

WELLS ROAD INTERMEDIATE SCHOOL

www.granby.k12.ct.us

GRANBY PUBLIC SCHOOLS

 WE ARE A COMMUNITY OF....				
	SAFE Choices	RESPECTFUL Choices	RESPONSIBLE Choices	KIND Choices
Everywhere and All the Time	<ul style="list-style-type: none"> Keep hands and feet to self Walk in orderly fashion Make sure an adult knows where you are Take care of school property Report problems 	<ul style="list-style-type: none"> FOLLOW DIRECTIONS OF ANY STAFF MEMBER Use appropriate language Communicate positively Use your best manners Avoid gossip/drama 	<ul style="list-style-type: none"> Be prepared Always try your best Use a positive attitude Clean up after yourself Wait your turn 	<ul style="list-style-type: none"> Offer help, hold doors, etc. Use kind language/ never use put downs Intervene when it's mean Greet others politely
In the Classroom	<ul style="list-style-type: none"> Follow classroom rules 	<ul style="list-style-type: none"> Listen to everyone Respect differences 	<ul style="list-style-type: none"> Complete assignments 	<ul style="list-style-type: none"> Share with others Help others work and learn
In the Lunchroom	<ul style="list-style-type: none"> Stay in your seats One at a time with lav pass 	<ul style="list-style-type: none"> Use a quiet voice Raise hand if you need help 	<ul style="list-style-type: none"> Come with lunch/money Stay quiet at the signal Recycle 	<ul style="list-style-type: none"> Pick up items others drop Include others
At Recess	<ul style="list-style-type: none"> Use only permitted areas Use equipment safely 	<ul style="list-style-type: none"> Show good sportsmanship Follow game rules Create fair and mixed teams 	<ul style="list-style-type: none"> Take care of equipment Line up quietly at the signal "Don't sweat small stuff" 	<ul style="list-style-type: none"> Include others in games Share equipment, space Help someone who is hurt
In the Hallways	<ul style="list-style-type: none"> Walk on the right 	<ul style="list-style-type: none"> Maintain quiet 	<ul style="list-style-type: none"> Use lockers appropriately 	<ul style="list-style-type: none"> Let others cross at intersections
In the Bathrooms	<ul style="list-style-type: none"> Dispose of waste properly Wash hands 	<ul style="list-style-type: none"> Respect each other's privacy Return to class quickly 	<ul style="list-style-type: none"> Use supplies appropriately 	<ul style="list-style-type: none"> Use kind language Help keep things clean
On the Bus	<ul style="list-style-type: none"> Stay in your seat Do not eat or drink anything 	<ul style="list-style-type: none"> Use proper language Use a quiet voice 	<ul style="list-style-type: none"> Be on time/orderly in line Dispose waste, don't litter 	<ul style="list-style-type: none"> Invite others to sit with you
Online/ Technology	<ul style="list-style-type: none"> Keep what's personal private Share information w/parents 	<ul style="list-style-type: none"> Follow school guidelines Respect each other's privacy 	<ul style="list-style-type: none"> Use age-appropriate sites Search safely 	<ul style="list-style-type: none"> Be positive online

GRANBY PUBLIC SCHOOLS

Intermediate School Student Handbook

Dear Students & Parents,

The staff at Wells Road Intermediate School welcome you to our school where spirit, pride, and academic excellence are standards for all to follow. It is our expectation that the 2016-17 school year will be an exciting one for all who are associated with Wells Road.

The Student Handbook and Planning Guide is designed to inform you and your parents about school regulations, procedures, and policies, as well as information about school programs. Organizing your homework and planning for school activities are crucial for school success. Please plan to use and refer to this important learning tool in your progress toward these goals while you are a student at Wells Road. If you have a question about the school, but cannot find the answer in the handbook please contact the main office at Wells Road (860-844-3048).

We hope that students and parents find this document helpful. Most importantly, we hope that students will use the planning guide to help organize themselves and focus on their top priority, success in school. Best wishes for an exciting school year.

Sincerely,
Dr. Anna Forlenza-Bailey
Principal

Vision

Every student educated in the Granby Public Schools will graduate on time, prepared for 21st Century Citizenship.

Mission

All students become powerful thinkers, effective collaborators, and compassionate contributors in preparation for success in a dynamic, interdependent world.

Achievement Goal

Systemically improve students' ability to analyze and synthesize information, solve problems, and articulate/defend a position.

THE SCHOOL COMMUNITY

Teachers and administrators are required to maintain an atmosphere conducive to learning, and are empowered by the Granby Board of Education to make reasonable rules and regulations to achieve this end. All students have a responsibility to be knowledgeable of the rules and regulations governing the school. A student who breaks these rules or regulations, interferes with the rights of others, or disrupts the educational process, is subject to disciplinary action.

At Wells Road School emphasis is placed on the student's own sense of responsibility to self, family, school, and community. Responsibility shifts more to the students as they become more accountable for their actions. It is important for parents and teachers to provide the opportunity for students to exercise responsibility. We feel that there are many ways adults can foster a sense of responsibility in children.

Allowing children to accept the logical, natural consequences of their actions encourages responsibility. This means permitting children to learn through their own experiences.

I.

SPECIFIC ROLES

The school is comprised of four major groups (students, parents, teachers/staff, and administration) working harmoniously together to create the best possible learning atmosphere.

THE ROLE OF THE STUDENT - MEETING EXPECTATIONS

Students should make a sincere effort to do their best work, and meet the standards expected of them. They should accept responsibility for their own actions, particularly by displaying self-discipline. Behavior will result in a natural and logical consequence whether positive or negative. Doing your "personal best" means MEETING EXPECTATIONS.

EXPECTATIONS: *students must make a commitment to:*

- a. Attend school and classes regularly and on time.
- b. Respect ALL the rights and property of others.
- c. Obey ALL school rules and regulations.
- d. Be prepared for all classes with necessary materials at hand and homework completed.
- e. Take care of personal hygiene and wear clothing appropriate for school.
- f. Respect and appreciate the school facility and environment (students/families will be held financially responsible for damage to school property).

THE ROLE OF THE PARENT

Parents should help young people develop the self-control necessary to succeed to the best of their ability. Parents are obligated to teach and, by example, to develop in their children good habits of behavior as well as proper attitudes toward school.

EXPECTATIONS: *parents will help their children in the following ways:*

- a. Teach and explain to children respect for the law, for authority, for the rights of others, and for private and public property.
- b. Talk with children about school programs, activities, and share an interest in school progress. Praise improvement demonstrated by the child.
- c. Explain the need for prompt and regular school attendance.
- d. Make every effort to attend individual and group parent-teacher conferences and open houses.
- e. Arrange for a time and place for students to complete homework assignments.
- f. Understand and support the rules of the school concerning student conduct.
- g. Always encourage a child's positive attributes and build self-esteem.
- h. Help children to set personal goals and to meet them.
- i. Take an active and positive role in the school.

