

## FARMINGTON PUBLIC SCHOOLS

# TRANSPORTATION ASSIGNMENTS

Students are requested to be at their designated bus stop 10 minutes before the scheduled pick up time and should wait up to 10 minutes after the scheduled pick up time. Pick up times are only estimated times and may vary as students are added and removed from the bus routes during the course of the school year.

### SPECIAL TRANSPORTATION REQUESTS

If you require special transportation arrangements for your child (i.e. pick up or drop off other than your home address), please contact the school for an application. The school will give approval and bus assignment after receiving your application provided space is available on the bus.

### KINDERGARTEN TRANSPORTATION

Kindergarten bus routes are designed to pick up or drop off kindergarten students at or as close to their home as possible. However, it is not always possible to pick up or drop off at the child's home.

**KINDERGARTEN ORIENTATION** - will be held on Friday, August 22, 2014. Refer to your school principal's orientation letter for more information.

**FIFTH GRADE ORIENTATION** – Incoming fifth grade students and their parents may visit West Woods Upper Elementary on Friday, August 22, 2014. On that day fifth graders may meet their homeroom teachers between 1:00 and 2:00 p.m. Please refer to your school principal's orientation newsletter for more information.

**SEVENTH AND EIGHTH GRADE ORIENTATION** – Orientation for new 7<sup>th</sup> and 8<sup>th</sup> grade students at IAR will be held on Friday, August 22, 2014 from 9:00 - 10:30 a.m. in the IAR Library. **This is only for students new to Farmington Public Schools (not for students continuing on from West Woods).**

**NINTH GRADE ORIENTATION** - will be held on Friday, August 22, 2014 at Farmington High School. Orientation will begin at 9:30 a.m. Please adjust your pick up time by adding **two hours** to the normally scheduled pick up time. For example, if your child's regular pick up time is 6:50 a.m., your child should be at the bus stop at 8:50 a.m.

**BOARD OF EDUCATION - ADMINISTRATIVE OFFICES**  
**1 Monteith Drive, Farmington, CT 06032**

**Kathleen C. Greider**  
**Superintendent of Schools**  
**(860) 673-8268**

**Michael C. Ryan**  
**Interim Business Administrator**  
**(860) 673-8263**

**Kimberly Wynne**  
**Assistant Superintendent**  
**(860) 673-8279**

**Dr. Laurie Singer**  
**Director of Special Services**  
**(860) 677-1791**

**FARMINGTON PUBLIC SCHOOLS**

**Farmington High School** **Gr. 9-12**  
**Dr. William Silva, Principal**  
**(860) 673-2514**

**Irving A. Robbins Middle School** **Gr. 7-8**  
**Theodore A. Donahue, Principal**  
**(860) 677-2683**

**West Woods Upper Elementary School** **Gr. 5-6**  
**Alicia Bowman, Principal**  
**(860) 284-1230**

**East Farms School** **Gr. K-4**  
**Renee St. Hilaire, Principal**  
**(860) 674-9519**

**Noah Wallace School** **Gr. K-4**  
**Kelly Sanders, Principal**  
**(860) 677-1659**

**Union School** **Gr. K-4**  
**Caitlin Eckler, Principal**  
**(860) 673-2575**

**West District School** **Gr. K-4**  
**Peter I. Michelson, Principal**  
**(860) 673-2579**

**Farmington Public Schools Website**

**[www.fpsct.org](http://www.fpsct.org)**

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## **TRANSPORTATION PROCEDURES AND POLICIES**

### **PARENTAL RESPONSIBILITIES**

Parents are responsible for the conduct of their children while they are waiting for the bus and returning home from the designated bus stop. It is the responsibility of the parent to ensure that the student is waiting at his/her designated stop on time. *Students should be at their designated bus stop 10 minutes before and wait 10 minutes after their scheduled bus arrival time.* Should a student miss the bus, the parent must find alternate means of transporting the child to school.

Parents of morning kindergarten students *must* be at home when the school bus returns the student to his or her home, or must designate a person responsible to receive the child. If the person designated to receive the student is other than the parent, the parent must notify the school principal *in writing*.

During inclement weather, a bus driver may determine that a hill or street cannot be negotiated safely. It is the parents' responsibility to make alternate arrangements to ensure that their child gets to school.

### **BOARD POLICY 3541 - TRANSPORTATION**

#### **Transportation**

Transportation services shall be provided by the Farmington Public Schools for all students in grades kindergarten through twelve which it deems eligible for such service.

The Business Administrator or his/her designee shall establish bus routes and designate bus stops, provide for student safety on buses and handle disciplinary hearings and complaints regarding school transportation.

In grades kindergarten through eight, the maximum walking distance shall be one mile. In grades nine through twelve, the maximum walking distance shall be two miles. Total time elapsed between school and home shall include walking plus bus transportation, and shall not exceed one hour. Parents and citizens challenging the present policy shall do so in writing.

#### **Students with Disabilities**

Students with disabilities shall be transported to school as requested by a Planning and Placement Team.

#### **Parental Responsibility**

Except for the circumstances set forth above, the responsibility for transportation, including travel to and from bus stops, shall rest with the student's parents or legal guardian.

## BOARD REGULATION 3541(a) - TRANSPORTATION

- a. **Challenge to Policy** – In the event that a citizen or parent wants to challenge the transportation policy, that complaint shall be made in writing and submitted to the School Business Administrator.
- b. **Definitions** – The following definitions will be used:
  1. **School Transportation** – The procedure, program or fully effective and implemented plan by which a student is conveyed to and/or from school from his/her residence or the bus stop at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over public roads approved by the town or private roads approved pursuant to C.G.S. Section 10-220c.
  2. **Walking Distance** – The linear measure of a prescribed or authorized pedestrian route between the student's residence and his/her school from a point at the curb or edge of a public or private road nearest the student's residence to a safe entrance to the school grounds located within one hundred feet of the school building entrance.
  3. **One Mile Walking Distance** – A reasonable measurement of a route to be traversed extending from the point of measurement at 5,280 feet, but not more than 5,380 feet.

Rented school buses may be used to transport classes on educational trips within the limits of the transportation budget.

## ADMINISTRATIVE PROCEDURE

### Kindergarten Students in Walking Areas:

- A.M. Kindergarten** Students will walk to school with the students in their neighborhood and be transported at the noon hour on a kindergarten bus home.
- P.M. Kindergarten** Students will be transported to school at the noon hour by a kindergarten bus and will walk home with students in their neighborhood.



## IMPORTANT TRANSPORTATION INFORMATION

Please take a few moments to review the regulations in this brochure with your child. Safety must be communicated to everyone involved in transporting students. You play an important role in ensuring your child's safety.

1. Please be advised that bus pick-up times noted on your transportation label are *estimated* times and are subject to change during the year due to *bus route changes*. This is especially true in the first few weeks of school when timing and routing adjustments are being made. There are new students, routes and drivers, and understandably there is an *adjustment* period. Children should be at the bus stop 10 minutes before scheduled time of arrival and wait 10 minutes after scheduled arrival time. We ask for your patience as we work out the schedule!

The bus driver will notify students of *minor* timing adjustments. If there is a substantial change in timing, routing or bus the student rides, the Business Office will notify parents in a timely manner.

2. If a child has not arrived at his/her destination at the end of the school day, call the school, or if the school cannot be reached, call:

M & J Bus, Inc. – (860) 674-1241  
The following information will be needed:

1. Child's Name and Address
2. School and Grade
3. Bus Number

**\*\*Know your child's bus number to and from home - it saves time!\*\***

- ✓ Please wait for the school or bus company to return your call. Your child may have missed his/her bus stop and the driver is in the process of returning to that stop at the end of the route.
- ✓ Students in grades K-6 will be returned to their school and supervised in the Extended Care & Learning Program until 6:00 p.m. A fee for supervision may be charged based on an established rate.
- ✓ Students in grades 7-12 may be returned to the bus company if school is not in session. If your child is returned to the M & J Bus Company, please call (860) 674-1241 to make arrangements to either pick up your child or have M & J Bus return your child home.

## ***BUS STENCILS***

Bus stop stencils have been installed on specified streets in Farmington to keep students standing a safe distance back from heavily traveled roads. This safety measure is also designed to improve student behavior and safety while students wait for the school bus. When a bus stencil has been applied to a sidewalk or a bus sign posted by the road, you should instruct your child(ren) to do the following:

### **WHEN WAITING FOR THE BUS:**

- ☞ Wait behind the school bus stencil or sign.
- ☞ Walk to the bus in an orderly manner after it stops and the driver opens the doors.

### **WHEN RETURNING HOME:**

- ☞ When leaving the bus, walk to the school bus stencil or sign.
- ☞ Wait for the driver to signal and then go directly home.

## ***VIDEO CAMERAS ON BUSES***



To improve safety and discipline on the Farmington school buses, the Farmington Public Schools installed video camera equipment on our buses.

Student discipline is an especially challenging responsibility for bus drivers and school administrators. Misbehavior can create a safety hazard for everyone. The Farmington school administration is continuing to improve safety on school buses for our students. With this monitoring system, bus drivers will be able to maintain better control of students while riding our buses.

School administrators use the video monitoring system to review student behavior on buses and to assist in properly identifying students who misbehave.



