable suspicion that a locker contains something contrary to school regulations or is detrimental to the school community.

LOST AND FOUND

Students who find lost articles are asked to take them to the lost and found department in the cafeteria.

NON-DISCRIMINATION POLICY

The Derby Public School does not discriminate against students, parents, guardians, or employees on the basis of race, national origin, religion, sex, age, or mental or physical disability. If any student, parent, guardian, or employee feels aggrieved by the school district or its agents or employees, a complaint may be filed with the Compliance Officer of the Derby Public Schools. Derby School District, 35 Elizabeth St., Derby CT 06418 Telephone 736-5027. This policy is required in order to receive funds for applied education programs.

One-to-One Laptop/iPad/Tablet Program

Derby Public School District

6141.3291(a)

Instruction

The Board of Education (Board) recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient users of information, media, and technology in a digital world.

Therefore, the Derby Public School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes just as individuals in workplaces and other real-life settings. The District's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

The Board directs the Superintendent or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

To achieve this philosophy, the Board believes the implementation and focus of a 1:1 Laptop/iPad/Tablet program is to provide the necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. Technology shall be integrated throughout the educational program in a seamless and timeless fashion. The 1:1 Laptop/iPad/Tablet program will empower students and teachers to use technology like adults do, accessing and using purposeful technology-based tools anytime a task calls for them.

Learning in District schools must be a continuous, dynamic interaction among students, parents, and the extended community. Implementation of a 1:1 Laptop/iPad/Tablet initiative enables anywhere, anytime learning that is not limited by the physical confines of a classroom or school building. The Board believes that purposeful technology integration liberates teachers from being deliverers of content, and instead, allows them to be facilitators of deep, individualized learning for all students.

6141.3291(b)

Instruction

One-to-One Laptop/iPad/Tablet Program(continued)

The focus of the 1:1 Laptop/iPad/Tablet program in the Derby Public School District is to provide necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. In District schools technology will be integrated throughout the educational program in a seamless and timely fashion. The 1:1 Laptop/iPad/Tablet setting empowers students and teachers to use technology like adults do in the real world, accessing and using purposeful technology-based tools anytime a task calls for them.

The Board of Education believes learning is a continuous dynamic interaction among students, educators, parents, and the extended community. Implementation of a 1:1 Laptop/iPad/Tablet initiative enables anywhere, anytime learning that is no longer limited by the four walls of a classroom or building. Purposeful technology integration liberates teachers from being deliverers of content and, instead, allows them to be facilitators of deep, individualized learning for all students.

The policy, procedures, and information within this document apply to all District-owned/leased Laptop/iPad/Tablets used in District schools, including any other device considered by the administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

(cf. 5131.81 – Use of Electronic Devices)

(cf. 5131.911 – Bullying)

- (cf. 5131.913 – Cyberbullying)
- (cf. 6141.321 – Acceptable Computer Use Policy)
- (cf. 6141.323 – Filtering Access to Electronic Networks)
- (cf. 6141.324 – Posting of Student work/Photographs)
- (cf. 6141.325 – Blogging/Podcasting)
- (cf. 6141.326 – Online Social Networking)
- (cf. 6141.327 – Electronic Resources)
- (cf. 6141.328 – Bring Your Own Device)
- (cf. 6141.329 – Electronic Reading (e-reader) Devices)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules

18 U.S.C. §§ 2510-2522, Electronic Communication Privacy Act

P.L. No 110-385, Protecting Children in the 21st Century Act

Policy adopted:

Instruction - *Administrative regulation*

One-to-One Laptop/iPad/Tablet Program

Agreement for Use of Derby Public School District Student Laptop/iPad/Tablets

- The Laptop/iPad/Tablet you will be leasing for \$50.00 a year is the property of the Derby Public School District and is made available to you as a tool for learning.
- This Agreement sets out the Laptop/iPad/Tablet usage standards for using the device.
- Like textbooks and other school property, a Laptop/iPad/Tablet is assigned to the student and **MUST** be returned to the District at the end of the school year or upon withdrawal or transfer.
- This agreement, signed by both student and parent/guardian, is required before a Laptop/iPad/Tablet will be issued to a student.
- The use of a Laptop/iPad/Tablet is a privilege that can be revoked. Inappropriate use or neglect of a Laptop/iPad/Tablet can result in limits to or loss of use of the Laptop/iPad/Tablet. Consequences for inappropriate use will vary according to infraction, but may include any or all of the following:
 - School discipline code consequences for minor infractions
 - Loss of privileges or increased daytime controls
 - Loss of Laptop for a period of time

Violations are subject to applicable district policies pertaining to discipline.

- All use standards for the school network under Policy and Procedures #6141.321, "Computer Acceptable Use" applies to use of the Laptop/iPad/Tablet.

- Students will bring the Laptop/iPad/Tablet to school each day unless otherwise instructed with a full battery charge.
- Students are not permitted to sync the Laptop/iPad/Tablet with a personal computer or to change or otherwise “hack” the device to alter the configuration or functionality that has been established by the District.
- Students must not leave the Laptop/iPad/Tablet unattended at any time while at school. If a student needs to store his/her Laptop/iPad/Tablet during the school day, he/she must follow all school procedures for securing unattended Laptops when necessary (athletic events, etc.). The cost of a loss/theft of a Laptop due to negligence of the student will be charged to the parent/student and recovered as authorized under Policy and Procedures 3520 (Student Fees, Fines, Charges).
- All the Laptop/iPad/Tablet software that students will need for classes will be made available by the District. Students are not allowed to uninstall or modify any application or the operating system in any way. Installation of apps by students is permitted with the expectation that these devices are primarily for educational purposes rather than entertainment and/or amusement. The District reserves the right to remove or disable any student-installed apps which they determine to be inappropriate or that interfere with the learning process. All downloading of applications or other on-line costs incurred by the student for authorized or unauthorized personal use of the Laptop/iPad/Tablet is the sole responsibility of the parents/students.
- File-sharing, including downloading music or any other activity that violates copyright laws is not permitted. Any music or other commercial files installed on the Laptop/iPad/Tablet must be legally owned by the student user.
- Student and parent/guardian will be charged for any damage resulting from intentional abuse or mishandling, or non-accidental loss or damage to a Laptop/iPad/Tablet due to negligence. A police report is required for any stolen Laptop. The following are not considered to be accidental damage and repair costs will be assessed.
 - Excessive scratches/wear to Laptop/iPad/Tablet exterior.
 - Intentional marking, defacing, and/or abusing the Laptop/iPad/Tablet for student amusement, anger, frustration, etc.

- Damage caused by tampering with hardware components or operating systems (i.e. jailbreaking) to alter district configuration.

General Handling and Required Care of the Laptop/iPad/Tablet

- Any loss or theft of a Laptop/iPad/Tablet must be reported to the technology support office immediately, so that recovery efforts can be initiated. Failure to immediately report a lost Laptop can result in the student being assessed the full replacement cost of \$350.00.

6141.3291(c)

Instruction

One-to-One Laptop/iPad/Tablet Program

Agreement for Use of Derby Public District Student Laptop/iPad/Tablets (continued)

- Do not mark the Laptop/iPad/Tablet in any way with markers, stickers, scratches, engraving, etc. Each Laptop/iPad/Tablet is labeled with a district identification barcode. Do not remove this sticker. Students may personalize the red Laptop/iPad/Tablet folio case which is available for purchase for easier identification.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the Laptop/iPad/Tablet.
- Do not eat or drink near the Laptop/iPad/Tablet. There should never be any food or drink around the Laptop/iPad/Tablet.
- Protect your Laptop/iPad/Tablet from other sources of moisture such as rain when outdoors and bathrooms or kitchens near toilets or sinks.
- Make sure hands are clean before using the Laptop/iPad/Tablet – the glass screen should be regularly wiped clean with a dry clean soft cloth – a microfiber cloth is recommended, but any soft cotton fabric will work. Do NOT use commercial liquid or spray cleaners on the Laptop/iPad/Tablet screen. Do NOT use paper towels to clean the screen.
- When the charging cable needs to be connected, be sure to line it up correctly when inserting and removing. Students are responsible for damage to the charger port or connector pin resulting from mishandling. Use only the school-approved charger assigned with the Laptop/iPad/Tablet.
- If you have problems with your Laptop/iPad/Tablet stop using the device and ask your Tech Support Office for help.

Internet Rules and Expectations

- Derby Public School District's Acceptable Use Agreement must be followed at all times.
- Any inappropriate web or email activity can result in loss of the Laptop/iPad/Tablet privilege. The use of unapproved proxy servers is strictly forbidden and is a violation of the District's network policy.
- If you unintentionally link to an inappropriate website, report it to your teacher immediately so District officials can remove access to the site.

Instruction

One-to-One Laptop/iPad/Tablet Program

Agreement for Use of Derby Public School District Student Laptop/iPad/Tablets (continued)

- All activity conducted on the District/School Internet/Network is monitored and can be tracked/traced. All use of the Internet/Network should be to further the student's education and enrich the student's educational resources.

Parent Information

- The Laptop/iPad/Tablet is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way.
- Parents are responsible for supervising student Internet use while at home; the filtering services we implement transfer to home only if the student uses our sprint network. More restrictive settings can be installed upon parent request to limit access to the Internet or other nonacademic uses of the Laptop/iPad/Tablet. The District will be providing specific information on how to request this service.
- Parents should monitor the use of the Laptop/iPad/Tablet at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc.
- Use of Internet resources, including online curriculum content purchased by the District, will be an integral part of the learning activities in your child's classes. If you have reservations or objections about your child having access to the Internet while at school, please contact your school administration to discuss the matter.
- All families will have the option to participate in a Laptop/iPad/Tablet self-insurance program to provide limited protection in the event of negligent loss or damage to the Laptop/iPad/Tablet. This is a District self-insured program managed by the District. Arrangements can be made through the

building Administrators for families that require financial assistance if the parent/student desires the insurance.

6141.3291(e)

Instruction

One-to-One Laptop/iPad/Tablet Program

Agreement for Use of Derby School District Student Laptop/iPad/Tablets (continued)

- Parents/students have the option of participating in the District's self-insurance program, which provides limited protection in the event of negligent loss or damage to the Laptop/iPad/Tablet, OR denying the insurance and assuming full responsibility for damage, theft or loss.
- The optional insurance program (self-insured, managed by the District) has the following features:
 - Covered losses — We will cover direct physical loss caused by accidental damage, unavoidable theft or loss, fire, flood, natural disasters, manufacturer defects, or power surge due to lightning; occurring during the school year. There is \$0 deductible for the first occurrence of accidental damage, fire, flood, natural disasters, manufacturing defects or power surges. There is a \$100 deductible for unavoidable theft or loss (see below).
 - Coverage includes burglary/robbery/theft that involves a break-in, force, or other total loss (including when the device can no longer be found) that is otherwise unavoidable despite exercising due diligence (\$100 deductible assessed).
 - Leaving the Laptop/iPad/Tablet unattended, failing to secure it per school recommendations, leaving it in an unlocked car, leaving it on the bus, etc. do NOT qualify as a legitimate claim for unavoidable theft or loss. These and similar situations will result in the replacement cost (approx. \$350) being assessed.
 - Accidental damage includes damage resulting purely by accident despite following all guidelines for care and handling of the Laptop/iPad/Tablet. The following are not considered to be accidental damage and are not covered:

- excessive scratches/wear to Laptop/iPad/Tablet exterior caused by failure to regularly use a protective case (use of case is required per the Laptop/iPad/Tablet Agreement)
- Intentionally marking, defacing, and/or abusing the Laptop/iPad/Tablet (amusement, anger, frustration, etc.)
- Damage caused by tampering with hardware components or operating system (i.e. jailbreaking) to alter district configurations

6141.3291(e)

Instruction

One-to-One Laptop/iPad/Tablet Program

Agreement for Use of Derby School District Student Laptop/iPad/Tablets (continued)

- Your Duties in the event of loss or damage:
 - Report the loss or damage to your building technology office as soon as possible.
 - Notify the local police immediately if the loss is due to theft or fire.
- Multiple damage/theft claims, especially if lack of due diligence is evident, could result in an escalation of deductible fees, assessment of full repair cost, or restriction of take-home privileges.
- Loaner Laptops/iPads/Tablets cannot be issued until the deductible has been paid or other arrangements for payment have been made with school officials.