THE ROLE OF THE TEACHER

Teachers are responsible for establishing and maintaining an atmosphere conducive to learning and working toward the academic and personal development of each child. Maintaining and/or building the self-esteem of each individual is the key element.

EXPECTATIONS: *teachers should:*

- a. Approach all assignments with enthusiasm and regard each student as a worthy individual who is working with the teacher in a mutual endeavor.
- b. Plan and conduct a program of instruction which will make each student eager to learn and which will enable him/her to achieve his or her full potential.
- c. Inform the student about what is academically and behaviorally expected of him/her by the school.
- d. Enforce the rules and guidelines of the school courteously, consistently, and justly.
- e. Inform parents, in accordance with school and team procedures, about the academic progress and the general behavior of their children.
- f. Distinguish between misconduct which should be handled by the teacher and that which requires the assistance of administration.
- g. Share with colleagues, as appropriate, any information which will ensure the continued positive growth of each child.

THE ROLE OF THE ADMINISTRATION

The administration is charged with the responsibility of operating the school in a safe and orderly manner that will ensure appropriate instruction. Administrators work closely with the staff in the areas of curriculum improvement and staff development. They, and their teacher colleagues, are also parent/community liaisons and student advocates.

EXPECTATIONS: the principal will:

- a. Establish appropriate rules and regulations to ensure the health, safety, and welfare of the individuals in the building at all times.
- b. Request and secure the materials necessary to maintain a viable learning environment.
- c. Supervise all faculty and staff in the building.
- d. Maintain all student records.
- e. Maintain an effective public relations program.
- f. Carry out the policies and regulations of the Board of Education.
- g. Keep parents informed concerning the educational growth of their child.
- h. Maintain the building effectively.
- i. Exercise leadership and keep abreast of new educational development throughout the state and nation.

II.

PROGRAM OF STUDY

Grades 3 & 4

Reading/Language Arts
Math
Social Studies
Science
Health
Physical Education
Music
Art
Computer/Library Skills
Silent, Sustained Reading (SSR)
World Language (Spanish)
Instrumental Lessons (Gr. 4)
Developmental Guidance

Grades 5 & 6

Reading/Language Arts
Math
Social Studies
Science
Health
Physical Education
Music
Art
Technology
Mod Block
World Language (Spanish)
Instrumental Lessons
Developmental Guidance
Library
Silent, Sustained Reading

Before/After School Activities

Band	Sign Language	Morning Broadcast (Gr. 5)
Jazz Band	Morning Milers (Gr. 4-5)	Composting
Chorus	Environmental	Student Leadership
Drama		

III.

ACADEMIC & ATTENDANCE INFORMATION/CALENDAR

ATTENDANCE POLICIES

Regular and punctual student attendance in school is essential to the educational process. CT state law places responsibility for assuring that students attend school with the parent or guardian of the child. It is the responsibility of the parents or guardians to contact the school *office* when their child is absent from school and to provide a reason for the absence. If the school does not receive any explanation for the absence, the absence will be considered unexcused.

A student considered PRESENT must be in class for one half of the instructional day.

A student is considered TARDY if they are not in the classroom at the exact time at which the school day begins. Children who arrive late MUST report to the school office before proceeding to their classroom. Attendance records then will be changed from a mark of “absent” to a mark of “tardy”.

All children are expected to be in daily attendance except in case of illness or other unavoidable situations. In these cases, parents are required to notify the school prior to the start of the school day.

Families are strongly encouraged to plan their vacations to coincide with regularly scheduled school vacation.

PROGRESS REPORTS

For elementary students, progress reports will be issued in December, March, and June. Grading options are explained on the progress reports.

CONFERENCES

Formal parent-teacher conferences are held in December and March. These conferences are scheduled at a time that is mutually agreed upon by teacher and parent. Additional conferences may be scheduled at the request of either parent or teacher.

CLASSROOM GROUPING

General grouping for classroom assignments is done for each grade level prior to the end of the school year. Classrooms are heterogeneously grouped so as to provide the proper balance of academic, social, and emotional temperaments. The responsibility for grouping is shared by teachers, administrators, and when appropriate, support staff.

STANDARDIZED TESTS

All students in Grades 3-5 will be administered the Smarter Balanced Assessment (SBAC) in the spring of their academic year. Students will complete this online assessment in English/Language Arts and Mathematics. The Connecticut Mastery Tests are given to students in grade 5 in the area of Science. Other standardized assessments administered in Granby Public Schools are designed to provide a continuing record of each child's academic growth.

PROMOTION/RETENTION

The primary factors in determining promotion or retention in grades K-8 are student achievement and student readiness for work at the next grade level. Considerations will include 1) Current academic standing; 2) Chronological age; 3) Physical, social, and emotional maturity; 4) Relationship of achievement to ability; 5) Potential for remediation; 6) Assessment of student progress; 7) Discussions with parent/guardians/caretakers.

Reporting To Parents:

Whenever retention is being considered, but no later than the end of the second marking period, the teacher and/or guidance department shall confer with the principal and others designated responsible for the student's program. A meeting with parents shall be held no later than April 1 to discuss the student's status.

Parents will be given an opportunity to meet with appropriate school personnel, including a building administrator, prior to the end of the school year to further discuss whether to retain or promote the student. Participation in summer programs may be required for students in lieu of retention. A final decision regarding retention or promotion shall be made by the parents.

HOMEWORK – Since learning is a continuous process that extends beyond the school day, homework can be an effective means of increasing and strengthening student learning. Homework assignments are designed to meet the following objectives:

1. Strengthen learning
2. Support classroom activities
3. Reinforce skills
4. Stimulate the student's interest through further study
5. Foster self-discipline, responsible work habits and initiative.

Homework includes any school assignment which is to be completed outside of the classroom, including daily reading expectations. It may include review of classwork, practice of skills and concepts and preparation for assessments and lessons. Nightly homework allotment includes reading and follows the research supported "ten minute" rule (roughly 10 minutes per grade level, i.e. Grade 3 – 30 minutes; gr. 4 – 40 minutes; gr. 5 – 50 minutes; Gr. 6 – 60 minutes). All students are required to participate in the summer reading program.

Students missing school because of family vacation will be required to:

- a. Keep a vacation journal
- b. Read material of their choice for twenty minutes per day.

School personnel are not required to provide assignments when students are on vacation during school time.