## ***LOST AND FOUND ARTICLES***



Articles left on the school bus will be kept on the bus about one week. Students may retrieve lost articles from the bus drivers. If, after one week, items have not been claimed from the school bus, they will be placed in a lost and found box at the school bus company. Please call M & J Bus Inc. at (860)674-1241 for any lost item. After a period of time, articles not claimed will be donated to the Salvation Army. Any lost item found on the bus is not the responsibility of the bus company.



## ***ITEMS BROUGHT ON THE BUS***

All items should be **confined to what your child can carry on his/her lap.** Please note: No animals are allowed on the bus. **ALSO, ABSOLUTELY NO FOOD OR DRINKS ARE ALLOWED ON THE BUS.**

## **RULES FOR THE CONDUCT OF PUPILS ON SCHOOL BUSES**

### **BOARD OF EDUCATION REGULATION 3541.7(a) and (b)**

**Please review rules of conduct with your children**

#### **Student Conduct on Bus**

1. The driver shall be in full charge of the bus and of all students riding therein at all times while students are being transported to and from school. The driver shall enforce all rules and regulations adopted by the school authorities for the conduct of students riding on the bus.
2. Students must take a seat when they enter the bus and remain seated at all times while the bus is in motion.
3. Indecent or profane language, smoking, rowdyism, loud talking, or unnecessary conversation with the driver are expressly prohibited.
4. Students shall not throw any object in or out of the bus.
5. Hazard creating articles such as water pistols, etc. are not to be carried on the bus.
6. Possession or use of drugs and/or drug paraphernalia and alcohol is prohibited.
7. Smoking is prohibited.
8. Students shall not, at any time, extend their arms or head out of the bus windows.
9. Students shall not open bus windows without permission from the driver.
10. Students shall enter and leave the bus only at the front door except in cases of emergency.
11. Students must be on time and, at all times, cooperate in keeping the bus on schedule.
12. Students must not stand on the traveled portion of the highway while waiting for the bus.
13. After alighting from the bus, students shall cross the highway, if necessary, in front of the bus, being careful to see that traffic is halted.
14. All Farmington Board of Education policies related to student conduct apply while students are traveling on school-provided transportation.

#### **Parental Liability**

Parents of students who damage, injure or deface any bus shall be held liable for such damage.

#### **Violation of Rules**

When students do not observe the above rules, the bus driver shall report them to the School Principal as soon as possible.

#### **Loss of Bus Privileges**

The matter of suspension from riding on the bus shall be determined by the Principal, as a last resort, after parents have been duly notified. This action shall be subject to review by the Superintendent.



# FARMINGTON PUBLIC SCHOOLS

## 2014-2015 Calendar

August – 5 Days					September – 20 Days					October – 21 Days					November – 16 Days						
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F		
					<b>LD</b> 2 3 4 5							1 2 3									
					8 9 10 11 12					6 7 8 9 PD						3 PD 5 6 7					
					15 16 17 18 19					CD 14 15 16 17						10 VET 12 13 14					
					22 23 24 RH 26					20 21 22+ 23+ 24+						17 <sup>o</sup> 18 <sup>o</sup> 19 20 21					
18 19 PD PD PD (25) 26 27 28 29					29 30					27 28 29 30 31						24 25 26 27 28					
December – 17 Days					January – 19 Days					February – 15 Days					March – 22 Days						
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F		
1 2 3 4 5								NY 2													
8 9 10 11 12					5 6 7 8 9					2 3 4 5 6						9 10 11 12 13					
15 16 17 18 19					12 13 14 15 16					9 10 11 12 13						16 17 18 19 20					
22 23 24 25 26					MLK 20 21 22 23					16 17 18 19 20						23 <sup>o</sup> 24 <sup>o</sup> 25 26 27					
29 30 31					26 27 28 29 30					23 24 25 26 27						30 31					
April – 16 Days					May – 20 Days					June – 9 Days					180 Instructional Days (as mandated by the State of Connecticut) 185.5 Teacher workdays  <b>School Hours:</b> Farmington High School 7:29 AM–2:23 PM IAR Middle School 8:00 AM–2:31 PM West Woods Upper Elem and Elementary 8:45 AM–3:15 PM						
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F							
		1 2 GF								1 2 3 4 5											
6 7 8 9 10					4 5 6 7 8					8 9 10 **11 *TM											
13 14 15 16 17					11 12 13 14 15					*15 *16 *17 *18 19											
20 21 22 23 24					18 19 20 21 22					22 23 24 25 26											
27 28 29 30					MD 26 27 28 29					29 30											

### EXPLANATION OF DATES:

<p>August 18 and 19                  August 20, 21, 22                  August 25                  September 1                  September 25                  October 10                  October 13                  November 4                  November 11                  November 26                  November 27-28                  December 24-January 2                  January 19                  February 16-20                  April 3                  April 13-17                  May 25                  June 11                  June 12                  June 12, 15, 16, 17, 18</p>	<p>New Teacher Orientation Days (2 days)                  Teacher Professional Development Days (PD)                  First Day of School for All Students { }                  Labor Day – Schools/Offices Closed                  Rosh Hashanah – Schools Closed                  Teacher Professional Development Day (PD)                  Columbus Day – Schools/Offices Closed                  Teacher Professional Development Day (Election Day) (PD)                  Veterans’ Day – Schools/Offices Closed                  Early Closing for Thanksgiving Recess                  Thanksgiving Recess – Schools/Offices Closed                  Holiday Recess                  Martin Luther King, Jr. Day – Schools/Offices Closed                  Winter Recess (Includes Presidents Day)                  Good Friday (Schools/offices Closed)                  Spring Recess                  Memorial Day – Schools/Offices Closed                  Tentative Last Day for Students (Early closing schedule TBD)**                  Tentative last half/day for teachers (TM)                  Make-up Days for Snow Days*</p>
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\*If the number of snow days exceeds five (5) days, any additional days may be taken from the Spring Recess beginning Mon, April 13.  
 In cases of emergency, the Board can change the adopted calendar upon recommendation of the Superintendent.  
 Please note: There is no school for students on Professional Development Days (noted as PD on the calendar above)

**Parent/Teacher Conferences:**

Parent conferences are held at various times throughout the school year; however, the school day is modified at the elementary schools and middle school on the following dates:

<ul style="list-style-type: none"> <li>■ <u>Farmington High School</u></li> <li>◆ <u>IAR Middle School</u></li> <li>○ <u>West Woods Upper Elementary School</u></li> <li>○ <u>Elementary Schools</u></li> </ul>	<ul style="list-style-type: none"> <li>Evening Open House – September 18</li> <li>12:31 PM Dismissal – October 22, 23, 24</li> <li>1:15 PM Dismissal – Nov 17, 18, March 23, 24</li> <li>1:15 PM Dismissal – Nov 17, 18, March 23, 24</li> </ul>
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K-AM 8:45-11:00 AM    K-PM 11:00-1:15 PM

Stations that announce school closings or delays are: WTIC, Channel 3, 6, 8 or 30 or check our website at [www.fpsect.org](http://www.fpsect.org)  
 Approved: 11/18/2013

## School Hours

		Opening	Closing
Farmington High School	(860) 673-2514	7:29 a.m.	2:23 p.m.
Irving Robbins Middle School	(860) 677-2683	8:00 a.m.	2:31 p.m.
West Woods Upper Elementary School	(860) 284-1230	8:45 a.m.	3:15 p.m.
West District School	(860) 673-2579	8:45 a.m.	3:15 p.m.
East Farms School	(860) 674-9519	8:45 a.m.	3:15 p.m.
Union School	(860) 673-2575	8:45 a.m.	3:15 p.m.
Noah Wallace School	(860) 677-1659	8:45 a.m.	3:15 p.m.

**ANNOUNCEMENTS OF SCHOOL CLOSINGS, DELAYS OR EARLY CLOSINGS ARE MADE ON:**

**WTIC (1080 AM 96.5 FM)**

**WFSB Channel 3**

**WTNH Channel 8**

**WVIT Channel 30**

**Web site – [www.fpsct.org](http://www.fpsct.org)**

**If you have a question or an issue, please contact:**

Farmington Public Schools Business Office at (860) 673-8281

- ✓ Bus Routing Issues
- ✓ Driver Conduct Issues
- ✓ Accidents
- ✓ Petitions

School Office (See above)

- ✓ Change in Bus Assignment
- ✓ New Student Registration
- ✓ Discipline Issues at Bus Stop or on the Bus
- ✓ Missing a Bus
- ✓ Late Bus Schedule & After School Service Schedule

M & J Bus at (860) 674-1241

- ✓ Student Lost Articles
- ✓ Bus Arrivals and Bus Returns or Buses Running Late

### **NEW DISTRICT SMARTPHONE APP**

For your convenience, the Farmington Public Schools has partnered with Parentlink to develop a smartphone app for iPhone and Android devices that allows you to receive push notifications related to school cancellations and delays, along with school calendars, and other information. The app can be downloaded by going to the Farmington Public schools website (<http://www.fpsct.org>, click on “Quicklinks” and then “Site Map”).

Additionally, parents can sign up for automated school cancellation/delay phone calls at the following address: <http://goo.gl/FAPZiU> (this address is case sensitive).