Laptop/iPad/Tablet Acceptable Use Agreement

Derby Public School District

I have read the Derby Public School District Laptop/iPad/Tablet Usage Standards, and Computer Acceptable Use Guidelines.

1. I have read and agree to comply with the Agreement for Use of Derby Public School District Student Laptop/iPad/Tablets.
2. I agree to comply with the Derby Public School District's Acceptable Use Policy.
3. I understand that I may lose my Laptop/iPad/Tablet privileges as a result of my inappropriate behavior, and may be financially responsible for damage or loss of any Derby Public School District Laptop/iPad/Tablet.
4. I will return the Laptop/iPad/Tablet, power adapter and cable when requested at the end of the school year. I understand that I will be charged for any missing equipment or cables.

20

Student - Print your name here

Signature and date here

I have read the Derby Public School District Laptop/iPad/Tablet Usage Standards, and Computer Acceptable Use Guidelines.

1. I understand the procedures and requirements to which my student must comply, including the Acceptable Use Policy.
2. I accept responsibility for any damage or neglect that may result from my student while the Laptop/iPad/Tablet is in his/her possession or control, which may result in monetary charges.
3. I understand that my student may lose his/her Laptop/iPad/Tablet privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District Laptop/iPad/Tablet.
4. I understand my student must return the Laptop/iPad/Tablet, power adapter and cable when requested at the end of the school year. I understand that I will be charged for any missing equipment or cables.

20

Parent/Guardian - Print your name here

Signature and date here

Current Address:

Phone number:

STUDENT LAPTOP REPAIR PROCEDURE

- 1) The student will report the laptop issue to their teacher
- 2) The teacher will report the laptop issue to the main office
- 3) The main office will inform IT of the laptop issue when IT is available for support

For any laptop issue reported to and seen by IT, an IT Laptop Incident Report Form will be filled out.

If student states the laptop was broken by another student, student is sent to office to begin an incident report.

Every student has the option to purchase laptop damage insurance, otherwise he/she will be responsible for the full payment to repair/replace the laptop if physically damaged (Per signed 1:1 Agreement).

Parents will receive communication from the school by email with information regarding the issue or damage, the course of action, and any cost responsibilities.

If student physically damaged the laptop, and the student purchased insurance:

- Insurance will be used to repair/replace the laptop. After repair, student can pay another insurance fee to re-insure device or opt out of insurance.

If student physically damaged laptop and student did not purchase insurance:

- The student will be responsible for full payment of repair costs. Families will be invoiced after work is quoted by a local repair company. Once payment is received, the device will be repaired and returned to the student.

If the laptop has a technical problem or device failure, the device will be repaired by the Technology Department and returned to the student.

A loaner laptop will be given to every student that turns in a laptop for repair, as long as spares are available. Student will be responsible for full payment of repair cost if device is broken.

PARENT CONFERENCES

Parents are welcomed as partners in their child's educational successes. Formal conferences with parents are scheduled at the conclusion of the first marking period. In addition, parents may request conferences as needed by contacting the teachers or the school office.

PARENT INVOLVEMENT/COMMUNICATIONS

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

PARENT PORTAL ACCESS

The Derby Public Schools affords students and parents/guardians access to both attendance and current grades through our on-line grade book. Please refer to the district web-page (www.derbyps.org) for access information.

PARENT-TEACHER ORGANIZATIONS

PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTO. For more information please contact the school.

PERSONAL APPEARANCE

All students are expected to be neat and well-groomed. Thus, any attire or grooming habits that may be offensive and/or disruptive to the educational process must be avoided. If a student is stopped or sent to the office by a professional staff member about his/her appearance, the student will be required to take corrective measures. This may entail the student having to put on appropriate clothing, calling a parent for a change of clothing, or being sent home.

Additionally, there are certain classes - gym, science etc. - whose programs demand that a certain type of apparel be worn. The dress regulations and the consequences of not complying in those classes will be determined and handled by the classroom teacher. Finally, backpacks and big duffle bags are prohibited throughout the day as part of our safe school program.

Dress and Grooming

The following are considered inappropriate for all students to wear during the school day:

Pants or shorts of sweat or spandex material cannot be worn by the 7th through 12th graders. All pants or shorts shall be worn, belted or tied at the waist.

Tank tops, undershirts, halter tops, tube tops, bare midriffs, transparent clothing, plunging necklines (front or back), sleeveless shirts or any other unduly revealing attire.

Clothes, which are torn, ragged or have holes.

Skirts, shorts, dresses, and jumpers shorter than 4" above the knee.

Outer coats, windbreakers, hats, scarves, earmuffs, bandannas, curlers, goggles, sunglasses are prohibited indoors.

Hooded shirts maybe worn indoors provided the hoods are not used as head apparel.

Footwear which causes noisy distraction or which is unsafe or a health hazard and is not secured to the foot.

Jewelry or wallet/key chains that can be dangerous or distracting.

Beepers, walkman type players, cell phones, laser pens or other types of electronic devices which are not prescribed for instructional purposes.

No references to drugs, sex, alcohol or obscene remarks.

Exemption for all school sanctioned uniforms on designated days by the administration.

PHYSICAL EDUCATION ATTIRE

Students are expected to bring a change of clothing, (shorts, tee-shirt without logos, sweat pants and/or shirt without logos, sneakers/gym shoes) on physical education days.

BEHAVIOR INTERVENTIONS AND SUPPORT

Goal

To improve overall school climate and culture by creating and implementing with fidelity a school-wide behavioral and intervention program that collects, analyzes and evaluates data, systems and practices.

Derby Middle School Discipline Plan

We understand that there may still be times that a student needs to be addressed about their behaviors.

The following discipline procedure will now take place.

Tier 1: Discipline issues will be handled in the classroom by the teacher.

Step one: Verbal redirection of the student (could be multiple times, use logical reasoning).

Step two: Official warning (it would be beneficial if you are able to keep track of these official warnings; use logical reasoning before issuing an official warning).

Step three: Logical consequence for minor behavior; phone call home should happen to explain to parent the logical consequence.

Examples of logical consequences; communication to home, after school or lunch detentions, mediations, conferences, time-out, moving of students seat...

Step four: Office referral, guidance referral, social worker referral at this time the administration, guidance and/or the school social worker should be made aware of past history with child and it should be well documented of techniques and steps used to assist student in improving their school behavior. This will happen after three logical consequences have been given by the teacher.

Step five: Possible tier 3 interventions for repeat and/or serious offenders: administration detention, school community service, in- school suspension, out-of-school suspension.

Tier 2: Discipline issues will be handled by the administration team, guidance, and/or social worker.

Tier 3: Discipline issues will be handled by administration team, Central Office, possible police.

Chart Describing CPRR's at Derby Middle School

	SETTING						
	Classroom	Hallways	Lavatory/ Locker Room	Cafeteria	Specials' Rooms	Assembly	Bus
Citizenship	<p>Leave no trace</p> <p>Care for environment and others</p>	<p>Pick up trash</p> <p>Mindful of volume</p> <p>Maintain proper pace</p>	<p>Keep facilities clean and neat; free of graffiti</p> <p>Report any concerns or problems to an adult</p>	<p>Pay for purchases</p> <p>Use "please" and "thank you"</p> <p>Be patient while waiting turn</p>	<p>Report any issues immediately to an adult</p> <p>Be patient while waiting</p>	<p>Listen attentively</p>	<p>Report an issues immediately to an adult</p> <p>Pick up trash</p> <p>Be kind to others</p>
Pride	<p>Always do my best work</p> <p>Bring my materials</p> <p>Actively participate</p> <p>Take care of classroom materials</p>	<p>Leave no trace</p> <p>Follow dress code</p> <p>Keep hands and feet to self</p>	<p>Leave no trace</p> <p>Be mindful of time</p>	<p>Make healthy eating choices</p> <p>Leave no trace</p>	<p>Leave no trace</p> <p>Help clean up</p> <p>Participate in all activities</p>	<p>Questioning when appropriate and sticks to the subject at hand</p>	<p>Leave no trace</p> <p>Be mindful of others, including the bus driver</p>
Respect	<p>Listen to everyone</p> <p>Follow classroom procedures</p>	<p>Walk and keep feet on the ground</p> <p>Indoor voice</p> <p>Respect others who are learning</p>	<p>Allow privacy for others</p> <p>Wait your turn properly</p> <p>Respect others' belongings</p>	<p>Use appropriate language and volume</p> <p>Respect others' food and property</p> <p>Treat all adults with respect</p>	<p>Treat all equipment with care</p> <p>Follow procedures</p>	<p>Treat all guests with respect</p>	<p>Show consideration and appreciation to the driver and passengers</p>
Responsibility	<p>Bring materials</p> <p>Arrive on time to class</p> <p>Pay attention in class</p>	<p>Pick up belongings</p> <p>Personal space</p>	<p>Teacher permission</p> <p>Use before or after class</p> <p>Hands and feet to self</p>	<p>Clean up after yourself</p> <p>Recycle</p> <p>Food and drink remain in café</p>	<p>Help clean up</p> <p>Demonstrate control over your behavior</p>	<p>Demonstrate control over your own behavior</p>	<p>Stay safely seated during the entire ride</p> <p>Follow all bus rules</p>
	SUCCESS						

PROMOTION/ACCELERATION/RETENTION

(Grades K-8)

In general, children shall be placed at the grade level to which they are best suited. The educational program shall provide for the continuous progress of children from grade to grade, with children spending one year in each grade. However, a small number of children, advancing grade levels in a shorter duration. Such retention or advancement should be considered.

- a. when a child is achieving significantly below or above expected levels;
- b. when retention or advancement would have a reasonable chance of benefiting the child's total development;
- c. for retention as soon as possible in the early stages of the child's education preferably in grades K-3.

No later than the close of the second marking period, the teacher considering retention/advancement must confer with the principal and others involved with the child (such as the child's special teacher, counselor, and parents) to discuss specific areas of concern. The parents shall then be invited to a meeting with the teacher, principal, and other staff members no later than the mid-point of the third marking period for an updated discussion of the matter. This discussion shall consist of an explanation to the parents of their child's current academic standing in relationship to program objectives and individual ability. Goals shall be set for the prior through May 1. During the first two weeks of May another meeting will be held to review the goals and the student's progress. At this time, the final decision of retention/advancement shall be made. The final retention decision shall be made by the principal, as by certified staff, and with parental consultation.

The educational program for a retained student is to be structured so as to offer the best opportunities for learning success. The revised program should reflect a comprehensive analysis of those educational factors that might have contributed to the retention. The retained students may be placed with the same teacher(s) for the following year if this is deemed appropriate. Other staff and ancillary personnel should be utilized to support retained students as needs and circumstances dictate.

For Promotion, the major references available to staff are (1) observation of total student development, (2) assessed performance on teacher made criterion-reference tests or skill development records, (3) performance on standardized tests, (4) attendance, and (5) report card grades.

It is expected that all students will be in attendance at school on a regular basis. Regular class attendance and participation in instructional activities is considered vital to a student meeting the academic standards as defined by the Board of Education's attendance policy.