HOMEWORK MAKE-UP DURING ILLNESS

If your child is going to be home due to illness for an extended period (two weeks or more), please inform the office, or classroom teacher, so that instruction can be arranged.

SCHOOL SCHEDULES/CALENDARS

School schedules/calendars are available on the district website. Student Regular Hours are 8:30 a.m. - 3:15 p.m. At Wells Road, **student supervision is provided at 8:15 a.m. and afternoon pick up starts at 3:15 p.m.**

“NO SCHOOL” ANNOUNCEMENTS AND LATE OPENING: On days that necessitate a delayed opening or cancellation of school, an announcement will be sent through the District School Messenger service, our automated notification phone system; text message if you are signed up; posting on the District Website; and announced by these local radio stations: WTIC-AM & FM, WRCH, WZMX.

EARLY CLOSING: In the event that weather or unforeseen circumstances cause schools to close early, announcements will be posted on District website, announced by the local radio stations listed above, as well as, through School Messenger, and texting if you are signed up.

NOTE: PARENTS SHOULD PLAN WITH THEIR CHILD, IN ADVANCE, EMERGENCY PROCEDURES TO BE FOLLOWED IN THE EVENT OF ANY EARLY OR UNEXPECTED CLOSING. THIS IS ESPECIALLY IMPORTANT WHEN BOTH PARENTS ARE WORKING OUTSIDE THE HOME DURING THE DAY.

On In-Service days, conference days, and on some days prior to a holiday, the elementary schools close early. Scheduled early closings are indicated on the school calendar.

CALL-BACK SYSTEM: A call-back system protects the parent’s assumption that his/her child has reached school safely. If the child does not arrive at school and the parent has not called to explain his/her absence, the school will contact the parent. Parents are encouraged to use the Absence Reporting Line to communicate absences.

EARLY DISMISSAL: If a child is to be dismissed early, a note must be sent stating the time he/she is to be released and the person to whom the child will be released. A student will be released only to his/her custodial parent or legal guardian or to another person designated in writing by that parent or guardian. The person removing the child from school must report to the office and sign out the child before meeting him/her.

IV.

STUDENT CONDUCT

RULES & REGULATIONS

Students at Wells Road School(s) will:

1. Attend school and classes consistently and punctually, prepared to do their personal best.
2. NOT possess/transmit or utilize [the following] on school grounds:
 - a. Controlled substances such as illegal drugs, prescription patient medicine, alcohol, tobacco products or any substance that may be used as an inhalant. Possession of any of these items may result in suspension and/or expulsion from school.
 - b. Any firearm, knife, explosive, or other dangerous object or weapon of any variety. Possession of any of these items may result in suspension and expulsion from school.
3. Be courteous, and use appropriate behavior and language at all times.
 - a. Running, yelling, and abuse of any kind are unacceptable.
 - b. School and the personal property of others are to be treated with respect.

- c. "Traffic" in school hallways is to "move to the right" in an orderly manner - no pushing, running, or otherwise creating a dangerous situation.
 - d. Gum is not permitted. Food and drink are also not to be consumed outside the cafeteria area (except at snack break time and "special occasions").
4. Dress appropriately for school (see Dress Code – page 8).

The Board of Education Policy on the possession of cellular phones and laser pointers will be followed.

BEHAVIOR MANAGEMENT SYSTEM

Teachers and the school administration will work closely with parents in encouraging and supporting appropriate student behavior while in school. Teachers and support personnel will always assist students in developing alternatives to unacceptable behavior. Every effort will be made to help students become aware that there are logical consequences for their actions. This will assist students in developing self-discipline. Teachers will emphasize that acceptable behavior ensures positive, not negative, consequences and school will be a positive experience. Acceptable behaviors and choices are summarized in our school "matrix" which is on the cover page.

CLASSROOM DISCIPLINE/OFFICE DISCIPLINE

The primary level of discipline is in the classroom. The teacher's job description sets down clear expectations for effective student management. Teachers will develop clearly stated policies of discipline for their own classrooms as well as participate in the generation of team discipline policy.

Routine matters of discipline will remain the domain of the classroom teacher and/or team. In cases where the teacher/team has been unsuccessful in correcting students misbehavior, or the infraction creates a threat to the health, safety, or well-being of any individual, the administration will intervene in a further attempt to correct the situation.

Consistent with Board of Education Policy the use of physical force as a disciplinary measure is strictly forbidden. In extraordinary circumstances the school staff may employ seclusion or restraint practices as a behavioral intervention.

SEXUAL HARASSMENT

Sexual harassment is expressly prohibited and will not be tolerated in any form. Sexual harassment shall include, but not be limited to, unwelcome advances, direct or indirect demands, or requests for sexual favors, sexual comments, gestures, or other physical actions of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's success; *or*
- Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Please contact the building Title IX Coordinator or building Principal with any complaint.

ADMINISTRATIVE CONFERENCE WITH STUDENTS.

The principal may meet with individual students to attempt to solve any problem which cannot be resolved at the teacher/student level. Students may request an appointment with an administrator.

ADMINISTRATIVE CONFERENCE WITH PARENTS

The principal may ask parents to come for a conference with their son or daughter whenever attempts to resolve school problems have failed or when the severity of the infraction warrants parent involvement.

REMOVAL FROM CLASS

Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process with the classroom, provided no student shall be removed from class for a period of ninety (90) minutes or less, unless such student is referred to the administration and granted an informal hearing in accordance with the provision of suspension procedures.

Whenever any teacher removes a student from the classroom, such teacher shall send him/her to a designated area and shall immediately inform the administration as to the name of the students against whom such disciplinary action was taken. The teacher will call the parent to explain the problem. If it should be necessary

for the student to be sent to the office a second time, the administration may arrange a conference with the parent, student, and teacher before the student is readmitted to class. Proper behavior is expected while waiting in the office for an administrator.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

Any student who leaves the school grounds during the day will be considered truant. THE PARENTS OF THE INDIVIDUAL WILL BE INFORMED IMMEDIATELY and the police may be called. This is a serious action which will result in equally serious consequences when warranted.

POLICIES AND PROCEDURES

Lunchroom Procedures

Lunchroom supervisors are in-charge of the cafeteria. To ensure order and cleanliness, the following regulations must be maintained:

- Students in grades 3 - 5 will be assigned tables.
- Students are to wait to be dismissed from their tables by the lunchroom supervisors.
- When lunch is completed and the table is clean, students must ask the lunchroom supervisor's permission to leave the cafeteria for any reason. Otherwise, they must remain seated until the lunch ends.
- Weekly table cleaners are responsible for cleaning their tables on the week assigned.