# Farmington Public Schools

## Common Code of Conduct for Promoting Respectful School Communities

The Farmington Public Schools are committed to maintaining high standards for personal interactions among administrators, teachers, staff, students and parents.

### Guiding Beliefs

- I. We believe that respectful school environments are necessary for high levels of student learning and for their full personal development. Partnerships and cooperation among all members of the school community are essential to support and reinforce this belief.
- II. We believe that all members of the Farmington School Community shall be valued as individuals who have a right to respect and personal acceptance. We believe that the school community must foster and protect the personal safety and security of all of its members through specific policies and the enforcement of school regulations. We believe that whenever possible, the disciplinary process should be educative. However, acts of harassment, aggression, threats, and intimidation must continue to result in appropriate consequences.
- III. We believe that respectful language and behavior promote positive school climate. In the school community, the use of offensive, disrespectful, and vulgar language or gestures or symbols is unacceptable because it interferes with constructive relationships and detracts from the quality of the learning environment.
- IV. We believe that our students must accept responsibility for their actions and for developing a healthy lifestyle and respect for school rules and the law. We believe that parents, teachers, and school staff must work together to help students acquire the attitudes, dispositions and behaviors of responsible citizens.
- V. We believe that teachers, administrators, and staff must model appropriate behaviors for the students entrusted to their care.

### Professional Expectations

We expect administrators and teachers to abide by the Connecticut Code of Professional Responsibility and practice their profession with the highest degree of ethical conduct. We expect that all support staff will maintain the same standards in their interactions within the school community.

We expect teachers, administrators, and support staff to maintain the high standards for student behavior in classrooms, hallways, cafeteria, and at school functions established for the Farmington Schools.

We expect professional staff to collaborate with parents to help students develop the attitudes and behaviors of responsible citizenship.

We expect professional staff to provide explicit instruction for Farmington students in behavioral standards and expectations for appropriate social behavior.

We expect members to evaluate the effectiveness of school practices intended to promote respectful school communities.

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*Sources: CT Common Core of Learning: Connecticut School Leadership Standards, CT Common Core of Teaching, Connecticut Code of Professional Responsibility for Educators*

## BOARD OF EDUCATION POLICIES AND PROCEDURES

### BOARD OF EDUCATION POLICY 5131(a-e) - STUDENT CONDUCT AND DISCIPLINE

Each student shall learn to respect the rights of others as individuals and as groups. The student shall learn the rules that govern appropriate behavior in his/her school and obey the rules established by the Board for all students in all public schools of the town.

#### *Areas of Responsibility*

**Board of Education** - The Board of Education holds the certified personnel responsible for the proper conduct and control of students while legally under the supervision and jurisdiction of the school.

**Principal** - The Principal may implement necessary procedures and rules and regulations to render effective the policies of the Board of Education relating to standards of student behavior. The Principal may involve representatives of all areas of school personnel, students, parents and citizens of the community.

**Teachers** - Teachers shall be responsible for the instruction of students in rules and regulations of proper conduct, as well as be responsible for proper and adequate control of students. The responsibility and authority of any teacher extends to all students of the school district under the assigned supervision of the teacher and to other students so situated with respect to the teacher as to be subject to the teacher's control.

**Parents** - Parents shall be expected to cooperate with school authorities regarding the behavior of their children. Parents shall be held responsible for the willful misbehavior of their children.

#### **I. Definitions**

- A. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- B. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or 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.
- C. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- D. **Removal** is the exclusion of a student for a class period of ninety minutes or less.
- E. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.

- F. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below. Effective July 1, 2010, suspensions shall be in-school suspensions unless the administration determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of the suspension.
- G. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one calendar year.
- H. **School Days** shall mean days when school is in session for students.
- I. **Seriously Disruptive of the Educational Process** means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.

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

## II. **Scope of the Student Discipline Policy**

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

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

### B. **Conduct off School Grounds:**

1. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section C.G.S. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider whether such off-campus conduct involved the use of drugs.

2. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term “weapon” means any pistol or revolver, any dirk knife or switch knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, and any other dangerous or deadly weapon or instrument, including any sling shot, blackjack, sand bag, metal or brass knuckles, stiletto, knife, the edged portion of the blade of which is four inches and over in length or martial arts weapon as defined below at section VII.B.

### **III. Actions Leading to Disciplinary Action, including Suspension and/or Expulsion**

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

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures.
4. Violation of smoking; dress; transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, or law enforcement authorities, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked.
8. A walk-out from or sit-in within a classroom or school building or school grounds.
9. Blackmailing, threatening or intimidating school staff or students.
10. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object.
11. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
12. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
13. Unauthorized possession, sale, distribution, use or consumption of tobacco, drugs, narcotics or alcoholic beverages. For the purposes of this Paragraph 13, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
14. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (13) above.

15. The destruction of real, personal or school property such as, cutting, defacing or otherwise damaging property in any way.
16. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
17. Trespassing on school grounds while on out-of-school suspension or expulsion.
18. Making bomb threats or other threats to the safety of students, staff members, and/or other persons.
19. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
20. Throwing snowballs, rocks, sticks and/or similar objects.
21. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
22. Leaving school grounds, school transportation vehicle or a school-sponsored activity without authorization.
23. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
24. Display and/or use of electronic devices, such as cellular telephones, personal media devices, walkie-talkies, paging devices, or radios in classrooms during instructional time and/or in circumstances other than those allowed by school procedure, outlined in student and parent handbooks, without the written permission of the principal and/or his designee is prohibited.
25. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized or non-school related purposes.
26. Possession and/or use of a laser pointer.
27. Hazing.
28. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.
29. Any action prohibited by any Federal or State law which would indicate that the student presents a danger to any person in the school community or school property.

#### **IV. Procedures Governing Removal**

A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the Principal or his/her designee at once. A student may not be removed from class more than six times in one school year nor more than twice in one week unless the student is referred to the building Principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

#### **V. Procedures Governing Suspension**

- A. The Principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days.
- B. In cases where the student has already been suspended, or such suspension will result in the student's being suspended, more than ten (10) times or fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to suspension, be granted a formal hearing before the Board of Education. The Principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing.

**The Board Policies governing Student Removal, Suspension & Expulsion Procedures are abbreviated. Refer to Board Policy #5131(f-s) for complete text.**

#### **VI. Procedures Governing In-School Suspension**

- A. The Principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the Principal or designee. (Refer to Board Policy 5131(h) for complete text.)

#### **VII. Expulsion Recommendation Procedure**

- A. A Principal may consider recommendation or expulsion of a student in a case where he/she has reason to believe the student has engaged in conduct described at sections IIA. And IIB., above.
- B. A Principal must recommend expulsion proceedings in all cases against any student whom the administration has reason to believe:
  - 1. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 USC 921 as amended from time to time; or



2. off school grounds, possessed a firearm as defined in 18 USC 921, in violation of C.G.S. §29-35, or possessed and used a firearm as defined in 18 USC 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under section 952 of the Connecticut General Statutes; or
3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in C.G.S. §21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. §§21a-277 and 21a-278.  
(Refer to Board Policy 5131(i) for complete text.)

## **VIII. Expulsion Hearing Procedure**

### **A. Emergency Exception**

Except in an emergency situation, the Board of Education shall, prior to expelling the student, conduct a hearing to be governed by the procedures outlined herein. Whenever an emergency exists, the hearing provided for above shall be held as soon as possible after the expulsion. (Refer to 5131j-m for complete text.)

## **IX. Mandatory Expulsions**

- A. In keeping with C.G.S. §10-233d and the Gun Free Schools Act, it shall be the policy of the Board to expel a student for one full calendar year for: the conduct described in Section VI(B)(1), (2) and (3) of this policy. The Board may modify the term of expulsion on a case-by-case basis.

## **X. Alternative Educational Programs for Expelled Students**

### **A. Students under sixteen (16) years of age:**

Whenever the Board of Education expels a student under sixteen years of age, it shall offer any such student an alternative educational program.

### **B. Students sixteen (16) to eighteen (18) years of age:**

The Board of Education will provide an alternative education to a sixteen to eighteen year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, except as follows. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen and eighteen who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity.

### **C. Students eighteen (18) years of age or older:**

The Board of Education is not required to offer an alternative educational program to expelled students eighteen years of age or older.

### **D. Students identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”)**

If the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”), it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time. (Refer to Board Policy Section 5131 (n-s) for complete text.)

## **BOARD OF EDUCATION POLICY 4118.234 – PROHIBITION ON RECOMMENDATIONS FOR PSYCHOTROPIC DRUGS**

In accordance with Conn. Gen. Stat. § 10-212b, the Board of Education prohibits school personnel from recommending the use of psychotropic drugs for any child. Moreover, personnel may not require that a child obtain a prescription for a controlled substance (as defined in the Controlled Substances Act, 21 USC 801 et seq.) in order for the child to: 1) attend school; 2) receive an initial evaluation or reevaluation to determine a child's eligibility for special education; 3) receive special education and related services. Notwithstanding the foregoing, school health or mental health personnel may recommend that a child be evaluated by an appropriate medical practitioner and school personnel may consult with such practitioner with the consent of the parents or guardian of such child.