RELIGIOUS AND HEALTH ACCOMMODATIONS

Where the bona fide religious beliefs or the health need of a student conflicts with the school required attire policy, the school will provide reasonable accommodations. Any student desiring accommodation shall notify the school principal in writing including the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs or health need shall not be prohibited under this policy.

REPORT CARDS

Report cards will be issued four times a year and are hand carried home by the student. Parents are expected to sign the report card and return it to the school. Students who do not return their report cards signed, will not be given their next report cards until a parent calls the school and speak with a school counselor, teacher, or administrator.

SAFE SCHOOL CLIMATE

BULLYING

- I. Purpose
- II. The Derby Board of Education promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Derby Board of Education that bullying of a student by another student is prohibited. A single incident though it may warrant discipline, is not in effect a violation of this policy.

II. Definition

A. Hazing, bullying, menacing or abuse of students or staff members will not be tolerated. Any staff member, employee, or student who engages in an act that injures, degrades, or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action.

B. Bullying is defined as any overt act by a student or groups of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds, at a school sponsored activity or on a school bus which acts are repeated against the same student over time.

Examples of bullying include, but are not limited to: physical violence and attacks verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs threats and intimidation extortion or stealing of money and/or possessions exclusion from peer groups within the school

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying, while at school, at any school function, or in connection to or with any district sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials. This prohibition includes off school grounds bullying that impact on the Derby schools and creates a serious disruption of the education process. A comprehensive program, involving everyone in the schools and the community, to address bullying at the school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom and individual.

III. The District's Program:

Permits anonymous reports of bullying by students and written reports by parents or guardians;

Requires teachers and other school staff to notify school administrators in writing of the bullying acts they witness and students' reports they receive;

Requires school administrators to investigate parents' written reports and review students' anonymous reports;

Requires each school to maintain a publicly available list of the number of verified bullying acts that occurred there;

Requires each school to have an intervention strategy for school staff to deal with bullying; including language about bullying in student codes of conduct;

Requires notice to parents or guardians of all students involved in a verified act of bullying. The notice must describe the school's response and any consequences that may result from further acts of bullying; and

Requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual; and

The Board expects prompt and reasonable investigations of alleged acts of bullying. The Principal of each school or his/her designee is responsible for handling all complaints of alleged bullying. All complaints must be forwarded and reported to the Superintendent.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

The Superintendent shall develop rules and procedures, which carry out the provisions of this policy. In addition, the Superintendent shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at each school and by ensuring inclusion of such information in students and parent handbooks. The public shall also be informed of the district policy which prohibits bullying.

IV. Rules and Procedures

Staff Responsibilities

Principals shall be responsible for informing teachers and school staff of their responsibility to report to administrators in writing any acts of bullying witnessed by them or any reports received by them. All acts and reports of bullying must be reported immediately but in no case shall the report exceed 24 hours.

V. Investigation of Complaints or Reports of Bullying

All complaints of bullying shall be investigated immediately upon receipt of written complaint or report of bullying. Victims, perpetrators and witnesses shall be interviewed and sign appropriate statements citing significant information about the bullying event or report. Where anonymity is requested by persons interviewed, their statements shall be recorded without names. Parents and guardians shall be advised that a request of anonymity may hinder administration to investigate and take proper disciplinary action if bullying is substantiated.

VI. Disciplinary Actions based on Substantiation

Principals shall determine appropriate disciplinary action in accordance with Board policy. In all cases where bullying has been substantiated, the Superintendent shall be informed so that a determination can be made as to whether or not expulsion is warranted.

VII. Actions to Deter Bullying

Administration shall take action to discourage and prevent acts of bullying. These actions may include and are not limited to:

- a. counseling for victims and perpetrators of bullying
- b. instructional strategies which foster respect, modeling, by teachers

- c. appropriate suspension at recess, lunch and class changing
- d. discussions with parents of students who engage in bullying and with parents of students victimized
- e. communication regarding the seriousness of bullying with teachers, students, parents and administrators
- f. clear rules and regulations regarding the consequences of bullying

VIII. Principals shall maintain a list of verified acts of bullying.

As prescribed by law this list will be available for public inspection. Only verified acts of bullying will be recorded. However, no list shall contain any information which identifies a student.

Legal Reference: Connecticut General Statutes

10-222d Policy on bullying behavior

HAZING

I. Purpose

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities as defined herein involving students are inconsistent with the educational goals of the school district and are disruptive of the educational process.

II. Definitions

A. "Hazing" means any activity that recklessly or intentionally endangers the health and safety of a person for the purpose of initiation or admission into or as a condition of membership of, admission to or affiliation with, a student organization or activity, including membership of any athletic team. The term shall include, but not be limited to:

1. Requiring indecent exposure of the body;
2. Assault upon the person and any type of physical abuse against the person such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
3. Exposure to weather or confinement in an unreasonably small, unventilated, unsanitary or unlighted area;

4. Requiring any activity that subjects the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact;
5. Requiring the ingestion or consumption of any alcoholic beverage, drug, tobacco product or any other substance that subjects the person to an unreasonable risk of harm or that could adversely affect the mental or physical health or safety of the person;
6. Any activity of affiliation or initiation that intimidates a person, that threatens a person with ostracism, that subjects a person to significant embarrassment or humiliation, that significantly and adversely affects the mental health or dignity of a person, or that discourages a person from remaining in school;
7. Requiring the person to violate a state or federal law or school district policy or regulation.

III. Applicability of Policy

- A. No student, teacher, administrator, coach, volunteer, contractor or other person affiliated with the school district by employment or otherwise shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, coach, volunteer, contractor, or other person affiliated with the school district by employment or otherwise shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person who is the victim of hazing will not avoid the prohibitions contained in this policy.
- D. The Superintendent or his designee will act to investigate all complaints of hazing and will discipline or take appropriate action against any person who is found to have violated this policy.

IV. Reporting Procedures

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge of conduct that may constitute hazing shall report the alleged acts immediately to the appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the Superintendent. In the case of athletic teams the report may be made to the coach of the team or the athletic director.
- C. Teachers, administrators, volunteers, coaches, contractors, or other persons affiliated with the school district by employment or otherwise shall be particularly alert to possible situations, circumstances or events which might indicate hazing. Any such person who receives a report of, observes, or has other knowledge or of conduct which may constitute hazing shall inform the building principal or other appropriate school district official immediately.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

V. School District Action

A. Upon receipt of a complaint or report of hazing, the Superintendent shall undertake or authorize an investigation by school officials or a third party designated by the Superintendent.

B. Upon completion of the investigation, the Superintendent will take appropriate action. Such action may include, but is not limited to, suspension, expulsion, and termination of employment.

VI. Reprisal

The Superintendent will take appropriate action, including disciplinary action, in the event of retaliation against any person who makes a good faith report of alleged hazing or who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

VII. Dissemination of Policy

This policy shall be reproduced in all parent-student handbooks and in each school's staff handbook.

Legal references Connecticut General Statutes §10-233a, et seq. §53-23a

CHILD ABUSE/NEGLECT

Reporting of Suspected Child Abuse/Neglect

The board of education recognizes that a student's mental and physical health will have an affect on the student's ability to obtain the most benefit from attending school. In order to increase the student's ability to learn while in school, the board of education realizes the importance of identifying students who may be suffering from abuse or neglect. When any school nurse, psychologist, physical therapist, teacher, principal, guidance counselor, paraprofessional or social worker has reasonable cause to suspect abuse or neglect of a child under the age of 18, he/she shall within twenty-four (24) hours make an oral report by telephone or in person to the Department of Children and Families (DCF), or a law enforcement agency.

Reports of abuse or neglect by the above-mentioned personnel ("mandatory reporters") shall include the following information, if known:

the names and addresses of the child and his/her parents or other person responsible for the child's care;

The age of the child;

The gender of the child;

The nature and extent of the child's injury or injuries, maltreatment or neglect;

The approximate date and time the injury or injuries, maltreatment or neglect occurred;

Information concerning any previous injuries to, maltreatment of or neglect to the child or his/her siblings;

The circumstances in which the injuries, maltreatment or neglect came to be known to the mandatory reporter;

The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; and whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

The mandatory reporter shall submit a written report to DCF containing the above-mentioned information within 48 hours of making the oral report. The reporter shall also submit a copy of the written report to the superintendent of schools. If the report concerns abuse or neglect by a school employee, the superintendent shall immediately notify the child's parent or other person responsible for the child's care that a report of abuse or neglect has been made; if the report concerns abuse or neglect by a certified school employee, the superintendent shall send a copy of the written report to the Commissioner of Education. In making all written reports required under this policy, the reporter may use the "DCF-136" form.

Reports under this policy should be made where a mandatory reporter in his/her professional capacity, has reasonable cause to suspect or believe that any child under the age of eighteen:

1. Has been abused in one or more of the following ways:

a. has had physical injury or injuries inflicted upon him/her other than by accidental means, or

b. has injuries which are at variance with the history given of them, or

c. is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment;

2. has had non-accidental physical injury, or injury which is at variance with the history given of such injury inflicted upon him/her by a person responsible for such child's health, welfare, or care or by a person given access to such child by such responsible person; or

3. Has been neglected in one or more of the following ways:

- a. has been abandoned;
- b. is being denied proper care and attention, physically, educationally, emotionally, or morally;
- c. is being permitted to live under conditions, circumstances, or associations injurious to the child's well-being.

When an investigation by DCF has determined that there is reasonable cause to believe that a child has been abused by a certified school employee in a position requiring a certificate, the superintendent shall suspend the certified professional employee with pay and without termination of benefits, and shall notify the board of education and the Commissioner of Education or his representative of the reasons for and conditions of the suspension within seventy-two (72) hours after the suspension. The superintendent shall also disclose those records provided by DCF concerning its investigation to the Commissioner of Education and the board of education or its attorney. If the contract of employment of a certified school employee is terminated as the result of an investigation of abuse, the superintendent shall notify the Commissioner of Education or his representative within seventy-two (72) hours after such termination.

The superintendent is authorized to delegate his or her responsibilities for receiving and making reports, notifying and receiving notification, and conducting investigations to a designee acting in his or her behalf. Under state law, the superintendent of schools is authorized to receive notice from the State's Attorney of convictions of certified school employees for crimes involving an act of child abuse or neglect or sexual assault.

Penalty

Under state law, any person who is required to report suspected child abuse/neglect and fails to make such a report shall be fined up to \$500.00. Under state law, any person who knowingly makes a false report of child abuse or neglect shall be fined no more than \$2,000 nor imprisoned not more than one year or both.

Legal Risk

Under state law, any person who in good faith makes or in good faith does not make a report of suspected child abuse/neglect is immune from any civil or criminal liability.

Emergency Health Care and Reasonable Inquiry

When reasonable cause to suspect or believe that a child has been abused or neglected exists or when a child has a visible injury, public school personnel may make reasonable inquiry of the child regarding such suspicion or visible injury.

If a school nurse or school medical advisor is not readily available and the rendering of emergency first aid is necessary, other public school personnel who have completed a course in first aid offered by the American Red Cross, the American Heart Association, or the Connecticut Department of Health Services may render such

emergency first aid to a child. In accordance with state law, any person providing such aid is not liable for civil damages for any personal injuries which result from acts or omissions by such person rendering the emergency first aid, which constitute ordinary negligence. The immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

Interviewing the Child

Public school personnel who believe that an interview in the school setting may be necessary in order to protect the child must notify DCF as early in the day as possible to provide both DCF and the school administration ample time to coordinate appropriate activities and actions. Upon receipt of such notice, DCF will advise school personnel whether the child must be interviewed in the school. If school personnel then retain the child after the scheduled school day in order to ensure an interview by DCF or local or state police, school personnel must attempt to notify the parents of the child, except where the alleged abuse involves the parents.