Lunchroom Behavior

- 1). Proper respect for supervisors, peers, and school property.
- 2). Appropriate noise level.
- 3). No trading of lunches.

Playground Rules

- 1). Children should always play in the designated playground areas in full view of the supervisors on duty.
- 2). The following are NOT permitted.
 - a. Tackle Football
 - b. Hardballs and bats
 - c. Skateboards
 - d. Dangerous or objectionable objects
 - e. Any activity deemed inappropriate by the supervisor.

DRESS CODE

Although no formal dress code exists, students are expected to dress reasonably for school. A student wearing any clothing/accessories that detract from the learning environment as determined by the school's administrator will be directed to change into more suitable attire. Examples of inappropriate dress: revealing clothing, clothing with inappropriate logos or writing, pants worn so low as to expose undergarments, short-shorts, miniskirts, etc. revealing the upper thigh or undergarments, head coverings of any kind, except religious head coverings, footwear that damages floors or is a safety hazard. Flip-flops may be determined as unacceptable by the individual building administration. This will be communicated on the first day of school. Appropriate footwear MUST be worn for P.E. Students are expected to dress neatly, cleanly, and attired in clothing which is appropriate to the school setting. For health and safety reasons, shoes MUST be worn. At any time that one's clothing is deemed inappropriate, the student will be directed to change into something appropriate or to return home to find more suitable attire.

Because school room temperatures tend to fluctuate, students are advised to wear layers of clothing that can easily be put on or removed as needed.

Recesses are held outdoors except in cases of inclement weather or severe cold. Students should dress warmly in winter and should wear boots during the cold months and the muddy season. Children who do not wear boots must remain on the blacktop when the ground is snow-covered.

Students are required to have sneakers available and girls are advised to wear slacks or shorts on days scheduled for physical education.

V.

GENERAL INFORMATION

AFTER-SCHOOL PROCEDURES

Students should not be in the building after 3:30 PM unless they are waiting for their bus, participating in a supervised activity, or staying after for extra help under the direct supervision of a staff member.

PICK UP OF STUDENTS FROM AFTER-SCHOOL ACTIVITY

1. We ask that you review precautions that you may have already taken with your children especially for late school activities. If your child is waiting for a ride home, he or she should wait in a predetermined area such as the main entrance to the building.
2. Our advisors and coaches will continue to provide students with the time schedules for activities so that you may arrange to pick up your children promptly at a specific time. Parents should make every effort to pick up their child at the pre-determined time.

*PLEASE ARRANGE FOR YOUR CHILDS' TRANSPORTATION HOME AT THE TIME THE SCHEDULED ACTIVITY CONCLUDES. YOUR COOPERATION IS APPRECIATED!

3. An alternate plan should be devised in case an emergency should arise and you are prevented from picking up your child. Your child should come to the office to seek help if they are uncertain as to what to do.

USE OF TELEPHONE

Office telephones are for business use only, except in cases of emergency. Emergency calls may be made from the office as necessary. Students may request to use phones in classrooms for last minute plans to meet with a teacher. *Otherwise, plans for after school activities should be made in advance.*

TELEPHONE MESSAGE

Classroom instruction cannot be interrupted to relay telephone messages. For common situations such as forgotten lunches, changes in appointments, and variations in after-school arrangements, a message or item may be left in the main office.

PARTY INVITATIONS

Students are *NOT* to distribute party invitations while in school or on the school bus.

STUDENT SOLICITATION OF FACULTY, STAFF & OTHER STUDENTS

Students are NOT to ask other students, teachers, or staff members to purchase items for their own gain. Keep in mind that a teacher would have to buy from scores of students. Fundraising materials may not be brought to school.

SUPPLIES

The Granby Board of Education provides each child with [most] basic instructional materials including textbooks, workbooks, and paper. Parents may be requested to provide various supplies as well as extra materials for classroom use or special projects during the year.

FIELD TRIPS

Field Trips assist the teacher in clarifying concepts and in making the curriculum more meaningful and stimulating to students. Each child must have a permission slip on file in the school office before he/she takes part in a field trip activity. The cost of the field trip is assumed by the parent; however, no students will be denied a field trip because of inability to pay.

STUDENT LOCKERS & DESKS are the property of the school. The administration reserves the right to search the lockers and desks at any time.

OPEN HOUSE

An Open House is held at each school early in the fall. The exact date and program format are announced by each school's staff and are posted on the district and school websites.

VISITORS Visitors are welcome in the Granby schools. *ALL visitors are required to sign-in at the office. Visitors will be assigned a visitor's badge.* Anyone wishing to visit a classroom during the school day must make arrangements with the teacher and principal.

Each November, a special invitation is extended to parents to visit the school during American Education Week.

SAFETY/EMERGENCY DRILLS & PROCEDURES

Fire drills are held during the year to acquaint students with proper exit procedures and the sound of the alarm system. Safety drills are held to acquaint students with lock-down procedures

CLASSROOM PARTIES

Parties are held in each school on a limited basis as approved by the school administration. Some holidays and special events are celebrated with the assistance of room parents and other volunteers.

Consistent with our Health & Wellness Policy, parents are asked to refrain from the use of food for celebrations. **CANDY IS NOT PERMITTED IN GRANBY PUBLIC SCHOOLS.** School personnel are not permitted to give candy to students at any time.

LOST & FOUND

Each school has a lost and found area where articles may be claimed. After a reasonable period of time, unclaimed articles are donated to appropriate organizations. Parents are advised to mark outdoor gear and all articles of value with student's name.

THE MEDIA CENTER

The Media Center's goal is to provide interesting and informative materials for students and teachers to use for both research and pleasure. Students are welcome to use the opportunity to come in and explore.

Hours:

The Media Center will be open on all regular school days except when special hours are posted.

Return of Books & Materials:

Books and other borrowed materials are to be returned to the drop slot at the circulation desk. Borrowers are expected to return materials by their due date and in good condition so that others may share their use.

Care of Media Materials & Furnishings

Students are expected to take appropriate precautions to protect the condition of media materials while in their possession. Students are held accountable for willful destruction of media materials and furnishings.

PARENT-TEACHER ORGANIZATION (PTO)

The Granby Elementary Parent-Teacher Organization (PTO) represents all of our own town's elementary schools. Its purpose is to strive toward educational excellence by fostering a close working relationship between home and school.

PTO activities are planned to enhance school programs and to serve as an effective vehicle for parent-teacher communication and involvement. For example, the PTO sponsors professional cultural arts programs during school hours, as well as the training of volunteers to lead discussions of famous artists and their work. Other trained volunteers conduct nature walks and hands-on outdoor experiences.