**The Board policy governing Prohibition on Recommendations for Psychotropic Drugs is abbreviated. Refer to Board Policy #4118.234 for complete text.**

### **BOARD OF EDUCATION 5131.911(a) – Safe School Climate Plan**

The Farmington Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally, and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or Regional Board of Education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education.

#### **Prohibition Against Bullying & Retaliation**

The Farmington Public Schools prohibit:

- any form of bullying behavior on school grounds; at any 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 school vehicle; or through the use of an electronic device provided by the school;
- any form of bullying behavior outside of the school setting if such bullying (1) creates a hostile environment at school for the student against whom the bullying was directed, (2) infringes on the rights of the student against whom the bullying was directed, or (3) substantially disrupts the education process or the orderly operation of a school; and
- discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.

Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension, and expulsion, and consistent with state and federal law. In addition, school administrators will notify appropriate law enforcement officers of any act of bullying that they believe constitutes a criminal offense.

## **Definitions of Bullying & Cyberbullying**

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

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

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

“**Cyberbullying**” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other electronic devices, or any electronic communications.

## **Reporting Complaints of Bullying**

- Written Reports. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.
- Anonymous Reports. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student’s identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student’s identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of any anonymous complaint. (Refer to Board Policy and Regulations 5131.911(a-o) for complete text).

## **BOARD OF EDUCATION POLICY 5141.4 – CHILD ABUSE AND NEGLECT**

Connecticut General Statutes require all employees, specifically the Superintendent, administrators, teachers, substitute teachers, guidance counselors, school paraprofessionals, coaches of intramural and interscholastic athletics, EXCL instructors as well as licensed nurses, physicians, psychologists and social workers either employed by the Board or working in one of the district schools, or any other person who, in performance of his or her duties, has regular contact with students or who provides service to or on behalf of students in the school district who have reasonable cause to suspect or believe that a child has been abused or neglected, to report such abuse and/or neglect. In furtherance of this statute and its purpose, it is the policy of the Farmington Board of Education to require ALL EMPLOYEES of the Farmington Board of Education to report suspected abuse and/or neglect, in accordance with the procedures set forth in the regulations.

(Refer to Board Regulations 5141.4(a-k) for complete text.)

## **BOARD OF EDUCATION POLICY 5141.5 – SUICIDE PREVENTION AND INTERVENTION**

The Superintendent, or his/her designee, shall provide for the training of all staff and faculty members in the proper procedures for assessing and reporting suspected cases of student suicidal ideation or suicide attempts. An in-service program regarding suicide prevention shall be offered on a regular basis to district staff. Each school will establish a Crisis Management Team which shall meet annually to review crisis management procedures or actions related to youth suicide attempts. The Director of Special Services will be responsible for administrative procedures related to response to student suicidal gesture of suicidal ideation.

## **BOARD OF EDUCATION POLICY 5147 – SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 (Section “504”) prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. To be protected under Section 504, an individual must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment. In order to fulfill its obligation under Section 504, the Farmington Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents, and members of the public who participate in school sponsored programs. In this regard, the Farmington Public Schools prohibits discrimination against any person with a disability in any of the programs operated by the school system.

Any student, parent, guardian or other individual who believes he/she has been discriminated against by or within the district on the basis of a disability may utilize the complaint procedures outlined in the Board’s Administrative Regulations, and/or may file a complaint with the Office of Civil Rights at the following address:

U.S. Department of Education  
8<sup>th</sup> Floor  
5 Post Office Square  
Suite 900  
Boston, MA 02109-0111  
Phone: (617) 289-0111

Anyone who wishes to file a complaint, or who has questions or concerns about this policy should contact our Director of Special Services, the Section 504 Coordinator for the Farmington Public Schools, at phone number 860-677-1791.

(Refer to Board Policy and Regulations 5147 for complete text.)

## **HOMELESS STUDENTS**

Homeless students, as defined by federal and state legislation, will have all programs, services and transportation that other students enjoy and may continue to attend the school origin. The local liaison for homeless children is:

Dr. Laurie Singer  
Director of Special Services  
Farmington Public Schools  
6 School Street  
Farmington, CT 06032

**BOARD OF EDUCATION POLICY 1250 – COMMUNITY RELATIONS/BOARD OPERATIONS  
VISITORS TO SCHOOLS**

The Board of Education encourages visits by citizens and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board of Education reserves the right to have all visitors receive prior approval from the school Principal or his/her designee before being permitted to visit any school building. The Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations.

Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area and/or school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.

**The Board Regulation governing Visitors to Schools is abbreviated. Refer to Board Administrative Regulation #1250(A) for complete text.**

**BOARD OF EDUCATION POLICY 5110 – STUDENT ATTENDANCE**

All children between five and eighteen years of age, inclusive, whose residence is in Farmington, shall be required to attend public schools, unless exempted or excluded by Connecticut Statute, or Board policy, or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. Parents/Guardians shall also have the option of not sending the child to school until age six or age seven.

Pursuant to Section 10-184 of the Connecticut General Statutes, the parent or guardian opting not to send the child to school until the child is six or seven years of age shall exercise such option by personally appearing at the school district office and signing an option form.

**BOARD OF EDUCATION POLICY 5113.2 – TRUANCY**

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy. (Refer to Board Policy and Regulations 5113.2 (A – G) for complete text.)

**BOARD OF EDUCATION POLICY 6115.1 – RELIGIOUS OBSERVANCES AND DISPLAYS**

The Farmington Public Schools comply with all laws regarding religious observances and displays in public schools. (Refer to Board policy number 6115.1 for complete text.)

## **BOARD OF EDUCATION POLICY 5125(a) - STUDENT RECORDS**

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.

The Director of Special Services shall be the custodian of system wide student records and shall, with the approval of the Superintendent, establish procedures for the maintenance, access, storage and destruction of student records. Principals shall be the custodians of student records in their schools.

### **Security of Cumulative Records**

Recruiters representing the armed forces of the United States, the armed services of the State of Connecticut, commercial concerns, and institutions of higher education shall be treated equally and afforded the same recruiting opportunities on the high school premises. The district is required to provide military recruiters or institutions of higher education, upon request, with the name, addresses and telephone numbers of secondary school students, unless a parent or student objects to such disclosure in writing. Such objection shall be good for one year.

(Refer to Board Policy 5125(a-e) for complete text.)

## **BOARD OF EDUCATION REGULATIONS 5125(a) – STUDENT RECORDS**

If, after consultation with the custodian of the records, a parent, guardian or eligible student believes that information in the cumulative record is inaccurate, misleading, or otherwise in violation of the student's privacy rights, (s)he may appeal, in writing, to the Superintendent, who shall review the grievance with the custodian of records and other school personnel who may be involved. The Superintendent shall then meet with the complaining party. The Superintendent shall make the final decision in each case. Appeals may be made, in writing, to the Board if an agreement satisfactory to the complainant has not been reached. Parents, guardians or eligible students may also file a complaint with the U.S. Department of Education, Family Policy Compliance Office regarding issues related to student records.

Requests for appeals shall be in writing and signed by the parent, guardian, or eligible student requesting such review, and such written request shall become a part of the student's cumulative record.

### **Access to Student Records – Basic Principles of Confidentiality**

1. Parents and students shall expect that all student records will reflect respect for the individual's privacy and security.
2. Subjective judgments or unverified data shall not be placed in the cumulative student record.
3. Information about disciplinary action which resulted in expulsion or suspension of the student shall be expunged from the cumulative record if the student graduates from high school or is not expelled or suspended again during the two year period commencing on the date of his/her return to school from such suspension or expulsion. Notation of expulsion, however, should not be expunged in cases of a mandatory expulsion based on possession of a firearm or deadly weapon.

4. Information about a student or his/her family which will help other members of the school staff in their understanding of the student may be shared.
5. When written consent of the parent or guardian for sharing information is required, the agency or individual requesting the information is responsible for obtaining the consent of the parents or guardian.
6. In some circumstances, school officials are required to provide or receive information from law enforcement officials or court personnel under various state laws. Such information is generally deemed confidential and its circulation limited. The Superintendent shall establish policies and procedures to assure that all such information and material received by or provided to law enforcement or court personnel is kept confidential in compliance with applicable state laws.

### **Directory Information**

Certain information about a student that is not normally considered an invasion of privacy may be disclosed without the consent of the parent or eligible student unless the parent or eligible student objects in writing to the disclosure of such information. The Farmington Public Schools has designated the following information as directory information: student name, address, telephone number, photographic and video images, e-mail address, date and place of birth, major field(s) of study, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. A written objection to the disclosure of directory information shall be good for only one year.

(Refer to Board Regulation 5125 for complete text.)

## Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s 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 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 as its agent to provide a service instead of using its own employees or officials (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.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school official to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Farmington Public Schools 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

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]



## Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (*i.e.* students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include:

1. the right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
2. the right of a parent to inspect, upon request, any survey concerning one or more of the following confidential topics:
  - a. political affiliations or beliefs of the student or the student's parent;
  - b. mental or psychological problems of the student or the student's family;
  - c. sex behavior or attitudes;
  - d. illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. critical appraisals of other individuals with whom respondents have close family relationships;
  - f. legally recognized privileged relationships, such as those with lawyers, doctors, physicians, or ministers;
  - g. religious practices, affiliations, or beliefs of the student or the student's parent; or
  - h. income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs;
3. the right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum. Instructional material means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet) but does not include academic tests or academic assessments;
4. the right of a parent to inspect, upon request, any instrument used in the collection of personal information from students gathered for the purpose of marketing, selling or otherwise providing that information to others for that purpose. Personal information means individually identifiable information including a student or parent's first and last name, a home or other physical address; a telephone number or a social security number;
5. the right of a parent to be notified of the specific or approximate dates of the following activities, as well as the right of a parent or eligible student to opt-out of participation in these activities:
  - a. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose);
  - b. the administration of any survey containing confidential topics (see #2 (a-h) above); or
  - c. any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and unnecessary to protect the immediate health and safety of a student. Such examinations do not include a hearing, vision, or scoliosis screening or other examinations permitted or required by State law.

Parents and eligible students may not opt-out of activities relating to the collection, disclosure, and/or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing education products or services for, or to students or educational institutions, such as the following:

- a. college or other post-secondary education recruitment, or military recruitment;
- b. book clubs, magazines, and programs providing access to low-cost literary products;
- c. curriculum and instructional materials used by elementary and secondary schools;
- d. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
- e. the sale by students of products or services to raise funds for school-related or education-related activities; or
- f. student recognition programs.

To protect student privacy in compliance with the PPRA, the Farmington School District has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## **BOARD OF EDUCATION POLICY 5145.5(a) – SEXUAL HARASSMENT**

**Definition** – In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student’s ability to participate in or benefit from a school’s educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive such that it interferes with or limits a student’s ability to participate in or benefit from the school’s program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student’s submission to, or rejection of, sexual overtures or advances will affect the student’s grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

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

**Reporting** – As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/he or his/her parent/legal guardian should make a written complaint to Kimberly Wynne, Assistant Superintendent, 1 Monteith Drive, Farmington, CT 06032 (telephone number 860-673-8288), or to the building principal, or his/her designee. The student will be provided a copy of the Board’s policy and regulation and made aware of his or her rights. (Refer to Board Policy 5145.5(a-b) for complete text.)

## **TITLE IX AND AMERICANS WITH DISABILITIES ACT**

**Title IX and Americans with Disabilities Act** – Complaints brought under the provisions of Title IX and the Americans with Disabilities Act shall be handled in the manner set forth in Regulations. (Refer to Board Policy 5147 for complete text.)

**The Title IX Coordinator for the Farmington Board of Education is the Assistant Superintendent, whose office is located at 1 Monteith Drive, Farmington and whose telephone number is (860) 673-8279.**

### **Compliance with 504 Regulations**

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is an Act that prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. For the purposes of Section 504, the term “disability” with respect to an individual means:

1. a physical or mental impairment that substantially limits one or more major life activities of such individual;
2. a record of such an impairment; or
3. being regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Farmington Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents and members of the public who participate in school sponsored programs. In this regard, the Farmington Public Schools will not knowingly permit discrimination against any person with a disability in any of the programs operated by the school system. Persons who feel that they may have been discriminated against on the basis of disability should contact the Farmington Public School's Section 504 Coordinator.

The school district also has specific responsibilities under Section 504 with respect to providing access to appropriate educational services for students who qualify under Section 504. These responsibilities include the obligation to identify, to evaluate, and to afford access to appropriate educational services. If the parent or guardian disagrees with the decisions made by the professional staff of the school district with respect to the identification, evaluation, or educational placement of their child, he/she has a right to an impartial hearing. Additional written information about an impartial hearing is available on request from the Section 504 Coordinator.

(Refer to Board Regulations 5147 for complete text.)

If there are questions, please feel free to contact the Director of Special Services, Section 504 Coordinator for the Farmington Public Schools, at (860) 677-1791.

**BOARD OF EDUCATION POLICY 6141.321**  
**TECHNOLOGY AND INSTRUCTION**  
**ELECTRONIC COMMUNICATIONS SYSTEMS**

**Acceptable Use of Electronic Communications**

Electronic communications systems, whether owned or leased by the school district, include, but are not limited to, computers, facsimile machines, electronic mail, voice mail, network access technology through the school district's electronic network to various information services, including the Internet and other online services. (Refer to Board Policy 6141.321(a) for complete text.)

**Privacy**

Network storage areas and all electronic communications may be reviewed by system administrators to maintain system integrity and to ensure that students and employees are using the systems in a manner consistent with this policy and regulations. The administration reserves the right to periodically monitor, access and audit any information stored or transmitted over these systems with or without notice to employees or students, consistent with applicable law. Information stored, processed or copied on these systems is not confidential. Passwords and access codes are designed to provide systems security from unauthorized users.

(Refer to Board Regulation 6141.321(a) for complete text.)

**Student and Employee Confidentiality**

Sending any message or information that violates the Farmington Public Schools confidentiality requirements or the confidentiality of student or employee information is prohibited.

**Vandalism**

Students or employees shall not engage in vandalism while using the services offered through the system. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, damage the computer equipment, the Internet, or other networks. This includes, but is not limited to, creating and/or uploading computer viruses or any attempt to change or modify the systems, or bypass a password-protected area of the network.

### **Complaints or Problems of Misuse**

Employees or students who receive any harassing, threatening or intimidating electronic communications shall report and provide a copy, if available, of threatening material to a school administrator as soon as possible. No employee or student should be expected to tolerate such treatment, regardless of the identity of the sender of the message.

### **Disciplinary Action**

Any user violating these provisions, applicable State and Federal laws, or posted classroom and system rules, is subject to loss of network privileges and other disciplinary options, including expulsion for students, termination of employment for employees, and criminal prosecution.

### **Revocation of Permission to Use System**

The use of the systems is a privilege, not a right, and may be revoked if abused. School administrators will make the final determination as to what constitutes acceptable use, within the meaning of regulations, and the penalties for violators. Violators will be held liable for all costs incurred for intentional damage to the systems. (Refer to Board Regulation 6141.321(b) for complete text.)

### **Student Email accounts**

Students are assigned a school email account (ending in .fpsct.org) and can access a variety of communication and collaboration tools and Naviance. This email account is the property of the Farmington Public Schools and may be used only for work connected to school and to communicate with teachers and administrators. It may not be used for any other purpose. In addition, teachers and administrators will accept emails from students only if they are sent from school email accounts. Students and parents should understand that this is not a private email account and school officials may view emails through this account at any time without notice. Use of your school email account is covered by the Acceptable Use of Electronic Communications policy as well as other school rules, including those found in the Student Behavioral Expectations and Practices section of this document).

## **BOARD OF EDUCATION POLICY 5131.6(a) STUDENTS – ALCOHOL, DRUGS AND TOBACCO**

In recognition of the potential dangers to the health and welfare of members of the school community, and to the educational process itself, arising from alcohol and/or substance use and abuse, it is a policy of the Board that all school buildings, property, and facilities shall be drug free.

### ***Policy Statement***

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

(Refer to Board Policy 5131.6(a-e) for complete text.)

**BOARD OF EDUCATION POLICY 5131.7(a)**  
**STUDENTS – WEAPONS AND DANGEROUS INSTRUMENTS**

a. The Board of Education is concerned for the safety and welfare of all students and school personnel. For this reason, it is the policy of the Board that no student or other persons may possess, carry or use any type of firearm, deadly weapon, dangerous instrument, federal weapon, electronic defense weapon, martial arts weapon or any other type of weapon while on or in school property, grounds, buildings, vehicles and buses or while at school-sponsored events, whether on or off school property, or while off school property if the off-campus conduct seriously disrupts the education process. Notwithstanding the foregoing, police officers may carry weapons in the performance of their duty.

b. For the purpose of this policy the following words shall have the following meanings:

**Dangerous Instrument** – Any instrument, article or substance which, under the circumstances, in which it is used or attempted to be used, is capable of causing death or serious physical injury.

**Deadly Weapon** – Any weapon, whether loaded or unloaded, from which a shot may be discharged or fired, or switchblade knife, gravity knife, billy, blackjack bludgeon or metal knuckles.

**Electronic Defense Weapons** – Any weapons or devices which are capable of immobilizing a person temporarily by an electronic impulse or current, but which is not capable of causing death or serious physical injury.

**Federal Weapon** – Any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of any explosive, the frame of receiver of any such weapon; a muffler or a silencer, or any destructive device (any explosive, incendiary, poisonous gas, bomb, rocket, missile, mine, grenade or similar device, or any weapon other than a shotgun or shotgun shell particularly suited for sporting purposes) that will or may be converted to expel a projectile by explosive or other propellant having a barrel with a bore of more than one-half inch in diameter.

**Firearm** – Any sawed-off shotgun, machine gun, rifle, revolver or other weapon capable of discharging or firing a shot, whether loaded or unloaded.