Preparation for the Interview

If DCF determines that a school interview is appropriate, the DCF social worker shall be required to notify the superintendent of schools prior to the school visit with as much advance notice as possible. The DCF social worker shall provide the superintendent of schools with a DCF identification. If the DCF social worker is not known to school personnel, a verifying call to the local DCF office shall be made. If deemed appropriate by DCF or the administration, the parent or guardian of the child will be notified prior to the interview. DCF personnel are solely responsible for scheduling such interviews. If the DCF social worker does not arrive as scheduled and school personnel decide that the retention of the child beyond the school day is necessary to protect the child's physical well-being, school personnel must attempt to notify the parents of the child that the child will be late, except where the alleged abuse involves the parents.

The Interview

To ensure confidential communication, the school administration shall provide a private place to interview the child. As part of the investigative process, the DCF social worker may request that school personnel be present during the interview. The investigation is to be conducted solely by the DCF social worker.

The removal of clothing as part of an investigation into an injury which may have been caused by child abuse shall be done only at the request of the school medical advisor or the school nurse.

Legal Reference: Connecticut General Statutes

17a-101 et seq., as amended by Public Act 96-246 and Public Act 97-319, and 98-239 §18

SEXUAL HARASSMENT POLICY AND PROCEDURES

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. The Board of Education prohibits any form of sexual harassment. It shall be a violation of this policy for any student, employee, individual under contract, or volunteer, subject to the control of the Board to harass a student, employee, individual under contract, or volunteer, through conduct or communications of a sexual nature, as defined by this policy.

Sexual harassment is defined as unwelcome conduct of a sexual nature, either verbal or physical, including but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions that an individual's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that person's employment or education, or that it will interfere in any way with that person's employment or educational performance, or create an intimidating, hostile or offensive work or educational environment. Sexual harassment by an employee, individual under contract or volunteer will result in disciplinary action up to and including dismissal or expulsion.

Any person who believes he or she has been the victim of sexual harassment by a student, employee, individual under contract, or volunteer of the Board of Education is encouraged to promptly report such complaint to his/her immediate supervisor, the designated employer representative, or the Superintendent of Schools. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation (consistent with the investigation process) and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

SPECIAL SCHOOL AND COMMUNITY RESOURCES

Call 211 for Resources.....www.211ct.org or dial 211
Our database contains information for over 4,600 health and human service providers and 48,000 service-sites to help meet your needs.

Parent Child Resource Center.....ljassell@pcrc.org or (203) 954-0543
The Parent Child Resource Center is committed to providing compassionate guidance and assistance to children and their families so that they might develop to their fullest potential and make our community stronger.

Derby Youth Service Bureau.....jsaccu@gmail.com or (860) 883-7476
The Bureau's intention is to make services and programs available to all youth of the city and to provide positive experiences, which help to identify with productive interests to guide our youth toward a more meaningful and engaging life.

Derby Head Start, School Readiness, Child Care.....dmorgan@teaminc.org or (203) 734-8609
Provides child care and preschool programs that are subsidized by either State or Federal funding. Sliding scales are available for both the school readiness and child day care programs.

DerbyLibraries.....derbypubliclibrary.org or (203) 736-1482
derbynecklibrary.org or (203) 734-1492
Both libraries offer a variety of programs for children and families.

Parks and Recreation.....www.electronicvalley.org/derby/rec/ or (203) 736-1450
Offers summer programs, softball, little league and open gyms

Naugatuck Valley Health District.....nvhd.org or (203) 881-3255
Provides Healthy Home assessment, Asthma programs, Lead abatement, Health Insurance for children under 3 and WIC

Valley Family Resource Center.....awilliams@teaminc.org or (203) 736-5420
Provides families with resources and workshops to assist with parenting. Also offers play groups for children. Located at 30 Elizabeth Street in the TEAM office.

Valley Kids Belong.....ljassel@pcrc.org or (203)954-0543
We provide support directly to children, parents, and families in order to build social/emotional skills and improve family and community relationships. Valley Kids Belong offers afterschool programs, summer programs, Families and Schools Together (FAST), and Triple P Positive Parenting Programs.

SCHOOL DISCIPLINE

School personnel will make every effort possible to treat discipline problems and will involve parents and other people in order to find a solution. Teacher responses will include the following steps:

1. Making students aware of the responsibility and policies which they must observe while in the school or in classrooms.
2. Teacher detention(s) or other attempts at behavioral modification.
3. Meeting with student to discuss behavior and expectation with student.
4. Contacting parents.
5. Referring student to guidance, if necessary, so that a conference can be arranged to gain support and an understanding of problems that may cause inappropriate behavior.
6. Referral to administration with documentation of above intervening steps outlined.
7. Inappropriate behavior, excessive and repetitive disciplinary interventions such as detentions, classroom removals and/or suspensions can result in loss of privilege to participate in school sponsored activities.

SCHOOL ORGANIZATION – DERBY MIDDLE SCHOOL

All students are assigned to grade level teams. In keeping with the middle school philosophy of teaming and flexible grouping, your child's academic schedule and classroom assignments will be determined by his/her team and the guidance department. You will be notified by the team and/or guidance if any changes do occur. The main purpose of a team is to provide the opportunity to get to know the students better and for teachers to work cooperatively with the other teachers on the team, to plan special activities, integrate curriculum, coordinate homework assignments, schedule major tests, develop consistent rules and policies and, most of all, discuss ways to help students achieve success.

The teachers in each grade are interested in building team spirit. Events such as contests and competitions, field trips and special programs combine to help students feel part of their own grade.

A student's successful experience as a member of a team is related to the effort they put into helping their fellow students and supporting the efforts of their teachers. Each team is built on mutual respect. Students are expected to observe school rules, treat staff and other students with respect, and most of all, work to the best of their ability and be proud of their achievement.

SCHOOL VISITORS

All visitors must report to the office where they will be issued a special visitor's pass. Parent/Guardians are invited to visit our school. Please contact the school office to make an appointment. Student visitors from other schools are generally not permitted.

SEARCH OF STUDENT PROPERTY

Designated school personnel may search a student's locker and bag and may require that a student empty his/her pockets if they have a reasonable suspicion to believe that the student is in violation of school rules or the law by possessing objects or chemicals which may endanger the health, safety and welfare of himself/herself and/or others. Such searches shall be made in the presence of at least one witness, and those conducting the search shall make a written report dated and signed, of the contents of any property that is searched.

SPORTS

In order to participate in any middle school sports activities, a student must be in good academic standing. The marking period immediately prior to and/or the current marking period will be used to determine eligibility for a student's participation in a particular sport. A team member who is suspended will not participate in practice and/or game for the duration of the suspension.

STANDARDS OF BEHAVIOR

The Derby Board of Education has specific policies regarding student removal/suspension and expulsion. The Derby Middle School rules conform to those board policies.

The following are not permitted at the *Derby Middle School*:

1. Disrupting a class / inappropriate behavior / obscenities
2. Sexual harassment
3. Inappropriate clothing (see dress code.)
4. Disrespect and open defiance of grade and school rules.
5. Students leaving the building without proper authorization.
6. Theft.
7. Threatening or intimidating acts.
8. Inappropriate behavior on school bus.
9. Tobacco / Alcohol / Controlled substances / counterfeit substances (*use of or possession of*)
10. A student who deliberately damages any school property (*vandalism*) may be suspended from school. The student and his/her parent or guardian will be required to make full restitution for the act of vandalism. The student could also be referred to Juvenile Officer for further action.
11. Any student caught *starting a fire* or pulling a *false alarm* must have his/her name turned over to the police department. The result could be a conviction and a fine that the student's parents or guardian would be responsible for paying.

STUDENTS' RIGHTS AND RESPONSIBILITIES

The Derby Board of Education believes that genuine student involvement requires responsible student action which is possible if students are guaranteed certain basic rights, among which are the following: the right to free inquiry and expression; the right to due process, the right to freedom of peaceful assembly that does not interfere with the rights of others or the education process; the right of petition; the right to participate in the governance of the school through the student government and established practices; the right to freedom from discrimination and the right to equal education opportunity.

Students have the responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere.

1. To conduct oneself at all times in a manner that does not infringe on the rights of others, respect school personnel and fellow classmates.
2. To be knowledgeable of the rules and regulations of Derby Middle School as set forth in the Derby Middle School Student Handbook, and by the Derby Board of Education.
3. To actively fulfill the academic responsibilities of all classes to which the student has been assigned.
4. To show proper respect for all school property and to assume responsibility for damage to or loss of school property.

SUMMER SCHOOL

A Summer program may be recommended for students who fail a subject with a grade average no lower than 10 points below the minimum passing grade (i.e. 65 passing, 55 eligibility for summer program), providing such summer program has been given prior approval by the school administration and such approval has been given in writing to the student and or parent:

- a. No more than two subjects may be made up at summer program.
- b. Credit for summer school attendance is subject to the administration's discretion Regardless of grade earned and regardless of prior written approval to attend summer program.
- c. The administration may require a proficiency test designed by the appropriate local high school department prior to awarding summer school credit (administrative discretion),
- d. Under no circumstances can credit be given for a summer course, if:
 1. The student's performance is below a "C" average, and
 2. The student failed to attend at least 90% of the summer class.

SUSPENSION FROM THE DERBY MIDDLE SCHOOL

The following infractions are not permitted at the Derby Middle School, and may result in a minimum of one day suspension/parent notification/possible expulsion and/or possible police notification.

1. Fighting, threatening, unnecessary physical contact, out of control and/or inappropriate behavior, etc.
2. Use of obscene, profane and /or inappropriate language.
3. Dangerous weapons / Drugs / Alcohol.
4. Physical attack on staff member

TEAM GUIDELINES

Grade level team members will implement sets of rules and regulations that will follow our Behavioral Framework. These rules and regulations will be consistent with the *Derby Middle School Handbook and Board of Education Policy*. The rules and regulations will be reviewed and given to each student in August.

TEXTBOOKS, EDUCATIONAL EQUIPMENT AND LIBRARY MATERIALS

Textbooks are the property of the Derby Board of Education. Students are required to cover all their textbooks. Each student is responsible for his/her assigned books and is provided with a locker for storage. Lost or damaged text books, or other school property, must be paid for by the student or parent.

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation and safety are to be made to the Bus Company 203-888-8816. A written record of all complaints will be maintained and an investigation of the allegations will take place.

WITHDRAWING FROM SCHOOL

If a student is moving out of our school the parent/guardian must come in and fill out a “Student Withdrawal Form” and a “Consent for Mutual Exchange of Information” form. We will then make the appropriate copies of the student records and send them to the new school your student will be attending.

CODE OF CONDUCT

Derby Middle School Behavioral Expectations

Derby Middle School provides a supportive academic environment where students are encouraged to become independent and responsible. Mutual trust and respect among all members of the school community is paramount to a positive and healthy school climate. Each individual in the school community is expected to maintain a proper decorum, while allowing for and tolerating individual differences. The Student Code of Conduct is viewed as a responsibility shared among the students, the school, and the parents. Parents are encouraged to play an active role in the education of their children and may be called upon by the school to attend meetings regarding disciplinary infractions. Students who infringe on the rights of others to pursue an education or who violate school policies and regulations will be subject to corrective disciplinary action including, removal from class, in-school or out-of-school suspension, suspension from transportation privileges, detention, and/or expulsion from school.