The PTO newsletter and community information committee inform parents and encourage discussion school issues. Access the PTO website at www.granbypto.org.

Many other specific activities, communication forums, and fund raisers round-out the PTO programs, varying from year to year so as to maximize opportunities to benefit all members of the elementary school community.

The PTO is governed by an Executive Board composed of its officers, standing committee chairpersons, the principal of each school, and teacher and parent representatives of each school. Membership is open to all persons willing to uphold its basic policies.

MISCELLANEOUS INFORMATION

1. Students should make every attempt to arrange personal matters before coming to school. In general, only telephone calls of a serious nature are allowed. This practice aids the students in developing individual responsibility and also keeps the telephone lines open for school business.
2. Solicitations by students and others generally are not permitted.
3. The administration discourages bringing valuable items to school except for purposes of curriculum enhancements. The school does not assume responsibility for valuable items brought in by students.
4. Animals may be brought to school only with the permission of the building principal and teacher. Reasonable and prudent care in caging, handling, and transporting must be exercised. Animals are not allowed on the school bus.
5. Contests in school are limited to those conforming to school policies.

VI.

HEALTH PROGRAM

IMMUNIZATIONS: The Granby Board of Education, as mandated by Connecticut law, requires that all transfer students who are entering Granby Public Schools be successfully immunized against Polio, Rubella (Measles, German Measles and Mumps), Diphtheria, Pertussis, Tetanus, Hepatitis B, and Hib. Students born January 1, 1997 or later must show proof of immunity to varicella or two doses of the vaccine. A record of these immunizations must be presented to the school nurse on or before registration of any child before he/she will be permitted to attend school.

PHYSICAL EXAMINATIONS: School health registration requires that each child enrolling in Granby Public Schools present written proof of a physical examination to the school nurse on or before the first day of school, or the child will **NOT** be permitted to enter school. Additionally, students transferring from an out-of-state school must provide proof of a physical examination within the last year, compliant with the State of CT Department of Education's Health Assessment Record. Physical Assessment forms can be found on-line through the Granby Public Schools Health Clinic page.

The physical examination must be provided by the family physician at family expense. In compliance with state registration, the examination will be paid for by the Board of Education for students participating in the free milk program. Requests for financial assistance should be directed to the Director of Special Services (844-5257).

Physical assessments are due during sixth grade using the blue state form. Valid Physicals are those scheduled **ONLY** after the last day of school of fifth grade year. Students will not be allowed into seventh grade without an updated physical on file.

SCREENINGS: The following screenings are given annually by the school nurse: distance vision [K-6] (with the assistance of trained volunteers), auditory (hearing) [grades 3 & 5]; and postural (scoliosis) for grade 5 & 6. All deviations from normal are reported to parents in writing.

ILLNESSES & ACCIDENTS: If a child becomes ill or is seriously injured at school, parents are notified and are expected to provide transportation immediately. The school nurse or members of the professional staff contact a physician or the 911 emergency services as deemed necessary.

Emergency data forms are sent home in September to be completed and returned to the school health office.

*Please return *AS SOON AS POSSIBLE* as this is our only method of updating contact information. Parents should update this information as necessary. Parents should always notify the school of any change in the name and/or telephone number of the person designated to take charge of a student if a parent cannot be reached in an emergency.

The guideline temperature of 100 degrees (F) or higher is used to determine when a sick child should be removed from school. The extended care of a sick child at school unnecessarily prolongs the child's discomfort and also disrupts school office operations.

NOTE: NO CHILD WILL BE SENT HOME WITHOUT AN ADULT AVAILABLE TO CARE FOR HIM/HER.

FIRST AID: First aid is administered by the nurse or authorized person for all minor injuries received going to or from school and at school. **It is not the responsibility of the school to provide for other treatment.**

A registered nurse is available for emergency care system-wide whenever school is in session.

REPORTING OF ACCIDENTS & INSURANCE: All accidents which occur at school, or enroute to or from school, should be reported to the office immediately. If the student is insured under the school accident insurance program (see Student Insurance), school personnel must be given this information so that an insurance form may be completed and sent home with the child.

COMMUNICABLE DISEASES: The school relies on the advice of the child's physician and school medical advisor regarding school attendance in cases of contagious diseases such as strep throat, chicken pox, mononucleosis, conjunctivitis (pinkeye) and Fifth's disease.

MEDICATION AT SCHOOL: In compliance with state law, children are NOT allowed to possess medications at school. Motrin, cough syrup, and other over-the-counter medications, as well as prescription drugs, are included in this rule. Please complete the Yearly Health Information Form for permission to give certain over-the-counter medications if needed at school.

If it is necessary for a child to take medication at school, parents should make the following arrangements:

- 1). **Prescription drugs** - state law requires that all (prescription and non-prescription) medication be brought to school by the parent, left and locked in school health office, and labeled with the name of the child, name of medicine, and dosage and time to be taken, as well as to be accompanied by a written authorization signed by both the physician and parent. ***A SPECIAL FORM FOR THIS PURPOSE IS AVAILABLE IN THE SCHOOL OFFICE or MAY BE DOWNLOADED FROM THE HEALTH CLINIC WEBSITE. THIS FORM MUST BE FILED WITH THE SCHOOL.*** Only parents, nurses, trained principals, teachers, and coaches are authorized to administer medication, according to state law.
- 2). **Non-prescription medicines** - The parent should bring the medicine to school, check in at the office, and then personally administer the medication to his/her child. If this is not possible, the parent should hand-carry the medicine to school with written authorization from the physician including parent signature for dispensing it in the event that he/she cannot administer it.
- 3). **Psychotropic Drugs** - The district maintains policy and procedures for recommending psychotropic medications in compliance with State statutes 10-2123. The school health, mental health, and other school personnel may recommend a medical evaluation and/or support consultation with a student's medical practitioner within a Planning & Placement Team (PPT) meeting if appropriate and needed, and with the written consent of the parent.

If a child is under a special medication program at home, the nurse should be informed.

ILLICIT DRUGS & ALCOHOL - There shall be NO use, distribution, or unlawful possession of illicit drugs or alcohol in any building, on the grounds, on transportation provided by the Board, or at any event, trip, or activity sponsored by the school or under supervision of the Board, other than as medically prescribed as set forth in the Board of Education Policy.

INHALANTS - Inhalable substances (including gases, solvents, butane, propane, adhesives) if purposefully used inappropriately will result in disciplinary action.

HAZARDOUS MATERIAL IN SCHOOLS –

Pest Management/Pesticide Application: The Granby Public Schools shall incorporate Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property, and the environment. In addition, staff, students, and the public shall be educated, at least annually, about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives. Integrated Pest Management (IPM) is the use of all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the unnecessary use of pesticides.