**Martial Arts Weapon** – Martial arts weapon includes, but is not limited to nunchaku, kama, kasir-fundo, octagon sai, tonfa or Chinese star.

c. Possession and/or use of any other type of weapon or dangerous instrument by a student will lead to disciplinary action, up to and including expulsion from the school system. It shall be the policy of the Board to expel a student for one full calendar year if the Board finds that the student possessed, carried or used a deadly weapon or firearm or federal weapon in violation of this policy. The Board may modify the period of such a mandatory expulsion on a case-by-case basis.

d. In the context of a planned educational activity, firearms, deadly weapons, dangerous instruments, electronic defense weapons, martial arts weapons, federal weapons and other weapons may be brought to school premises or property or to school sponsored activities provided that:

1. All laws and regulations governing the transportation and carrying of such objects are complied with.
2. Written permission is obtained from the Principal prior to bringing the object onto school property and premises and when the object is removed from school property or premises.

Except when used in the educational activity itself, the object is to be secured or cased at all times when it is on school property or premises. The Superintendent's office must be informed, in writing, by the Principal prior to the event.

**BOARD OF EDUCATION POLICY 5145.12  
STUDENTS – SEARCH AND SEIZURE**

Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. A student and his/her effects may be searched if there are “reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.” The way the search is conducted should be “reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.” (Refer to Board Policy 5145.12(a-b) for complete text.)

**BOARD OF EDUCATION POLICY 1455  
GREEN CLEANING PROGRAMS**

It is the policy of the Farmington Board of Education to implement a green cleaning program in which the Board procures and properly uses environmentally preferable cleaning products in school buildings and facilities. (Refer to Board Policy 1455 for complete text.)

**NOTICE REGARDING ELECTRONIC MONITORING**

In accordance with the provisions of Connecticut General Statutes Section 31-48d, the Board of Education hereby gives notice to all its students of the potential use of electronic monitoring in its workplace. While the Board may not actually engage in the use of electronic monitoring, it reserves the right to do so as the Board and/or the Administration deem appropriate in their discretion, consistent with the provisions set forth in this Notice.

"Electronic monitoring," as defined by Connecticut General Statutes Section § 31-48d, means the collection of information on the Board's premises concerning students' activities or communications, by any means other than direct observation of the students. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas of the Board's premises which are open to the public, or (B) which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by the Board in its schools:

- Monitoring of e-mail and other components of the Board's computer systems, including monitoring of electronic devices such as PDAs, Smartphones, mobile or handheld devices that access the computer systems, for compliance with the Board's policies and regulations concerning use of such systems.
- Video and/or audio surveillance within school buildings (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of students or for the safeguarding of their possessions), on school grounds and on school buses and other vehicles providing transportation to students and/or employees of the school system.
- Monitoring of usage of the school district's telephone systems.

The law also provides that, where electronic monitoring may produce evidence of misconduct, the Board may use electronic monitoring without any prior notice when the Board has reasonable grounds to believe students are engaged in conduct that (i) violates the law, (ii) violates the legal rights of the Board or other students, or (iii) creates a hostile learning environment.

**BOARD OF EDUCATION POLICY 1460**  
**PESTICIDE APPLICATION**

It is the policy of the Farmington Board of Education to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building, or the grounds of any Farmington public school, by using 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 use of pesticides.

The decision to apply pesticide in any building, or the grounds of any Farmington public school is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticide shall be made in any building, or the grounds of any Farmington public school during regular school hours or during planned activities at any school except as provided by Connecticut statute or regulation.

Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents or guardians of children in any school and/or staff members in the event of a threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a pesticide be made during regular school hours or during planned activities at school without prior notice to parents or guardians of children and/or staff members in any school in the event of an immediate threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

There shall be no application of any lawn care pesticide on the grounds of any school with students in grade eight (8) or lower, except on an emergency basis, subject to applicable Connecticut statutory and regulatory provisions. (Refer to Administrative Regulation 1460(A) for complete text).

The Board is committed to minimizing the use of pesticides. Therefore, the primary practice of pest control shall involve reducing/eliminating the conditions necessary for pest survival. These measures include, but are not limited to, good housekeeping and routine, prompt maintenance of buildings and grounds. The District employs certified pesticide applicators for any non-emergency pesticide use in the school buildings or grounds, and the Town of Farmington maintains all school grounds and fields for the school district.

Our pesticide application policy is available for review at Town Hall, Business Office during regular business office hours of 8:00 a.m. – 4:00 p.m., Monday – Friday at 1 Monteith Drive, Farmington, CT 06032.

## **TITLE I PARENT INVOLVEMENT AND TITLE I COMPARABILITY OF SERVICE**

The Farmington Public Schools encourage the regular participation and involvement by parents of Title I eligible children in all aspects of the school program. The Board of Education believes that at all times its schools should be as equally well equipped and maintained as possible within existing financial limitations.

### **ELEMENTARY & SECONDARY EDUCATION ACT (ESEA)**

#### **(FORMERLY NO CHILD LEFT BEHIND ACT OF 2001)**

### **NOTIFICATION REQUIREMENT**

Parents of children attending Irving A. Robbins Middle School, West Woods Upper Elementary School or Union Elementary School have the right to request information on the certifications and qualifications of the teachers and paraprofessionals working in these schools. This requirement relates to the federal law of No Child Left Behind. Only these three schools receive Title I, federal funding and as such fall under the requirement of the No Child Left Behind. The following information is available upon written request.

1. Whether your child's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether your child's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether your child is provided services by paraprofessionals, and, if so, the paraprofessionals' qualifications.

**If you wish to obtain this information, please contact the  
Assistant Superintendent at (860) 673-8279.**



# CONNECTICUT STATE DEPARTMENT OF EDUCATION

## Complaint Resolution Procedure

### Elementary and Secondary Education Act

### 34 Code of Federal Regulations (CFR) Part 299 (10)(a)

#### I. Filing of Complaint

##### A. Violation of Law

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

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

##### B. Review of an Appeal

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

##### C. Content of Complaint

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

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

#### II. Review of Complaint

##### A. Analysis

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

## B. Dismissal of Complaint

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

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

## III. Notification of Complaint and Investigation

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

## IV. Response to Complaint

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

### A. Content of Response

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

### B. Interview

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

## V. Complaint Investigation

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

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

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

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

#### A. Data Collection

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

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

#### B. Independent On-Site Investigation

The review official may conduct an on-site visit to investigate the complaint if the official deems it necessary.

Any on-site visit shall be coordinated with the respondent.

#### C. Complaint Investigation Report

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

The report shall contain the following contents:

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

#### D. Corrective Action Plan

If the Complaint Investigation Report finds that the respondent is violating federal statute or regulations, the respondent shall be requested to submit a corrective action plan within a specified period of time as determined by the review official.

Respondent may request technical assistance from the SEA in order to prepare a plan to achieve compliance.

### VI. Review of Final Decision

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

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

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

## Influenza-like Illness (ILI) Information

Our school nurses carefully monitor students and staff for any signs of ILI. It is important to teach your children how to reduce the risk of getting the flu and how to protect others from infection. A summary, *Preventing the Flu: Good Health Habits Can Help Stop Germs*, is attached for your information.

General tips for decreasing the spread of germs include:

- Most important: washing your hands often with soap and water, especially after you cough or sneeze. If water is not available, alcohol-based hand sanitizers can be used. Gels, rubs and hand wipes all work well, as long as they contain at least 60% alcohol. Hand wipes must be disposed of properly. Always read and follow label instructions when using hand sanitizer.
- Covering your nose and mouth with a tissue when you cough or sneeze (if a tissue is not available, the crook of the arm).
- Teach your children to keep their hands away from their face and avoid touching their mouth, nose or eyes.
- Carefully dispose of the tissues in a wastebasket, and then wash your hands.
- Do not share drinking cups or food.

Flu-like symptoms include fever (over 100 degrees F.), cough, sore throat, runny nose or stuffy nose. Additional symptoms that may be experienced with ILI include muscle pain, fatigue, and sometimes vomiting or diarrhea. If your child is experiencing any flu-like symptoms, it is important that he or she remain home until the child has gotten better and has been well for two days. In order to reduce the spread of germs, you should avoid taking your children to public gatherings such as the mall or sporting events while they are sick.

## **Preventing the Flu: Good Health Habits Can Help Stop Germs Fact Sheet**

- Avoid close contact.
- Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- Stay home when you are sick.
- Stay home from work, school, and errands when you are sick. Keep sick children at home. You will help prevent others from catching the illness.
- Cover your mouth and nose.
- Cover your mouth and nose with a tissue when coughing or sneezing. Throw the tissue in the trash after you use it.
- Wash your hands often.
- Washing your hands and the hands of your children often will help protect you from germs.
- Avoid touching your eyes, nose or mouth.
- Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.
- Practice other good health habits.
- Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

## **Interscholastic Athletics Pay to Participate**

The Board of Education has established a policy relative to charging a fee for participating in interscholastic athletics, including cheerleading and crew. To administer this policy the following guidelines have been established:

1. A flat fee of \$100.00 per student per season will be charged. This fee is separate from any related booster club fees, e.g. crew, ice hockey.
2. Fee reductions and waivers are available for student athletes on free or reduced lunch plans. They are also available to students needing financial aid. Please see the Athletic Director for details.
3. There is an annual cap of \$400 per family.
4. The fee must be received by personal check before any student athlete may participate in practices or games.
5. The fee will be returned to the student athletes not making teams that have limitations on squad size, e.g. basketball, ice hockey, baseball, soccer, and volleyball.
6. The fee will not be refunded to student athletes who are dropped from a team for disciplinary or academic reasons.
7. A pro-rated amount of the fee, based on percentage of the season remaining, will be returned to student athletes, who because of injury sustained in the program, will be out for the remainder of the season.
8. The fee will be paid by check to the FHS Athletic Department and should be made out to FHS Athletics.