- Teachers and students should exercise mutual respect. Any violation of such respect such as swearing, name calling or use of profanity will result in disciplinary action.
- No student is allowed in the corridors or lavatories without a pass.
- A person who leaves the school grounds without permission will be suspended from classes. A conference with the parents is required for the violation.
- Students who are sixteen and over and who are failing in all subjects and refuse to make any effort to apply themselves to the task of learning may be referred for expulsion proceedings.
- Students who are caught fighting in the school or on school property will be suspended.
- Students will refrain from defacing, marring or damaging school property such as books, desks and chairs, tables, walls and other school equipment as well as the property of other students or personnel. Students and/or parents will be liable for financial restitution and suspension.
- Smoking on school property is forbidden. Violation is subject to disciplinary action. Students 16 and over will be served a written citation for violation of State Law by the Derby Youth Officer.
- Students are expected to attend school every day unless excused for illness or previous arrangements have been with the administration. All absences must be confirmed by a parent, failure to do so will result in the student being considered as cutting school.
- All class assignments missed because of any absence for any reason must be made up by the date designated from the classroom teacher.
- Students who cut class will receive a referral and will be suspended.

Removal/Suspension/Expulsion

I. Definition

- a. "Exclusion" is defined as any denial of public school privileges to a student for disciplinary purpose.
- b. "Removal" is defined as exclusion from a classroom for all or part of a single class period provided such exclusion shall not extend beyond 90 minutes.
- c. "Suspension" is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
- d. "In-school Suspension" is defined as an exclusion from regular classroom activity for not more than five consecutive school days, but not an exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. An in-school suspension may include reassignment to a regular classroom program in a different school in the school district; such reassignment shall not constitute a "suspension or expulsion" under this policy.
- e. "Expulsion" is defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one (1) calendar year- Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.
- f. "Emergency" is defined as a situation under which the continued presence of the student in the school imposes 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.
- g. "Days" is defined as days when school is in session.
- h. "School sponsored activity" is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
- i. "Possess" means to have physical possession or otherwise to exercise dominion or control over tangible property.
- j. "Deadly weapon" means any weapon (or facsimile thereof), whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, knife, blackjack, bludgeon, or metal knuckles.
- k. "Dangerous Instrument" means any instrument, article or substance (or facsimile thereof), 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 motor vehicle and a dog that has been commanded to attack.
- l. "Firearm" means 1) any weapon, including a starter gun (or facsimile thereof), which will or is designed to or may readily be converted to expel a projectile by the action of an explosion; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition

"destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than 1 1/4 ounce, mine, or device similar to any of the weapons described herein.

m. "Vehicle" means a motor vehicle as defined in section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.

n. "Martial Arts Weapon" means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or Chinese star (or facsimile thereof).

II. Removal from Class

a. Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process within the classroom, provided that no student shall be removed from class more than six times in any year, nor more than twice in one week unless such student is referred to the building principal, or his/her designee, and granted an informal hearing as set forth in Section IV(c) of this policy.

b. Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee as to the name of the student against whom such disciplinary action was taken and the reason therefore.

III. Standards Governing Suspension and Expulsion

a. Conduct off school grounds or at a school sponsored activity as set forth in Section (c), herein, or that is otherwise prohibited by Board policy or by any code of student conduct in effect in the schools, that is:

1. Violation of a publicized policy of the Board, or
2. Is seriously disruptive of the educational process, or
3. Endangers persons or property will be cause for suspension and/or expulsion.

b. Conduct off school grounds as described in paragraph(a), above, that is:

1. Violation of a publicized policy of the Board and
2. Seriously disruptive of the educational process will be cause for suspension and/or expulsion.

c. The following exemplifies student conduct that is prohibited and that will be considered cause for suspension and/or expulsion:

1. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school community, including any teacher, member of the school administration or any other employee, or a fellow student.
2. Use of physical force against another person which is not reasonably necessary for self- defense.
3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear.
4. Willfully causing, or attempting to cause, damage to school property.

5. Participation in an unauthorized occupancy of any part of any school or school premises or other building owned by any school district, and failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility.
6. Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district.
7. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind (or facsimile thereof).
8. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana.
9. Knowingly being in the presence of those who are in possession of, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind.
10. Possession or transmission of any firearm, deadly weapon or knife, dangerous instrument, or martial arts weapon (or facsimile thereof).
11. Using or copying the academic work of another and presenting it as his/her own without proper attribution.
12. Possessing or using tobacco products if the student is below 9th grade, or using such products if the student is in 9th grade or above.
13. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse.
14. Intentional and successful incitement of truancy by other students.
15. Bullying is defined as any overt act by a student or groups of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity, which acts are repeated against the same student over time.
16. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property.
17. Violation or any other board policy, rule, agreement or directive dealing with student conduct, including that dealing with conduct on school buses and the use of school district equipment.

Expulsion proceedings pursuant to section V, shall be required whenever there is a reason to believe that any student 1) was in possession of a fire arm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at a school-sponsored activity; 2) off school grounds, did possess a firearm or did possess and use such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or 3) on or about school grounds, offered for sale or distribution a controlled substance as defined in Connecticut General Statutes, § 21 a- 240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under §-21 a-277 and 21 a-278. A student shall be expelled for a period of one calendar year if the Board of Education finds that the student

engaged in any of the conduct described herein, provided the period of expulsion may be modified on a case-by-case basis. In the event it is determined by the Superintendent that a student issued a threat against a member of the school community as described in Paragraph (c.1), above, the matter shall be referred to law enforcement officials for possible criminal prosecution and the Superintendent shall take all available measures to ensure the safety of persons in the school community in the event of the student's return to school.

IV. Suspension Procedure

- a. The administration of each school is authorized to invoke suspension for a period of up to ten (10) days, or to invoke in-school suspension for a period of up to five (5) days, of any student for one or more of the reasons stated in Section III, above, in accordance with the procedure outlined in Paragraph (c) of this section. Moreover, the administration is authorized to suspend a student from transportation services whose conduct while receiving transportation violates the standards set forth in Section III, above. The school administration is authorized to immediately suspend any student where there is an emergency as defined in Section I, above. If an emergency exists, the hearing outlined in Paragraph (c) of this section shall be held as soon as possible after the suspension.
- b. In the case of suspension, the school administration shall notify the superintendent of schools within twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason for suspension. Any student who is suspended shall be given assignments to be completed while suspended and turned in upon returning to school. Failure to do so will result in loss of credit. Examinations missed during the period of his/her suspension shall be made up within one school week.
- c. Except in the case of an emergency as defined in Section I above, a student shall be afforded the opportunity to meet with a member of administration and to discuss the stated charges prior to the effectuation of any period of suspension or in-school suspension. If at such a meeting the student denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The school administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the school administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension, or expulsion.
- d. 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 a hearing as provided in Section V(b) of this policy is first granted.
- e. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in Section V(b) of this policy is first granted.
- f. Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such

notice shall be expunged from the cumulative educational record if the student graduates from high school.

V. Expulsion Procedures

The Board of Education may expel any student for one or more of the reasons stated in Section III if in the superintendent's judgment; such disciplinary action is in the best interests of the school system. An expulsion hearing is required in any instance in which the superintendent has reason to believe a student has engaged in the conduct described in Section III (d). The procedures outlined in Paragraphs (a) and (b) below, shall be followed prior to the effectuation of any expulsion unless an "emergency" as defined in Section I, above, exists. If an emergency exists, such a hearing shall be held as soon after the expulsion as possible.

a. The Board of Education shall notify the student concerned and his/her parents or the student if he/she has attained the age of eighteen (18) that expulsion is under consideration. Such notice shall contain the information required under Paragraph (b) of this section. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the board members sitting in the expulsion hearing vote to expel provided that three affirmative votes shall be required for expulsion.

b. The procedure for any hearing conducted under this section shall be determined by the hearing officer or board chairperson, as appropriate, but shall include the right to:

1. Notice of the proposed hearing which shall include:

a. a statement of the time, place, and nature of the hearing;

b. a statement of the legal authority and jurisdiction under which the hearing is to held;

c. reference to the particular sections of the Connecticut General Statutes or school policies involved;

d. a short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student; the statement so provided may be limited to a statement of the issues involved if it is not possible to state the issues in detail at the time such notice is served, Upon request from the student concerned a more definite and detailed statement of the issues shall be furnished; and

e. a statement, where appropriate, that the board is not required to offer an alternative educational opportunity to any student between the ages of sixteen and eighteen who (1) has been expelled previously or (2) is found to have engaged in conduct which endangered persons and involved (a) possession on school property or at a school-sponsored activity a firearm, deadly weapon, dangerous instrument or martial arts weapon, or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled

substance as defined by law. (See section VIII on Alternative Educational Opportunity):

2. The opportunity to be heard;
 3. The opportunity to present witnesses and evidence;
 4. The opportunity to cross-examine adverse witnesses;
 5. The opportunity to be represented by counsel: and
 6. Prompt notification of the decision of the Board of Education which decision shall be in writing if adverse to the student concerned.
- c. The record of any hearing held in an expulsion case shall include the following:
1. All evidence received or considered by the Board of Education, including a copy of the initial letter of notice of proposed expulsion, if any, and a copy of all notices of hearing;
 2. Questions and offers of proof, objections and rulings on such objections;
 3. The decision of the Board of Education rendered after such hearing; and
 4. The official transcript, if any, of the proceedings relating to the case, or, if not transcribed, any recording or stenographic record of the proceeding.
- d. Rules of evidence at expulsion hearings shall include the following:
1. Any oral or documentary evidence may be received by the Board of Education but as a matter of policy irrelevant material or unduly repetitious evidence shall be excluded;
 2. The Board of Education shall give effect to the rules of privilege recognized by law;
 3. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;
 4. Documentary evidence may be received in the form of copies or excerpts if the original is not readily available provided, however, that any party to a hearing shall be given an opportunity to compare the copy with the original;
 5. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
 6. The Board of Education may take notice of judicially cognizable facts in addition to facts within the board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noted;
 7. A record of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party.
- e. In determining the length of an expulsion, the Board of Education may receive and consider evidence of past disciplinary problems, which have led to removal from a classroom, in-school suspension, suspension or expulsion.
- f. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the board after an expulsion hearing shall be based exclusively upon evidence adduced at the hearing.
- g. Any student who is expelled shall be offered an alternative educational opportunity consistent with the requirements of state law as set forth in Section VIII of this policy.

- h. Whenever a student is expelled pursuant to the provisions of this policy, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for the notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record if the student graduates from high school.
- i. Whenever a student against whom an expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board of Education shall complete the expulsion hearing and render a decision.
- j. The Board of Education may adopt the decision of a student expulsion hearing conducted by another school district, provided that the board shall hold a hearing pursuant to this policy which shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of the Board of Education. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements and this policy.
- k. Students requiring special education and related services shall be subject to disciplinary action consistent with state and federal law. Whenever a student requiring special education services is found to have: (1) been in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at school sponsored activity; (2) off school grounds, possessed a firearm or possessed and used such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or (3) off school grounds offered for sale or distribution a controlled substance as defined in Connecticut General Statutes § 12a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Sections 21a-227 and 21a-278, said student shall be referred to a planning and placement team (PPT) for a determination of whether the above behavior is a manifestation of the student's disability. If it is determined that the behavior is a manifestation of the student's disability, the PPT shall modify the student's individualized educational plan in order to prevent the reoccurrence of such behavior and to ensure the safety of other children in the school.

VI. Notification To Parents Or Guardian

The parents or guardian of any minor student against whom disciplinary action is taken under this policy shall be given notice of such disciplinary action within twenty-four (24) hours of the time the student was excluded.