STUDENT INSURANCE

Student insurance is optional. Both school day and 24-hour policies are available. Brochures describing the student insurance program are sent home to all parents at the start of each school year. Parents are urged to read the brochure to acquaint themselves with the offered coverage.

VII.

BUS CODES AND PROCEDURES

While traveling on school buses, students are the responsibility of the school. The same rules of school conduct apply to those times when the student is riding a school bus or a bus chartered by the school. Remember, riding the bus is a privilege.

Bus Rules for Student Passengers:

1. Students must cooperate in keeping the bus on schedule by being on time.
2. While waiting for the bus, students must stand away from the traveled portion of the highway and respect the rights of property owners.
3. Students should get on and off the bus only when the bus is fully stopped. They must enter or leave the bus only at the front door, except in an emergency.
4. Students must take a seat when they enter the bus and remain seated while the bus is in motion. They may move from one seat to another only by permission of the driver, and only when the bus is not in motion.
5. Students must not at any time extend their arms or heads out of the bus windows. Windows shall not be opened without permission from the driver.
6. When exiting the bus, students who need to cross the road shall do so immediately, and will pass in front of the bus. The bus will remain halted until all students have crossed the road.
7. The bus driver is to be obeyed at all times. Unnecessary conversation with the driver is prohibited.
8. Students are expected to behave on the bus as they would in a classroom. There is to be no loud talking. Indecent and profane language is not permitted, nor is pushing or hitting.
9. Food is not to be eaten on the bus.
10. Pets are not allowed on the bus.
11. When a student does not observe the above regulations the driver shall file a complaint on the student to the contracted bus company.
12. The contracted bus company will report the complaint to the Principals' office for action.
13. Students who willfully damage or deface a bus will be held liable for such damage. An investigation by the Superintendent's office and the contracted bus company will be conducted. Appropriate witnesses (e.g. driver, student, principal) will be questioned. Parents will be contacted and involved from the beginning of the investigation.
14. **STUDENTS SHOULD ARRIVE AT SCHOOL AND DEPART FROM SCHOOL ON THE SAME BUS EACH DAY. REQUESTS SHOULD NOT BE MADE TO HAVE STUDENTS LET OFF A BUS AT A NON-SCHEDULED STOP. ALL REQUESTS FOR TRANSFER OF BUSES OR CHANGE OF STOP OTHER THAN THE STUDENT'S USUAL STOP SHOULD BE MADE IN WRITING TO THE SCHOOL OFFICE AND ONLY IN EMERGENCY SITUATIONS.**

15. Unacceptable behavior on the bus may result in temporary or permanent suspension of a student's bus privilege. Transportation safety complaints may be made to the school or to the Board of Education Business Office (844-5250).

PROCEDURES FOR HANDLING COMPLAINTS ABOUT BUS DRIVERS

1. Minor complaints about a bus driver (e.g. failure to pick up a student, off time schedule, student-driver conflict) will be investigated by the Superintendent's office and the contracted bus company and appropriate measures taken. It should be noted that repeated complaints considered minor could result in a major complaint.
2. Major complaints about a bus driver (e.g. safety-related, continued poor performance, student-parent-driver conflicts) which could lead to suspension or separation will be investigated jointly by the Superintendent of Schools and the contracted bus company.
 - a. All complaints must be in writing specifying particulars and supporting data and submitted to the Superintendent's office or the contracted bus company.
 - b. The investigating officers will investigate each complaint in a manner designed for the specific case.
 - c. Appropriate witnesses (e.g. driver, students, parents, teachers, principal) will be questioned on the validity of the complaint.
 - d. The investigation will be conducted as expeditiously as possible.
 - e. If the investigating officers disagree, they will bring the case to the Board of Education or an Ad-Hoc Committee thereof for final solution.

Parents are requested to keep preschool children away from the bus stop because of the potential danger to themselves and others.

WALKERS

Students may walk to school with written parental permission. Parents should determine a safe, direct route to school for these students. It is especially important to instruct them always to walk on the left side of the road, facing on-coming traffic, and to follow all other street-safe practices.

BICYCLES

Students may ride bicycles to school with written parental permission. A parent's decision to grant permission should be based upon the route the child takes to school as well as the child's maturity level. Because of their size and inexperience, kindergarten, first, and second grade students are requested not to ride bicycles to school.

Cyclists should observe all safety procedures, especially riding on the right-hand side of the road and giving proper turn signals. Bikes should not be ridden on the playground. As of October 1993 children under twelve must wear bicycle helmets.

Children are encouraged to lock their bicycles and to park them in the bicycle racks provided. The school assumes no responsibility for bicycles at school.

VIII.

DEPARTMENT OF SPECIAL SERVICES

The Granby Public Schools provide special education evaluations and programming through the Department of Special Services. Specialists serve students who have special needs.

Students with special needs: Students receive services after they have been referred, evaluated, and classified by diagnostic staff. Referrals often are made by classroom teachers and/or specialists who are trained in early identification of special needs. In addition, any parent who suspects his/her child may have special needs that require additional services can request an evaluation. Parents may discuss their concerns with the classroom teacher and principal prior to an evaluation referral request. Services are provided at no cost to parents for eligible preschool, elementary, middle, and high school students. The department services students from age 3 to high school graduation or age 21.

Specific services may include diagnostic evaluations by a school consulting teacher, psychologist, educational specialist, speech pathologist and consulting school psychiatrist. Any or all of these professionals may be utilized to provide evaluative data to determine the existence of a special education need. When a special education need exists, program services are provided for students with learning disabilities, mental retardation, physical handicaps, speech or language disabilities, and emotional difficulties.

Almost all services are provided within each student's home school. The Granby Public School System makes every effort to provide students with a program in the least restrictive environment. Specifically, every effort is made to provide special services – within the regular classroom setting. Services are brought to students and regular programs are modified whenever possible. Special education operates as a support system, not as a separate instructional program.

IX.

STUDENT RECORDS

The school system maintains three general categories of school records for each student:

- The first category deals with general directory information such as birthdate and address.
- The second category includes general student progress information such as report cards, teacher reports, and achievement test scores. All of this information is kept in a single cumulative file in the school office.
- The third category covers information necessary for formulating prescriptive educational plans usually falling under special education regulations. This information may include psycho-educational evaluations, correspondence from counseling agencies and special education records. This information is kept separate from the regular school records.

The information in the first and second categories remains on file for a student's entire school career. The prescriptive information in the third category is destroyed six years after the student leaves the district. Parents are informed prior to record destruction.