Please call the Athletic Director at (860) 673-2514 with any additional questions.

## HUSKY PLAN



The **HUSKY** Plan is designed to help all children who don't have health insurance. It includes services under the traditional Medicaid program (now known as **HUSKY** Part A). It also provides brand-new health services for children in higher-income families (called **HUSKY** Part B).

**HUSKY** gives a special boost to Connecticut's working families. Many parents don't have health coverage for children through work. With **HUSKY**, your children are covered. Even families with high incomes can get most **HUSKY** services at a group rate.

For further information contact your school nurse, or contact 1-877-CT-HUSKY (1-877-284-8759).

## EXTENDED CARE & LEARNING PROGRAM

The Farmington Extended Care & Learning (EXCL) program provides quality child-care to Farmington elementary and upper elementary school students. It is integrated into the Farmington Public Schools to promote a seamless continuum of educational experiences for children, both before and after school. The program is offered in all four elementary schools and West Woods Upper Elementary School. Our goal is to provide a fun, safe and enriching environment for every child registered in the program. Through our curriculum and planned activities, we allow and encourage children to increase their cognitive abilities, foster a positive self-esteem, develop team spirit with a sense of cooperation and fair play, and enhance their physical development through challenging games and skill instruction.

For more information regarding our program, our office is located at Town Hall. Our office phone number is (860) 404-0112.

If your child is currently attending our program and you would like to reach us, please call us at the appropriate school listed below.



East Farms Extended Care & Learning	(860) 676-1522
Noah Wallace Extended Care & Learning	(860) 676-2766
Union Extended Care & Learning	(860) 675-4881
West District Extended Care & Learning	(860) 675-1874
West Woods Upper Elementary Extended Care & Learning	(860) 284-1250



**Dining Services**  
**Farmington Public Schools**  
10 Monteith Drive, Farmington, CT 06032  
(860) 673-6343

We are excited about the new school year and our continued partnership with Chartwells School Dining Services. Chartwells has some great plans for our school meal programs. There is a team in place to continue to work with the existing staff to bring excitement and improved quality to the program.

Jill Donnelly Director of Dining Services	Michele DiBacco Assistant Director of Dining Services
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We would like to remind parents of the incredible value of a school lunch. According to the School Nutrition Association, the estimated national average of a lunch brought from home is \$3.43! Every School Lunch includes five great choices: Lean Protein, Whole Grain Bread/Grains, Fruit Choice, Vegetable Choice and Low-Fat Milk Choice. Please encourage your child to take all five meal components when they purchase a school lunch.

**School Lunch Prices:** Reduced price lunches at all schools cost \$0.40.

**Elementary Schools: \$2.75**

**West Woods Upper Elementary: \$3.00**

**Irving A. Robbins Middle School: \$3.00-\$3.50**

**Farmington High School: \$3.00-\$3.50**

**Menu:** Milk is included with all purchased meals. Additionally, there are 8 oz. cartons available a la carte at \$.50. You may see gradual changes with the menu, choices, and food presentation at all schools. We will be working with administrators, students, and parents to gain insight into how we can enhance our services. Please visit the “Quicklinks” link on the District website at <http://www.fpsct.org> for menus, updates, prepayment information, free and reduced lunch applications, links to nutrition information and to view your student’s account. At the end of August, look for information about our Simply Good- Fresh and Local campaign which will highlight fresh, local fruits and vegetables on all menus. Our new Chefs to Schools program uses local chefs to prepare exciting new options for our students. We strive to make the dining experience special, so we are planning enhancements designed to appeal to each group of customers.

**Elementary Program**

For the elementary students, we will be following an adventure of fun and nutrition education with the help of the Eat, Learn, Live Characters - Theodore, Sydney, & Ava - watch for Theodore, Sydney & Ava and friends on menus and signs in cafeterias- they are our nutrition ambassadors!!!! Check menus for special "Characters Giveaways" and nutrition information! You will also notice whole grain products, fresh fruits, and vegetables being offered daily.

**Middle and High School Lunch Programs**

We understand that older students have a more sophisticated palate, so we are planning some appropriate enhancements to meet their needs. Some highlights:

- Our food stations at the High School Include “Crust & Stuff”, “Grab a Stack”, “Play Bowl”, “Outtakes” “Ready Set Deli.” Our food stations at the Middle School include “Sizzle”, “Taste”, ”Bake”, and “Crisp”.
- See menus for details of daily specials.
- More whole grain breads, rolls, fresh fruits, and vegetables.
- Made to order deli sandwiches & salads.
- Homemade "pizzeria style" round pizzas and calzones,” Asian Nation”, “Casa Amigos”, and “2.mato” are a few of our new concepts.



## ADVANCE PAYMENTS FOR STUDENT LUNCH ACCOUNTS

The Farmington Public Schools utilizes the Nutrikids system for its online payment service. The service also provides parents with the ability to view student account balances. To create an account or to add money to an account, go online to [www.MyNutrikids.com/login.aspx](http://www.MyNutrikids.com/login.aspx) You will need your student's MyNutrikids number and school zip code.

1. To obtain your child's **MyNutrikids number**:
  - Grades K-6 please call the school or (860) 673-6343 and ask for assistance
  - Grades 7-12 log-in to your PowerSchool account and refer to the **MyNutrikids** number listed for your child.

Things to know:

- If you have more than one child in the District you can handle all online prepayments from the same online account.
- Payments may be made through an existing mySchoolBucks.com account or with a major credit or debit card.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.95 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.95 fee once per deposit transaction. Farmington Public Schools will not profit from the use of this site. (You may continue to send cash or a check to the school to avoid this transaction fee).
- **If you wish to set restrictions and/or spending limits on your child's lunch account you will need to contact Dining Services. Any prior restrictions, such as prepaid lunches ONLY, will need to be confirmed with this office as well.**

Restrictions may include:

- ✓ Limit purchases to meals ONLY (no ala carte spending)
- ✓ Set a limit on ala carte spending per day (**NOT** including the cost of a lunch)

### Food Services Charge Policy

Dining Services allows students to charge lunch when lunch money is lost, forgotten or inadvertently overlooked. Please be aware that we rely heavily on all revenue due for our services. In order to sustain the lunch program and to continue serving nutritious meals, we ask that this convenience be exercised as infrequently as possible and not used as a payment practice.

Students are allowed to charge one meal per day and up to five meals in total. Upon reaching the limit, students will be offered a cheese sandwich with milk and fresh fruit as a meal choice. Notification of charge balances are sent home with students as account balances approach the maximum limit. We recommend that parents monitor the balance in the child's lunch to avoid menu limitations.

### The National School Lunch Program

The Farmington Public Schools participates in the National School Lunch Program. School lunch is available at free and reduced prices. Eligibility for this program is determined through an application process. A copy of this application is included on page 40 of this document. If you presently receive SNAP or Temporary Family Assistance (TFA) for your child, that child is eligible for a free meal.

If your total income is at or below the USDA free and reduced income limits, your child is eligible for free meals or a reduced price meal of \$.40 per day. These guidelines can be found on the USDA website [www.usda.gov](http://www.usda.gov). If you have a foster child, that child may be eligible for benefits regardless of your income because the child is a legal ward of the State of Connecticut and is considered a household of one. Subsidized adoptions, however, require an application to be submitted with the calculation of all household income plus the adoption subsidy.

## HOW TO APPLY:

To receive free or reduced price meals for your child, carefully complete the Child Nutrition application found on page 40 of the school district information document (also found on the [www.fpsct.org](http://www.fpsct.org) website in the “Quicklinks” link) and return it to the school your child attends. If you now get SNAP or TFA benefits for your child, the application must have the child’s name, your SNAP or TFA case number, and the signature of an adult household member. If you do not receive SNAP or have a TFA case number, an application must be submitted. The application must include the following information: names of every member of the household, the amount of income each household member now receives, the source of this income and how often it is received, the signature of an adult household member and the adult’s social security number. If the adult in the household does not have a social security number, place a check mark in the space provided. **NOTE:** An application that does not contain ALL this information will not be approved (see PRIVACY ACT on the reverse side of the application).

Student Free/Reduced lunches approved for the 2013-2014 school year will be honored until the date of October 7, 2014 only, thirty (30) school days after the start of the new school year. If a new application is not submitted, processed and approved by October 7, 2014 the student will be denied.

**VERIFICATION:** School officials may check your eligibility at any time during the school year. You may be asked to send information to prove that your child should get free or reduced price meals.

**FAIR HEARING:** If you do not agree with the school’s decision on your application or the results of verification, you may discuss it with the school. You also have a right to a fair hearing. You can do this by calling or writing the following official: Michael Ryan, Interim Business Administrator, at 1 Monteith Drive, Farmington, CT 06032 or phone (860) 673-8263.

**REPORTING CHANGES:** If your child gets meals based on income information, you must tell the school if your household size decreases or if your income increases by more than \$50 per month or \$600 per year. If your child gets meals based on TFA/Food Stamp information, you must advise the school if you no longer get TFA or Food Stamps for your child. You may then complete another application revising your income information.