VII. Alternative Educational Opportunity

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such a student who does not choose to have his or her child enrolled in an alternative program shall not be subject to the provisions of section 10-184 of the General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with

conditions established by the Board of Education, such alternatives may include, but shall not be limited to, the placement of each student in a regular classroom program of a school other than the one from which the student has been excluded and, for students at least sixteen (16) years of age, placement in an adult education program. In determining the nature of the alternative educational opportunity to be offered under this section the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion. State statutes do not require the board to offer an alternative educational opportunity to a student between the ages of sixteen (16) and eighteen (18) who has been expelled previously or who is expelled because of conduct which endangers persons and it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) possession on school property or a school-sponsored activity of a firearm, deadly weapon, dangerous instrument, or martial arts weapon or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined in subdivision (9) of C.G.S. § 21 a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C.G.S. § 21 a-277 and 21 a-278. If the board expels a student for the sale or distribution of such a controlled substance, the board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training or any combination thereof, and inform the agency of its action. If the board expels a student for possession of a firearm or deadly weapon, the board shall report the violation to the local police department. The board shall give the name of the student and a summary of the board's action in so referring the student to the commissioner of education within thirty (30) days after the student is expelled. The provisions of this section shall not apply to students requiring special education who are described in subdivision (I) of subsection (C) of Connecticut General Statutes § 10-76a.

VIII. Gun Free Schools Act

The Board of Education shall submit to the Commissioner of Education such information on expulsions for the possession of weapons as is required for purposes of the Gun Free Schools Act of 1994, 20 U.S.C. §8921 et seq .

Detention and Suspension

1. Teacher Detention: Teachers will handle their own detention and use their discretion on the length of such detention.
2. Office Detention: Office detention will last until 3:30 p.m. daily and failure to report to office detention shall result in suspension for one day. A personal conference will be held with the parents.
3. In-School Suspension: The punishment for repeated offenses or failure to report to detention will be in-school suspension. All student activities are also suspended.

4. Suspension: Students will not be allowed to attend school for more serious offenses.

ELECTRONIC COMMUNICATION DEVICES

Personal electronic devices should not be brought to school. If they are, they should be kept in the student's assigned locker.

Derby Middle School is not responsible for any lost or stolen electronic device. These devices are extremely expensive and the High School strongly urges students not to bring them to school.

DRESS CODE

It is the opinion of the Board of Education that certain types of clothing have, in the past, and do, today, create a disruptive atmosphere detrimental to the educational process, health and safety. The Board of Education encourages students to maintain personal cleanliness and to dress in clothing appropriate to school situations.

Student's appearance should be neat and clean. Dress and appearance which cause disruption of the education process or present health and safety problems shall not be permitted

The following are considered inappropriate for all students to wear during the school day:

1. All pants or shorts that are worn below the waist. Any article of clothing that allows for undergarments to be seen.
2. Tank tops, undershirts, halter tops, tube tops, bare midriffs, transparent clothing, plunging necklines (front or back), sleeveless shirts or any other unduly revealing attire including leggings/yoga pants.
3. Clothes which are excessively torn or ragged that expose skin. Non- see through leggings must be worn under excessively ripped clothing.
4. Shirts, shorts, dresses, and jumpers shorter than 4" above the knee or less than fingertip length.
5. Hats, head coverings, earmuffs, bandannas, curlers, goggles, sunglasses that are worn indoors, all head gear (Hooded shirts may be worn but the hood may not be worn in school). Students are not to be in possession of a hat during the school day; they must be stored in the locker before period one and may be taking out at the conclusion of period 7.
6. Footwear which causes noisy distraction or which is unsafe or a health hazard and is not secured to the foot.
7. Jewelry or wallet/key chains that can be dangerous or distracting.
8. No clothing with references to drugs, sex, alcohol or obscene remarks.

SCHOOL PROPERTY

Student Lockers

- A. Student's lockers are the property of the Derby Board of Education and are made available for the storage of books, coats, etc. during the school year. Each student is assigned a locker and should not share lockers.
- B. Administrators will regularly conduct locker inspections for the purpose of safeguarding the health, safety and welfare of the student body. Administrators will also inspect lockers at any time if there is reasonable suspicion that a locker contains something contrary to school regulations or detrimental to the school community.
- C. Each locker has a built-in lock or a lock is provided. Students who lose their locks will be charged a replacement fee of \$15.00.

Textbooks

All textbooks are the property of the Derby Board of Education. Students are required to cover all their textbooks. Each student is responsible for his/her assigned books and is provided with a locker for storage. Lost or damaged textbooks, or other school property, must be paid for by the student or the parent.

CHEMICAL HEALTH POLICY STATEMENT

Through the use of curriculum, classroom activities, and faculty effort, and rehabilitative and disciplinary procedures, the administration and staff of Derby High School, in cooperation with the students' parent(s)/guardian(s), will work to educate, prevent, and intervene in the abuse of all drug, alcohol, and mood altering substances by the entire student population in accordance with state law.

RULES AND REGULATIONS

A student who, on school grounds, during a school session or anywhere at a school-sponsored activity, is under the influence of alcohol, drugs or mood altering substances, or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted substances or over the counter drugs shall be subjected to discipline pursuant to the provisions and procedures outlined below.

The parents(s)/guardian(s) of any student who is required to take medication (prescribed by a physician) during the school day shall so inform the school nurse or the person designated to act in the absence of the nurse. Such medication will then be administered under the supervision of the school nurse or the designated individual.

As an extension of this policy, the rules, regulations, and guidelines shall be used by all school district personnel when responding to drug, mood altering substances, and alcohol related situations.

CONSEQUENCES OF ALCOHOL OR OTHER DRUG ABUSE

Consequences for the use, sale, or possession of, or being under the influence of, intoxicants, mood altering drugs, or look-alike drugs, or in possession of related drug paraphernalia during a school sponsored activity shall automatically be subject to the following penalties.

Any student found to be in violation of this policy, shall be suspended for 10 days and the police will be notified. In addition, the student will be subject to an expulsion hearing with the Superintendent of Schools or his designee. At the hearing the student and his parent(s)/guardian(s) will select one of the possible actions:

A. As a result of the violation the student must:

1. Seek the complete assessment by the school physician and Lower Naugatuck Valley Council On Alcohol And Drug Abuse, Inc, or chosen agency licensed to evaluate drug, including alcohol problems;
2. Demonstrate compliance with the treatment program as recommended after the assessment;
3. Successfully complete the treatment program; and
4. Agree to a behavioral contract between the student, school administration, and a representative of the assessment group, as a condition of re-admittance to the school.

B. As a result of the violation the student shall be recommended to the Board of Education for expulsion from the Derby School System pursuant to Connecticut General Statutes Sec. 10-233d (a)-(e). In addition, the student and his/her parent(s)/guardian(s) will be required to seek additional counseling and provide written evidence of this counseling to the building administrator prior to the conclusion of the period for which the student is expelled. Acceptable sources of counseling are as noted above.

Failure to abide by the treatment and/or counseling requirement as herein stated shall result in the commencement of expulsion proceeding.

- A. The Board of Education or a subcommittee of the Board may expel any student whose conduct on school grounds or at a school-sponsored activity who endangers persons or property, is seriously disruptive of the educational process, or is in violation of a publicized policy of the Board of Education, including the standards set forth in this policy. The Board of Education or a subcommittee of the Board may expel any student whose conduct on or off school grounds is seriously disruptive of the educational process and is in violation of a publicized policy of the Board of Education, including the standards set forth in this policy.

Conduct is seriously "disruptive of the educational process" if it markedly interrupts or severely impedes the day-to-day operation of a school. In making such a determination concerning off-campus misconduct, the administration may consider, but shall not be limited to; whether the incident occurred within close proximity of a school; whether other students from the school were involved or whether there was any gang involvement; 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 whether the conduct involved the use of alcohol or drugs.

B. Readmission to school after expulsion:

Any student who has been expelled in accordance with the provisions set forth in this policy may request reentry into the Derby School System via the building principal after one year of expulsion. If such a request is made, the student will be required to provide written evidence that he/she has successfully completed a program that includes treatment and counseling. The reentry process must be initiated administratively by the building principal through the superintendent, to the board. If reentry is approved, it will be understood that any subsequent offense will result in immediate expulsion without the privilege of reentry under this policy.

C. Student enrollment in non-public or public education during the period of rules enforcement:

Any student who elects to enroll in any non-public or public education system, during the period of time affected by these rules, and then chooses to enroll in the Derby School System, will be enrolled only under the conditions specified by the Board of Education upon consideration of recommendations by the school principal.

D. Consequences for selling, dealing, or giving away intoxicants or mood altering drugs:

Any student found to be exchanging, distributing, selling, giving away, or possessing an intoxicant or mood altering drug with the intention of exchanging, distributing, selling, or giving away such intoxicants or mood altering, look-alike drugs or paraphernalia on school property or at a school-sponsored activity will be subject to the same penalties previously outlined in this policy, and the police will be notified.

E. Use or possession of intoxicants, mood altering drugs, look-alike drugs and paraphernalia in student owned/operated vehicles:

Any student who owns and/or operates a vehicle on school grounds or for the school-sponsored activities must accept responsibility for the vehicle and the contents of the vehicle. This responsibility subjects the owner or student operator to the full ramifications of this policy.

F. Administrative Rules:

The Superintendent shall provide for the development of administrative rules relating to this policy to include all relevant definitions.

1. Prescription medications are to be construed as exceptions to this policy when used by the individual for whom they are prescribed in the manner and amount prescribed.
2. Designated school personnel may search a student's car, locker, and bag and may demand that a student empty his/her pockets if they have reasonable cause to believe that the student possesses objects or chemicals which may endanger the health, safety and welfare of him/her and/or others.

PROCEDURES

1. Any teacher or other personnel, who believes that any student is not functioning properly, should contact the designated administrator who will escort the student to the nurse and fill out a referral. The staff is not being asked to evaluate whether or not this is chemical in nature. They are not being used to label or diagnose, but to report behavioral observations that might signal the need for more assessment.
 2. The nurse will determine whether the student is in need of urgent medical attention. If so, the nurse will administer any first aid required and/or immediately request emergency services and immediately notify the student's parent(s)/guardian(s).
 3. If urgent medical attention is not required, the nurse will inform the administrator of the student's condition.

The administrator will then notify the parent(s)/guardian(s) of the situation, including physical and behavioral observations.

The Board of Education has approved the use of a breath alcohol tester as an option for students at the high school and for all high school dances, proms, and other such events /activities. The breath alcohol tester will be considered for use where, in the judgment of the school administrator, there exists *reasonable suspicion* that a student has consumed an alcoholic beverage and then, *only* under the following circumstances:

The student denies to an administrator that he/she has consumed alcoholic beverages and wishes to establish his/her innocence. Should the student register a *positive* reading on the breath alcohol tester, consequences will be administered as outlined on the discipline / behavior regulations in the student handbook.

The student denies to an administrator that he/she has consumed alcoholic beverages and elects not to utilize the breath alcohol tester to establish his/her innocence. The judgment of the administrator will then be utilized to determine if the student has consumed an alcoholic beverage. In this instance, consequences will be administered as outlined in the discipline / behavior regulations in the student handbook.

TOBACCO

Smoking on school grounds is forbidden. Violation of the smoking policy is punished as follows.

Students under 16:

1st offense- 2 days ISS

2nd offense- 5 days ISS (parent conference)

3rd offense-3 days OSS (referral to Derby Youth Services)

Students over 16 will be served a written citation for this violation by the Derby Youth Officer in addition to a school consequence.

BULLYING

Bullying is defined as any overt act by a student or group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school property, at a school sponsored activity, or on school-provided transportation, which act is committed more than once against any student over time. Bullying which occurs outside of the school setting may be addressed by school officials if it has a direct and negative impact on a student's academic performance or safety in school.

Students and parents are encouraged and expected to report any and all suspected acts of bullying in the school setting to the school administration. All reports, including anonymous reports, will be investigated. Anonymous complaints shall be reviewed and reasonable action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. To make an anonymous complaint, a parent or student can call the published voice mail number of any administrator, guidance counselor, or teacher.