Parents have access to all categories of school records. Should a parent wish to review his/her child's records, a written request should be made to the principal. All records will be made accessible according to time lines set by Federal/State regulations.

In addition to parents, only personnel who are providing services to the student have access to school records. Records are not released to outside agencies without written parental permission. Student records are always treated in a highly confidential manner.

Student Records; Directory Information

The district will provide notice to parents of the types of information designated as directory information and of their right to refuse to permit disclosure of any or all such information as to their child. The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent or eligible student:

Student's name

Student's address

Student's telephone listing

Student's photograph

Student's place and date of birth

Student's dates of attendance

Student's grade level, major field of study, and enrollment status

Student's participation in officially recognized activities and sports

Student's weight and height as a member of an athletic team

Honors and awards received by the student

Student's email address

Student records and notices to students and parents including electronic recordings of student assemblies, plays, award ceremonies, and the like, are considered directory information and subject to disclosure.

A parent or eligible student may refuse to allow Granby School Officials to release any or all of the above listed types of information as directory information.

X.

BOARD POLICIES AND REGULATIONS

The Granby BOE Policies, Bylaws, and Regulations provide information pertaining to equal opportunity in employment and education, substance use and abuse, pesticide applications, weapons, and dangerous instruments, child abuse reporting, youth suicide prevention, treatment of recruiters, Title IX infractions, exemption from AIDS instruction, search and seizure, bullying, internet safety filtering, school ceremonies & observances, and sexual harassment policies. These can be found on the Granby Public Schools website. Contact local schools for information concerning NCLB legislation.

Students: Student Records; Confidentiality

-5125(a), 5125.1, 5125(b)

The Board of Education recognizes the legal requirement to maintain the confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, and the Connecticut General Statutes.

The Board also recognizes its responsibility under C.G.S. 11-8a and 11-8b to ensure the orderly retention and disposition of the district's student records.

The Superintendent of Schools shall be responsible for ensuring that all requirements under federal and state statutes and regulations shall be carried out by the district.

Annual Notification

At the beginning of each school year, the district shall publish [in a local newspaper] a notice to parent(s) or guardian(s) and students **18** years of age or older ("eligible students") currently in attendance of their rights under FERPA and this policy. The district shall also send home a bulletin listing these rights, which will also be included with a packet of material provided to parents or an eligible student when the student enrolls during the school year.

The notice must include a statement that the parent or eligible student has a right to:

1. inspect and review the student's educational records **within forty-five (45) calendar days from the day the school officials receive a request for access to the records.**
2. a specification of the intent of the school district to limit the disclosure of personally identifiable information contained in a student's education records **except to the extent that FERPA authorizes disclosure without consent:**
 - a. by prior written consent of the student's parent(s) or guardian(s) or the eligible student.
 - b. as directory information
 - c. to school officials with legitimate educational interests
 - d. to officials of another school district in which a student seeks or intends to enroll; or
 - e. under certain limited circumstances, as permitted by FERPA.
3. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
4. file a complaint with the U.S. Department of Education alleging failure of the district to comply with FERPA and its regulations; and
5. obtain copies of this policy and the locations where copies may be obtained.

The policy applicable to the release of student directory information applies equally to military recruiters, the media, colleges and universities, and prospective employers.

The district shall arrange to provide translations of this notice to non-English speaking parents in their native language.

Students: Alcohol, Drugs, and Tobacco – 5131.6(a)

In the handling of incidents in the schools involving the possession, sale, and/or use of behavior-affecting substances, the Board of Education will take action including but not limited to education, counseling, parental involvement, medical referral, and police referral. These substances shall include but not be limited to alcohol and controlled substances as defined by the Penal Code of the State of Connecticut.

In the event that the student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, he/she will be suspended from school, referred to the appropriate treatment agency, possibly considered for expulsion, and the parents will be contacted. In cases of the illegal activity of possessing or selling drugs or alcohol, he/she will be referred to the police department. Personal privacy rights of students shall be protected as provided by law.

The Board is also concerned that other substances, not listed as “controlled substances” such as contained in common household items and inhalants, if purposely used inappropriately, can also have a stimulant, depressant or hallucinogenic effect on students. Inappropriate use, possession, sale or distribution of these non-controlled substances will result in disciplinary action, including but not limited to, suspension and/or expulsion.

School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel (cf.5145.12 – Search and Seizure).

Illegal Drugs and Alcohol

There shall be no use, distribution, or unlawful possession of illegal or illicit drugs and/or alcohol in any building, on the grounds, on transportation provided by the Board or at any event, trip or activity sponsored by the school or under supervision of the Board, other than as medically prescribed.

Tobacco

There shall be no smoking or other use of tobacco products on school property, on transportation or vehicles provided by the Board of Education, or during the course of any trip or activities sponsored by the Board or under the supervision of the Board or its authorized agent. Students are prohibited from bringing tobacco and related items (e.g. cigarette lighters, cigarettes, smokeless tobacco) onto school grounds.

Any student who is caught smoking or who shows evidence of smoking in Board of Education buildings will be subject to police referral. Students caught using tobacco products on school grounds, in vehicles on school grounds, or caught with tobacco or related items may be subject to disciplinary procedures including, but not limited to, Saturday School and out-of-school suspension.

**Policy
5131.9111**

BULLYING

Bullying

In accordance with state law, it is the policy of the Granby Board of Education that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is expressly forbidden.

I. Definition:

In accordance with state law and Board policy, "**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.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of Board policy. The determination that conduct does not constitute bullying under state law and Board policy, however, does not restrict the right of the Administration and of the Board of Education to impose appropriate disciplinary consequences for student misconduct.

- **Location.** Bullying behavior in violation of Board policy must occur on school grounds, at a school-sponsored activity, or on a school bus. Conduct that occurs off-campus (e.g. harassment over the Internet, physical intimidation

in the community) may be considered bullying under this Policy if it has a direct and negative impact on a student's academic performance or safety in school.

Conduct that would otherwise be considered bullying occurring off-campus (and outside of any school-sponsored activity) may subject the perpetrator to disciplinary action. Discipline for such conduct, if it has a direct and negative impact on a student's academic performance or safety at school, may be imposed if such conduct violates a publicized policy of the Board and is seriously disruptive of the educational process. Unless such conduct triggers a mandatory expulsion under Conn. Gen. Stat. § 10-233d(a), however, school officials are authorized to impose discipline for such off-campus conduct only if such conduct markedly interrupts or severely impedes the day-to-day operation of the school.