**CONFIDENTIALITY:** The information you give on the application will be used only to allow your child to get free or reduced price meals and to verify eligibility. We may inform officials connected with Title I and the National Assessment of Educational Progress whether your child is eligible for free or reduced price school meals.

**REAPPLICATION:** You may apply for free or reduced price meals at any time during the school year. If you are not eligible now but have a change, such as a decrease in household income, an increase in household size, become unemployed or get Food Stamps or TFA for your child, fill out an application then.

In the operation of child feed programs, no child will be discriminated against because of race, sex, color, national origin, age, religion or handicap. If you believe you have been discriminated against, write to the Secretary of Agriculture, Washington, D.C. 20250.

You will be notified when the application is approved or denied.

**Parents/Guardians: Complete only one application for each household.** To apply for free or reduced price meals or free milk for your children, you must list the names of all members of the household in Part 5. Return the application to the school office.

**1. (Print) Student Information:** (Make sure you list each child below **AND** in section 5a.)

Name	Grade	Name of School	Is this child a foster child (legal ward of the state)? (circle)	If yes, provide personal use income and frequency. Put "0" if the child has none.
_____	_____	_____	yes / no	\$ _____ / _____
_____	_____	_____	yes / no	\$ _____ / _____
_____	_____	_____	yes / no	\$ _____ / _____
_____	_____	_____	yes / no	\$ _____ / _____

**2.** If members of your household receive SNAP or TFA benefits, provide the name and case number for the person who receives benefits and skip to Part 6. If no one receives these benefits, skip to Part 5. Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

**3.** If the child you are applying for is homeless or a runaway, check the appropriate box and contact your school's homeless liaison at (860) 677-1791  Homeless  Runaway

**4.** If the child you are applying for is enrolled in a federal Head Start Program or the Even Start Program in the school system, check the appropriate box and list the name of the child here: \_\_\_\_\_  Head Start  **Pre K** Even Start

**5. Household Members and Monthly Income:** If you are receiving only medical benefits, you must report an income and complete Part 5. If you gave a client ID number for SNAP or TFA in part 2, skip to part 6.

a. Name (List everyone in household (HH) including all children in Section 1, including foster children if desired, and HH members in Section 2.)	b. Check if person listed has no income	c. Gross income and how often it was received (Indicate if income was received monthly, two times a month, every two weeks or weekly by placing the amount of income in the appropriate frequency box.) You MUST place the income in the appropriate frequency box.											
		Earnings from work (before deductions)				Welfare, child support, alimony				Pensions, retirement, Social Security, Other			
Names		Weekly	Every two Weeks	2 X Month	Monthly	Weekly	Every two Weeks	2 X Month	Monthly	Weekly	Every two Weeks	2 X Month	Monthly
(Example) Jane Smith		\$200					\$150						\$300
1.													
2.													
3.													
4.													
5.													
6.													

**6. RACIAL AND ETHNIC IDENTITY:** You are not required to complete Section 6. This section is optional.

**Ethnicity:**  Hispanic/ Latino  Not Hispanic/Latino Choose one or more (Regardless of Ethnicity):  American Indian or Alaska Native  Asian  White  Native Hawaiian or other Pacific Islander  Black or African American

**7. Signature and Social Security Number:** I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meals benefits and I may be subject to prosecution under State and Federal statutes.

\_\_\_\_\_  \_\_\_\_\_ (List the last four digits only) OR  I don't have a social security number  
 Signature of Adult Household Member Social Security Number

Home Telephone No. \_\_\_\_\_ Work Telephone No. \_\_\_\_\_ Printed Name \_\_\_\_\_  
 Street/Apt. No. \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Date \_\_\_\_\_

**Use of Information Statement:** This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules. **Non-discrimination Statement:** Refer to the application instructions for the non-discrimination statement.

**For School Use Only – Do Not Write Below This Line**

**Determining Officials for the Local Education Agency MUST complete this section.**

**Check all that apply.** Annual Income Conversion: Weekly X 52 ♦ Every 2 weeks X 26 ♦ Twice a Month X 24 ♦ Monthly X 12  
 (Only convert to annual income if there are different frequencies of income listed in the columns under Section 5c.)

SNAP/TFA Household  Foster Child  Head Start  PreK Even Start  Confirmed Homeless or Runaway  
 Income Household: Total household income: \_\_\_\_\_ per \_\_\_\_\_ Household Size: \_\_\_\_\_  
 Application approved for:  Free Meals  Reduced-Price Meals  Application denied

Date Notice Sent: \_\_\_\_\_ Signature of Determining Official: \_\_\_\_\_ Date: \_\_\_\_\_

**To apply for free or reduced price meals or free milk, complete this application using the instructions below, sign your name and return the application to the school. If you need assistance, contact Suzanne Nadeau at (860) 673-8279.**

**Part 1-STUDENT INFORMATION:** List each child’s name, grade and school. If a child is a foster child, circle “yes” and list personal use income and frequency. If all children are foster children, skip to Part 6. Note: Write each child’s \*personal use income and how often it is received (such as weekly, every two weeks, twice a month, or monthly). Write “0” if the child has no personal use income. **An Adult household member must sign Part 7. Note: Subsidized adoptions and/or guardianships require you to provide all household income in Part 5. These children are not considered legal wards of the state and therefore, are considered part of your household and all household income must be listed including the subsidy.**

**\*Personal use income includes:** Funds provided by the welfare agency that are specifically identified by category for the personal use of the child, such as for clothing, school fees and allowances. Welfare funds paid to the foster parents identified by category for shelter and care, and those identified as special needs funds, such as those for medical and therapeutic needs are not considered as income. Where welfare funds cannot be identified by category, no portion of the provided funds is considered as income. Personal use income also includes other funds received by the child, including any income the child earns for full-time or regular part-time employment, and money provided by the child’s family for personal use.

**Part 2 –** If a member of your household receives Supplemental Nutrition Assistance Program (SNAP) or Temporary Family Assistance (TFA) benefits, list the person’s name and case number. Do not complete Part 5 and skip to Part 6. When a name and case number for a household member are listed on the application all children in the household are eligible for free meals. **(Note: If you are receiving only medical benefits (HUSKY) for your children do not complete this section. You must report all household income in Part 5).**

**Part 3–** Indicate if the child you are applying for is homeless or a runaway. You must contact the school (or homeless liaison) to notify them of the child’s status.

**Part 4 –** Indicate if the child you are applying for is enrolled in the district’s Head Start or Even Start Program. List the child’s name here and in Part 1 and check off the appropriate box.

**Part 5- HOUSEHOLDS: Complete Part 5 if: You did not give a SNAP/TFA Client ID Number; you are receiving only medical benefits; each child is not a legal ward of the state; or if each child is a subsidized adoption or you have subsidized guardianship. Note: An adult household member **must** sign the application in Part 7 and complete the social security section.**

- a. HOUSEHOLD NAMES:** Write the names of everyone (related or unrelated) who live in your household. Include yourself and each child listed above, your spouse, all other children, grandparents, other relatives and unrelated people in your household. Use a separate sheet of paper if you do not have enough space. **Include foster children if you want them to be part of the household when determining the eligibility of your children.**
- b. NO INCOME:** Check the box if the person listed has no income. **(Note: “Person” includes adults and children in the household.)**
- c. CURRENT INCOME\*:** Write the amount of income each person now receives on the same row as his or her name in the column that corresponds with the income source. **Also, list that income under the appropriate frequency box. For example, if you earn \$250 per month, place the \$250 in the monthly column. Income is all money before taxes or anything else is taken out. If the amount received most recently is higher or lower than usual, write instead that person’s usual income.** Note: If you are in the Military Housing Privatization Initiative, do not include this housing allowance.

**\*INCOME TO REPORT**

**Earnings from Work**

- Wages/salaries/tips
- Strike benefits
- Unemployment compensation
- Workmen’s compensation
- Net income from self-owned business or farm

**Pensions/Retirement/Social Security**

- Pensions
- Retirement income
- Social Security
- Veteran payments
- Supplemental Security income

**Other Income**

- Earnings from second job
- Disability benefits
- Interest/dividends
- Cash withdrawn from savings**
- Income from Estates/Trust/Investments
- Regular Contributions from persons not living in the household
- Royalties/Annuities/Rental Income
- Any other monies that may be available to pay for the child’s meals or milk

**Child Support/Alimony**

- Alimony payments
- Child Support payments

**Part 6- RACIAL/ETHNIC IDENTITY:** Put a check mark next to the racial/ethnic group of your child. This information helps us to be sure everyone gets benefits on a fair basis. *You do not have to complete this section to get free or reduced meals or free milk.*

**Part 7 – SIGNATURE & SOCIAL SECURITY NUMBER:** An adult household member must sign the application or it cannot be approved. The last four digits only of the social security number of the adult signer must be included unless otherwise noted. While disclosure of the last four digits of a social security number is voluntary, in order to approve the application, the National School Lunch Act requires the last four digits of a social security number or an indication of “I don’t have a social security number” be listed on the application. *Reminder:* The last four digits of a social security number are not needed if you have listed a SNAP Client Number, TFA Client Number or if the children are foster children.

**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly. The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.