Substitute Senate Bill No. 1138

Public Act No. 11-232

AN ACT CONCERNING THE STRENGTHENING OF SCHOOL BULLYING LAWS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 10-222d of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2011): (a)

As used in this section and sections 10-222g, as amended by this act, 10-222h, as amended by this act, and sections 4 and 9 of this act:

(1) "Bullying" means (A) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics;

(2) "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications;

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

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

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

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

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

(8) "School climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

(b) Each local and regional board of education shall develop and implement a [policy] safe school climate plan to address the existence of bullying in its schools. Such [policy] plan shall: (1) Enable students to anonymously report acts of bullying to [teachers and school administrators] school employees and require students and the parents or guardians of students to be notified annually of the process by which [they] students may make such reports, (2) enable the parents or guardians of students to file written reports of suspected bullying, (3) require [teachers and other school staff] school employees who witness acts of bullying or receive [student] reports of bullying to

orally notify [school administrators in writing] the safe school climate specialist, described in section 9 of this act, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report, (4) require [school administrators to investigate any] the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section, [and] (5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report, [(5)] (6) include a prevention and intervention strategy, as defined by section 10-222g, as amended by this act, for school [staff] employees to deal with bullying, [(6)] (7) provide for the inclusion of language in student codes of conduct concerning bullying, [(7)] (8) require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed [, and invite them to attend at least one meeting, (8) require each school] not later than forty-eight hours after the completion of the investigation described in subdivision (4) of this subsection, (9) require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying, (10) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and [, within available appropriations,] annually report such number to the Department of Education, [annually] and in such manner as prescribed by the Commissioner of Education, [(9)] (11) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline, [and (10) identify the appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint] (12) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying, (13) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying, (14) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct, (15) prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school, (16) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan, and (17) require that all school employees annually complete the training described in section 10-220a, as amended by this act, or section 6 of this act. The notification required pursuant to subdivision [(7)] (8) of this subsection and the invitation required pursuant to subdivision (9) of this [section] subsection shall include a description of the response of school [staff] employees to such acts and any consequences that may result from the commission of further acts of bullying. [For purposes of this section, "bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity or on a school bus, which acts are committed more than once against any student during the school year. Such policies may include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school.]

(c) Not later than [February 1, 2009] January 1, 2012, each local and regional board of education shall [submit the policy] approve the safe school climate plan developed pursuant to this section and submit such plan to the Department of Education. Not later than [July 1, 2009, each] thirty calendar days after approval of such plan by the local or regional board of education, the board shall make such plan available on the board's and each individual school in the school district's Internet web site and ensure that [the policy] such plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

(d) On and after July 1, 2012, and biennially thereafter, each local and regional board of education shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education pursuant to section 10-222h, as amended by this act. Each local and regional board of education shall collect the school climate assessments for each school in the district and submit such school climate assessments to the department.

Sec. 2. Section 10-222g of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2011):

For the purposes of section 10-222d, as amended by this act, the term "prevention and intervention strategy" may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) [a school survey to determine the prevalence of bullying, (3) establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy, (4)] school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, [(5)] (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, [(6)] (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, [(7)] (5) individual interventions with the bully, parents and school [staff] employees, and interventions with the bullied child, parents and school [staff] employees, [(8)] (6) school-wide training related to safe school climate, (7) student peer training, education and support, and [(9)] (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

Sec. 3. Section 10-222h of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2011):

(a) The Department of Education shall, within available appropriations, (1) [review and analyze the policies submitted to the department pursuant to section 10-222d, (2) examine the relationship between bullying, school climate and student outcomes, (3)] document school districts' articulated needs for technical assistance and training related to safe learning and bullying, [(4)] (2) collect information on the prevention and intervention strategies used by schools to reduce the incidence of bullying, improve school climate and improve reporting outcomes, [and (5)] (3) develop or recommend a model [policies] safe school climate plan for grades kindergarten to twelve, inclusive, [for the prevention of bullying] and (4) in collaboration with the Connecticut Association of Schools, disseminate to all public schools grade-level appropriate school climate assessment instruments approved by the department, including surveys, to be used by local and regional boards of education for the purposes of collecting information described in subdivision (2) of this subsection so that the department can monitor bullying prevention efforts over time and compare each district's progress to state trends. On or before February 1, 2010, and biennially thereafter, the department shall, in accordance with the provisions of section 11-4a, submit a report on the status of its efforts pursuant to this section including, but not limited to, the number of verified acts of bullying in the state, an analysis of the responsive action taken by school districts and any recommendations it may have regarding additional activities or funding to prevent bullying in schools and improve school climate to the joint standing committee of the General Assembly having cognizance of matters relating to education and to the select committee of the General Assembly having cognizance of matters relating to children.

(b) The department may accept private donations for the purposes of this section.

Sec. 4. (NEW) (Effective July 1, 2011) (a) The Department of Education, in consultation with the State Education Resource Center, the Governor's Prevention Partnership and the Commission on Children, shall establish, within available appropriations, a state-wide safe school climate resource network for the identification, prevention and education of school bullying in the state. Such state-wide safe school climate resource network shall make available to all schools information, training opportunities and resource materials to improve the school climate to diminish bullying.

(b) The department may seek federal, state and municipal funding and may accept private donations for the administration of the statewide safe school climate resource network

Sec. 5. Subsection (a) of section 10-220a of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2011):

(a) Each local or regional board of education shall provide an inservice training program for its teachers, administrators and pupil personnel who hold the initial educator, provisional educator or professional educator certificate. Such program shall provide such teachers, administrators and pupil personnel with information on (1) the nature and the relationship of drugs, as defined in subdivision (17) of section 21a-240, and alcohol to health and personality development, and procedures for discouraging their abuse, (2) health and mental health risk reduction education which includes, but need not be limited to, the prevention of risk-taking behavior by children and the relationship of such behavior to substance abuse, pregnancy, sexually transmitted diseases, including HIV-infection and AIDS, as defined in section 19a-581, violence, teen dating violence, domestic violence, child abuse and youth suicide, (3) the growth and development of exceptional children, including handicapped and gifted and talented children and children who may require special education, including, but not limited to, children with attention-deficit hyperactivity disorder or learning disabilities, and methods for identifying, planning for and working effectively with special needs children in a regular classroom, (4) school violence prevention, conflict resolution, the prevention of and response to youth suicide and the identification and prevention of and response to bullying, as defined in subsection (a) of section 10-222d, as amended by this act, except that those boards of education that implement [an] any evidence-based model approach [,] that is approved by the Department of Education and is consistent with subsection (d) of section 10-145a, as amended by this act, subsection (a) of section 10-220a, as amended by this act, sections 10- 222d, as amended by this act, 10-222g, as amended by this act, and 10- 222h, as amended by this act, subsection (g) of section 10-233c and sections 1 and 3 of public act 08-160, shall not be required to provide in-service training on the identification and prevention of and response to bullying, (5) cardiopulmonary resuscitation and other emergency life saving procedures, (6) computer and other information technology as applied to student learning and classroom instruction, communications and data management, (7) the teaching of the language arts, reading and reading readiness for teachers in grades kindergarten to three, inclusive, and (8) second language acquisition in districts required to provide a program of bilingual education pursuant to section 10-17f. Each local and regional board of education may allow any paraprofessional or noncertified employee to participate, on a voluntary basis, in any in-service training program provided pursuant to this section. The State Board of Education, within available appropriations and utilizing available materials, shall assist and encourage local and regional boards of education to include: (A) Holocaust education and awareness; (B) the historical events surrounding the Great Famine in Ireland; (C) African-American history; (D) Puerto Rican history; (E) Native American history; (F) personal financial management; (G) domestic violence and teen dating violence; and (H) topics approved by the state board upon the request of local or regional boards of education as part of in-service training programs pursuant to this subsection.

Sec. 6. (NEW) (Effective July 1, 2011) The Department of Education shall provide, within available appropriations, annual training to school employees, as defined in section 10-222d of the general statutes, as amended by this act, except those school employees who hold the initial educator, provisional educator or professional educator certificate, on the prevention, identification and response to school bullying, as defined in section 10-222d of the general statutes, as amended by this act, and the prevention of and response to youth suicide. Such training may include, but not be limited to, (1) developmentally appropriate strategies to prevent bullying among students in school and outside of the school setting, (2) developmentally appropriate strategies for immediate and effective interventions to stop bullying, (3) information regarding the interaction and relationship between students committing acts of bullying, students against whom such acts of bullying are directed and witnesses of such acts of bullying, (4) research findings on bullying, such as information about the types of students who have been shown to be at-risk for bullying in the school setting, (5) information on the incidence and nature of cyberbullying, as defined in section 10-222d of the general statutes, as amended by this act, (6) Internet safety issues as they relate to cyberbullying, or (7) information on the incidence of youth suicide, methods of identifying youths at risk of suicide and developmentally appropriate strategies for effective interventions to prevent youth suicide. Such training may be presented in person by mentors, offered in state-wide workshops or through on-line courses.

Sec. 7. Subdivision (1) of subsection (e) of section 10-145o of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2011):

(e) (1) Beginning teachers shall satisfactorily complete instructional modules in the following areas: (A) Classroom management and climate, which shall include training regarding the prevention, identification and response to school bullying, as defined in section 10-222d, as amended by this act, and the prevention of and response to youth suicide; (B) lesson planning and unit design; (C) delivering instruction; (D) assessing student learning; and (E) professional practice. Beginning teachers shall complete two modules in their first year in the program and three modules in their second year in the program, except as otherwise provided by the Commissioner of Education, or as provided for in subsection (h) of this section.

Sec. 8. Subsection (d) of section 10-145a of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2011):

(d) Any candidate in a program of teacher preparation leading to professional certification shall [be encouraged to] complete a school violence, bullying, as defined in section 10-222d, as amended by this act, and suicide prevention and conflict resolution component of such a program.

Sec. 9. (NEW) (Effective July 1, 2011) (a) For the school year commencing July 1, 2012, and each school year thereafter, the superintendent of each local or regional board of education shall appoint, from among existing school district staff, a district safe school climate coordinator. The district safe school climate coordinator shall: (1) Be responsible for implementing the district's safe school climate plan, developed pursuant to section 10-222d of the general statutes, as amended by this act, (2) collaborate with the safe school climate specialists, described in subsection (b) of this section, the board of education for the district and the superintendent of schools of the school district to prevent, identify and respond to bullying in the schools of the district, (3) provide data and information, in collaboration with the superintendent of schools of the district, to the Department of Education regarding bullying, in accordance with the provisions of subsection (b) of section 10-222d of the general statutes, as amended by this act, and subsection (a) of section 10-222h of the general statutes, as amended by this act, and (4) meet with the safe school climate specialists at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district's safe school climate plan.

(b) For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school, or the principal's designee, shall serve as the safe school climate specialist and shall (1) investigate or supervise the investigation of reported acts of bullying in the school in accordance with the district's safe school climate plan, (2) collect and maintain records of reports and investigations of bullying in the school, and (3) act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

(c) (1) For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school shall establish a committee or designate at least one existing committee in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee shall include at least one parent or guardian of a student enrolled in the school appointed by the school principal.

(2) Any such committee shall: (A) receive copies of completed reports following investigations of bullying, (B) identify and address patterns of bullying among students in the school, (C) review and amend school policies relating to bullying, (D) review and make recommendations to the district safe school climate coordinator regarding the district's safe school climate plan based on issues and experiences specific to the school, (E) educate students, school employees and parents and guardians of students on issues relating to bullying, (F) collaborate with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the provisions of subsection (b) of section 10-222d of the general statutes, as amended by this act, and subsection (a) of section 10-222h of the general statutes, as amended by this act, and (G) perform any other duties as determined by the school principal that are related to the prevention, identification and response to school bullying for the school.