- **Repeated misconduct.** Bullying behavior in violation of Board policy must be "repeated against the same student over time." An isolated incident, however egregious, is not "bullying" under state law and Board policy. Similarly, numerous acts of misconduct against different students does not constitute "bullying" under state law and Board policy.
- **Ridicule, harassment, humiliation, and/or intimidation.** Bullying behavior is more than misconduct. Such behavior is marked by the intent to ridicule, harass, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.
- **Types of conduct.** Bullying can take many forms and can include many different behaviors having the overt intent to ridicule, humiliate or intimidate another student. Examples of conduct that could constitute bullying include:

1. Physical violence and/or attacks;
2. Verbal taunts, name-calling and put-downs, including taunts based on ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics;
3. Threats and intimidation (through words and/or gestures);
4. Extortion or stealing of money and/or possessions.

II. Complaint Processes

A. Publication of the prohibition against bullying and related procedures

The prohibition against bullying shall be publicized by including the following statement in the student handbook of each of the district schools:

"Bullying behavior by any student in the Granby Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "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 repeated against the same student over time. Bullying outside of the school setting may also be addressed if it has a direct and negative impact on a student's academic performance or safety in school. Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request."

B. Formal complaints

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any teacher or administrator, and they shall be promptly forwarded to the Building Principal for review and action in accordance with Section IV below.

C. Informal Complaints

Students may make informal complaint of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employee, or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the teacher, other professional employee and/or administrator shall be promptly forwarded to the Building Principal for review and action in accordance with Section IV below.

D. Anonymous Complaints

Students who make informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s) and administrator(s) who receive the complaint. Should anonymity be requested, the Principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such 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.

III. Staff responsibilities and intervention strategies

A. Teachers and other school staff

Teachers and other school staff who witness acts of bullying, as defined above, shall promptly notify the Building Principal and/or his/her designee of the events observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected bullying shall promptly notify the Building Principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the Building Principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a succinct written report of the informal complaint, which shall be forwarded promptly (no later than the next school day) to the Building Principal or his/her designee. If the report is an informal complaint by a student that is received by other school staff, this employee shall verbally report the matter to the Principal and/or his/her designee promptly (no later than the next school day).

In addition to addressing both informal and formal complaints, teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. Teachers and other professionals may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of "bullying."

IV. Reporting obligations

A. Report to the parent or guardian of the perpetrator

If after investigation, acts of bullying by a specific student are verified, the Building Principal or his/her designee shall notify the parent or guardian of the perpetrator in writing of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

B. Reports to the victim and his/her parent or guardian

If after investigation, acts of bullying against a specific student are verified, the Building Principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.

C. Notices shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and the other parent/guardian if requested. This mailing requirement shall be in effect for as long as the student attends the school in which the original request is made.

D. List of verified acts of bullying

The Principal of each school shall maintain a list of the number of verified acts of bullying in the school, and this list shall be available for public inspection upon request. Given that any determination of bullying involves repeated acts over time, each report prepared in accordance with Section III (1) above that includes verified acts of bullying shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of bullying. The list shall be limited to the number of such verified acts of bullying in the school, and it shall not set out the particulars of each verified act, including but not limited to any personally identifiable student information, which is confidential information by law.



POLICIES AND PROCEDURES FOR EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY

It is the policy of the Granby Board of Education to forbid acts of discrimination in all matters dealing with employees and students. The right of a student to participate fully in the educational system shall not be abridged or impaired. You may not be denied the right to participate in a publically funded educational setting based on the following protected classes: *race, color, religion, gender, gender identification or expression, national origin, age, disability, marital status, pregnancy, and/or genetic information*. If you are a **student**, you may not be discriminated against in the following areas:

- Admission
- Use of School Facilities
- Vocational Education
- Competitive Activities
- Student Rules, Regulations and Benefits
- Financial Assistance
- School-Sponsored Extracurricular Activities
- Enrollment in Courses
- Counseling and Guidance
- Physical Education
- Graduation Requirements

- Treatment as a Married and/or Pregnant Student
- Health Services
- Most Other Aid, Benefits or Services

The purpose of this procedure is to secure, at the lowest possible administrative level, timely equitable solutions to problems which may arise concerning claims of discrimination on the above bases. If you believe that you have been discriminated against, or witnessed discrimination in regard to any of the preceding policies, you may file a grievance regarding any rights believed to have been denied or violated. A report of complaint should be made within 180 days of the alleged discrimination. Grievance Forms are available from Human Resources, Compliance Coordinators, The Director of Pupil Personnel Services, Building Principals/Administrators, and Guidance Offices. Forms may also be found on the Granby Public Schools website www.granby.k12.ct.us. If needed, assistance will be provided when filing a complaint.

Any individual who wishes to inquire or to register a complaint concerning alleged discrimination in the Granby Public Schools shall have an opportunity to bring such concerns to the attention of the Compliance Coordinator (s) who are the Human Resources Coordinator, the Title IX Coordinators, the Director of Pupil Personnel, the Building Principal/Administrator, or the Superintendent who have the authority to resolve such complaints.

- **For Student/Parent-Guardian/Employee/Applicant Complaints Involving *Alleged Discrimination on the Basis of Gender [Title IX]* Contact the following:**
Compliance Coordinators:

TBD (please call any school if need be)
Kelly Lane Primary School
860.844.3041

Heidi MacDonald
Wells Road Intermediate
860.844.3048
macdonaldh@granby.k12.ct.us

Sue Vacek
Middle School Level
Granby Memorial Middle
860.844.3029
vaceks@granby.k12.ct.us

Christina Strain
High School Level
Granby Memorial High
860.844.3014
strainc@granby.k12.ct.us

- **For Student/Parent-Guardian/Employee/Applicant Incidents Involving *Discrimination on the Basis of a Disability [Section 504]* Contact:**

Aimee Martin
Director of Pupil Personnel Services
Granby Board of Education Central Office
860.844.5255
martinad@granby.k12.ct.us

- **For Student Incidents Involving Discrimination on the Basis of all other Protected classes Contact: *Building Principal***

HANDBOOK CONTRACT

Dear Students,

This handbook was designed to give you and your parents a detailed look at Granby Intermediate Schools. It includes most school-wide policies and procedures, as well as general information. It is expected that all students and their parent/guardians read and understand this handbook.

Please sign below, have your parent/guardian sign, and return this page to your classroom/homeroom teacher during the first full week of school.

Enjoy your year!

Dr. Anna Forlenza-Bailey
Principal

.....

I, _____, have read AND understand this handbook.
(*print* student name)

(student *signature*)

(date)

I/We, _____, have read AND understand this handbook.
(*print* parent/guardian name)

(parent/guardian *signature*)

(date)