(3) Any parent or guardian serving as a member of any such committee shall not participate in the activities described in subparagraphs (A) and (B) of subdivision (2) of this subsection or any other activity that may compromise the confidentiality of a student.

Sec. 10. (NEW) (Effective July 1, 2011) (a) No claim for damages shall be made against a school employee, as defined in section 10-222d of the general statutes, as amended by this act, who reports, investigates and responds to bullying, as defined in said section 10-222d, in accordance with the provisions of the safe school climate plan, described in said section 10-222d, if such school employee was acting in good faith in the discharge of his or her duties or within the scope of his or her employment. The immunity provided in this subsection does not apply to acts or omissions constituting gross, reckless, willful or wanton misconduct.

(b) No claim for damages shall be made against a student, parent or guardian of a student or any other individual who reports an act of bullying to a school employee, in accordance with the provisions of the safe school climate plan described in said section 10-222d, if such individual was acting in good faith. The immunity provided in this subsection does not apply to acts or omissions constituting gross, reckless, willful or wanton misconduct.

(c) No claim for damages shall be made against a local or regional board of education that implements the safe school climate plan, described in section 10-222d of the general statutes, as amended by this act, and reports, investigates and responds to bullying, as defined in said section 10-222d, if such local or regional board of education was acting in good faith in the discharge of its duties. The immunity provided in this subsection does not apply to acts or omissions constituting gross, reckless, willful or wanton misconduct.

Approved July 13, 2011

SEXUAL HARASSMENT POLICY AND PROCEDURES

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. The Board of Education prohibits any form of sexual harassment. It shall be a violation of this policy for any student, employee, individual under contract, or volunteer, subject to the control of the Board to harass a student, employee, individual under contract, or volunteer, through conduct or communications of a sexual nature, as defined by this policy.

Sexual harassment is defined as unwelcome conduct of a sexual nature, either verbal or physical, including but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions that an individual's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that person's employment or education, or that it will interfere in any way with that person's employment or educational performance, or create an intimidating, hostile or offensive work or educational environment. Sexual harassment by an employee, individual under contract or volunteer will result in disciplinary action up to and including dismissal or expulsion.

Any person who believes he or she has been the victim of sexual harassment by a student, employee, individual under contract, or volunteer of the Board of Education is encouraged to promptly report such complaint to his/her immediate supervisor, the designated employer representative, or the Superintendent of Schools. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation (consistent with the investigation process) and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

Student Handbook Acknowledgement Form and Photo / Video Consent

Student Name (Print)

Grade

Please review the Derby Middle School Student Handbook with your student and sign once you have read and understand its regulations, protocols, guidelines and expectations.

Student Signature

Date

Parent / Guardian Signature

Date

The Derby Middle School Handbook can also be found on the Derby Middle School Website, www.derbyps.org , for your convenience.

Photo Consent

RG01-4

Students may at times be filmed, videoed, photographed or recorded during the school year. Please complete the form below to allow your child's likeness be used for school publications, displayed on our website, or published in the media.

I GIVE CONSENT TO HAVE MY CHILD'S IMAGE TO BE USED

I DO NOT GIVE PERMISSION TO HAVE MY CHILD'S IMAGE TO BE USED. (Students will still be included in the yearbook and school panoramic photograph unless otherwise specified.)

Parent / Guardian Name (Print)

Parent / Guardian Signature

Date

Contact Number

School Property

Student Lockers

1. Student lockers are the property of the Derby Board of Education and are made available for the storage of school related items such as, but not limited to books, projects, coats etc., during the school year. Each locker has a factory installed combination.
2. Administrators will regularly conduct locker inspections for the purpose of safeguarding the health, safety and welfare of the student body. Administrators will also inspect lockers at any time, if there is a reasonable suspicion that a locker contains something contrary to school regulations or is detrimental to the school community.

Textbooks

All textbooks are the property of the Derby Board of Education. Students are required to cover all of their school issued textbooks. Each student is responsible for his / her assigned books and is provided with a locker for storage. Lost or damaged textbooks, or other school issued property, must be paid for by the student or parent / guardian.

Release

Student's Name

Date

Age

Date of Birth

As a student attending Derby Middle School, I wish to have, on loan, from the Derby Public Schools, the use of a locker, and further, I grant the Superintendent of Schools or his designee the right to inspect this locker at any time that such inspections are deemed warranted by the school administration.

Student's Signature

Date

As a parent or guardian of the above named student, I request that my child be granted use of a locker at Derby Middle School and further I grant the Superintendent of Schools or his designee the right to inspect this locker at any time that such inspections are deemed warranted by the school administration.

Parent / Guardian Signature

Date

LAPTOP/IPAD/TABLET ACCEPTABLE USE AGREEMENT

6141.3291
Form

Derby Public School District

I have read the Derby Public School District Laptop/iPad/Tablet Usage Standards, and Computer Acceptable Use Guidelines.

1. I have read and agree to comply with the Agreement for Use of Derby Public School District Student Laptop/iPad/Tablets.
2. I agree to comply with the Derby Public School District's Acceptable Use Policy.
3. I understand that I may lose my Laptop/iPad/Tablet privileges as a result of my inappropriate behavior, and may be financially responsible for damage or loss of any Derby Public School District Laptop/iPad/Tablet.
4. I will return the Laptop/iPad/Tablet, power adapter and cable when requested at the end of the school year. I understand that I will be charged for any missing equipment or cables.

20

Student - Print your name here

Signature and date here

I have read the Derby Public School District Laptop/iPad/Tablet Usage Standards, and Computer Acceptable Use Guidelines.

1. I understand the procedures and requirements to which my student must comply, including the Acceptable Use Policy.
2. I accept responsibility for any damage or neglect that may result from my student while the Laptop/iPad/Tablet is in his/her possession or control, which may result in monetary charges.
3. I understand that my student may lose his/her Laptop/iPad/Tablet privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District Laptop/iPad/Tablet.
4. I understand my student must return the Laptop/iPad/Tablet, power adapter and cable when requested at the end of the school year. I understand that I will be charged for any missing equipment or cables.

20

Parent/Guardian - Print your name here

Signature and date here

Current Address:

Phone number:

STUDENT LAPTOP REPAIR PROCEDURE

- 1) The student will report the laptop issue to their teacher
- 2) The teacher will report the laptop issue to the main office
- 3) The main office will inform IT of the laptop issue when IT is available for support

For any laptop issue reported to and seen by IT, an IT Laptop Incident Report Form will be filled out.

If student states the laptop was broken by another student, student is sent to office to begin an incident report.

Every student has the option to purchase laptop damage insurance; otherwise he/she will be responsible for the full payment to repair/replace the laptop if physically damaged (Per signed 1:1 Agreement).

Parents will receive communication from the school by email with information regarding the issue or damage, the course of action, and any cost responsibilities.

If student physically damaged the laptop, and the student purchased insurance:

- Insurance will be used to repair/replace the laptop. After repair, student can pay another insurance fee to re-insure device or opt out of insurance.

If student physically damaged laptop and student did not purchase insurance:

- The student will be responsible for full payment of repair costs. Families will be invoiced after work is quoted by a local repair company. Once payment is received, the device will be repaired and returned to the student.

If the laptop has a technical problem or device failure, the device will be repaired by the Technology Department and returned to the student.

A loaner laptop will be given to every student that turns in a laptop for repair, as long as spares are available. Student will be responsible for full payment of repair cost if device is broken.

I understand the expectations and the guidelines to the student laptop repair procedure.

Parent/Guardian - Print your name here

Signature

Date

One to One Laptop/iPad/Tablet Insurance Program

Optional Laptop Insurance Program as stated in the Board of Education 1:1 Device Policy

Parents/students have the option of participating in the District's self-insurance program **at a cost of \$10** , which provides limited protection in the event of negligent loss or damage to the Laptop/iPad/Tablet, OR denying the insurance and assuming full responsibility for damage, theft or loss.

The optional insurance program (self-insured, managed by the District) has the following features:

Covered losses — We will cover direct physical loss caused by accidental damage, unavoidable theft or loss, fire, flood, natural disasters, manufacturer defects, or power surge due to lightning; occurring during the school year. There is \$0 deductible for the first occurrence of accidental damage, fire, flood, natural disasters, manufacturing defects or power surges. There is a \$100 deductible for unavoidable theft or loss (see below).

Coverage includes burglary/robbery/theft that involves a break-in, force, or other total loss (including when the device can no longer be found) that is otherwise unavoidable despite exercising due diligence (\$100 deductible assessed).

Leaving the Laptop/iPad/Tablet unattended, failing to secure it per school recommendations, leaving it in an unlocked car, leaving it on the bus, etc. do NOT qualify as a legitimate claim for unavoidable theft or loss. These and similar situations will result in the replacement cost (approx. \$350) being assessed.

Accidental damage includes damage resulting purely by accident despite following all guidelines for care and handling of the Laptop/iPad/Tablet. The following are not considered to be accidental damage and are not covered:

- excessive scratches/wear to Laptop/iPad/Tablet exterior caused by mishandling and poor treatment of the device
- Intentionally marking, defacing, and/or abusing the Laptop/iPad/Tablet (amusement, anger, frustration, etc.)
- Damage caused by tampering with hardware components or operating system (i.e. jailbreaking) to alter district configurations

I understand and agree to the information and terms of the optional 1:1 Laptop Insurance agreement, and agree to purchase insurance for \$10

Student Print your name here

Signature and date here

Parent/Guardian Print your name here

Signature and date here

I **do not** wish to participate in the District's self-insurance policy, and understand that any physical damage caused will result in responsibility for full payment to repair damages or replace the laptop according to the District 1:1 Device Policy.

Student Print your name here

Signature and date here

Parent/Guardian Print your name here

Signature and date here

Sprint Network USB Aircard Information & Agreement

Due to changes in the Sprint cell/data network and their agreement with Derby Public Schools, a USB network adaptor (Aircard) is now required to access the Sprint network when wireless networks are not available. This Sprint Aircard will be optional for students, at **no** additional cost.

If a student utilizes wireless networks at home or in public places to do school work, they may choose to not lease a Sprint Aircard from the district. If students do not have wireless connectivity available at home to do their school work, they may choose to lease a Sprint Aircard from the district to use during the school year.

The student will be responsible for the handling and care of this Sprint Aircard, just as they are with their laptop. The same Acceptable Use and 1:1 Laptop Policy that applies to the laptop will also apply to the Sprint Aircard.

If the Aircard is damaged, lost, or stolen, the student **will be responsible for a replacement fee of \$64.12**. This must be paid to be issued a new one and until paid, it will be marked as an unmet student responsibility. The district's laptop insurance program **will not** apply to replacement of the Aircard.

Directions on how to use the Sprint Aircard to connect to Sprint's data network will be provided with the Aircard.

Sprint Aircard Agreement:

1. I have read and agree to comply with the Agreement for Use of Derby Public School District Student Laptop/iPad/Tablets.
2. I agree to comply with the Derby Public School District's Acceptable Use Policy.
3. I understand that I may lose my Sprint Aircard privileges as a result of my inappropriate behavior, repeated data use overage and will be financially responsible for damage or loss of the Sprint Aircard at the cost of \$64.12.
4. I will return the Sprint Aircard when requested at the end of the school year. I understand that I will be charged for any missing equipment.

I understand and agree to the information and terms of the Sprint Aircard agreement.

Student Print your name here

Signature and date here

Parent/Guardian Print your name here

Signature and date here

Current Address

Telephone/Cell Phone Number

