

Plainfield Memorial School



STUDENT HANDBOOK
2021-2022

95 Canterbury Road
Plainfield, CT 06374

Main Office 860-564-6440

This agenda belongs to:

NAME _____
ADDRESS _____
CITY/TOWN _____ ZIP CODE _____
PHONE _____
STUDENT NO. _____

 **PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

DEAR STUDENTS, PARENTS, AND GUARDIANS,
 Welcome to Plainfield Memorial School. Our goal is to provide a safe and successful learning environment for students to grow intellectually, physically, emotionally, and socially. We maintain high expectations of student achievement and behavior within a positive and nurturing environment where all students can learn. Our student/parent handbook will provide you with information regarding our programs, expectations, and policies. Please take time to read this with your child. All of the Board of Education policies can be found in entirety on the Plainfield Schools' website.

To help your child do their best, please be sure to encourage him/her to come to school on time and be ready to learn everyday. The motto of our school is "be on a quest to do your best!"

We are committed to educational excellence and believe quality education is achieved through strong partnerships among school, family and community. Parents play a vital role in the education of their children. It is our goal to form a trusting relationship with you and your family. As teachers, parents and children work together, learning becomes an exciting experience and we welcome and value your input. Your child will experience an even higher degree of success with us working as a team. We believe communication between school and home is of the utmost importance and we welcome your questions, comments, and concerns.

I look forward to meeting you and working together in making our school a great place to learn and grow. It is with pride and pleasure I welcome you into our school community.

Sincerely,

Natasha Hutchinson, Principal

Plainfield Memorial School

Mission Statement

Our mission as a community of learners is to nurture the academic, social, and emotional potential of the whole child. We do this by encouraging individuality and promoting a safe learning environment, while striving for academic excellence. We will inspire a love of learning to prepare students to become responsible citizens capable of facing the diversity and challenges of life.

IMPORTANT PHONE NUMBERS

Main Office564-6440
 Guidance..... 564-6092
 Nurse.....564-6088
 Transportation.....564-7017

Non-Discrimination Statement

Plainfield Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. Plainfield Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal**

nondiscrimination laws. Plainfield Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Plainfield Public School's nondiscrimination policies should be directed to:

Title IX Coordinator, Scott Sugarman

District 504 Coordinator: 860-564-6401:

Storm Days

School Cancellation/Delayed Openings

If the weather or other conditions require that schools must be closed, families will receive a call from our School Messenger system. Announcements about school closings or delays will also be made on the following stations: (and cable TV.)

RADIO

WINY (1350 AM)
 WILI (98.3 FM)
 WWLI (105.1 FM)
 WTIC (1080 AM/96.5 FM)
 WKSS (95.7 FM)
 WCTY/WICH (97.7 FM)

TV

WTNH 8
 WFSB 3

The School Day

Students begin the school day at 7:55 AM. Students who do not ride buses should not arrive before 7:55 AM. Once arriving to school, students should not leave for any reason without proper dismissal from the office. Students have a 25-minute lunch and recess. Dismissal for PMS students is at 2:40 PM. Should we need to have an early release; PCMS/PMS will be at 12:15 PM.

School Choice Options

Parents and students are encouraged to explore other educational opportunities that are offered in the school district locally and regionally. These options may include magnet, charter, lighthouse and vocational-technical schools, Open Choice and inter-district programs, and vocational agricultural centers. Contact the Guidance Department for further information on these School Choice Options.

Accident and Illnesses

All accidents occurring in the building or on school grounds must be reported to the school nurse. Students who become ill or injured in school should obtain permission from their teacher and report to the school nurse. If, in the opinion of the nurse, the student is too ill to remain in school, the parents will be notified. The school nurse will make the decision as to whether a student needs to be sent home and the nurse will contact the parent or guardian. Students are not to take it upon themselves to call home because they feel ill. Parents will be asked to provide transportation.

Acquired Immune Deficiency Syndrome (AIDS)

Section 10-19b of the State's General Statutes requires that Acquired Immune Deficiency Syndrome (AIDS) instruction be offered. Education is the best way to prevent the spread of AIDS, and through learning the facts about AIDS, students are better able to make decisions which will keep them healthy and even save their lives. Various school district curricula, including health curricula, science curricula, and social studies

curricula among others shall include information on AIDS-both its cause and prevention.

Asbestos

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building occupants. The district has on file plans showing the location of asbestos in each building and measures are undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

Attendance

In order to take full advantage of all that Plainfield Memorial School has to offer, students should make every effort to be in school each day. Good attendance is a major contributor to academic success. Therefore, we at PMS work closely with the home to monitor student attendance.

State law reads that absences from school will be considered excused if written documentation of the reason for the absence has been submitted within **ten** school days of the student's return to school. Any absence that is not documented in accordance with this regulation will be recorded as unexcused. For the tenth absence and all absences after, a student's absences from school will only be considered excused for the following reasons:

- 1 Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional, which includes the school nurse, to be deemed excused, regardless of the length of absence, this includes the school nurse);
- 2 Student's observance of a religious holiday;
- 3 Death in the student's family or other emergency beyond the control of the student's family;
- 4 Mandated court appearances (additional documentation required);
- 5 The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
- 6 Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance. Family vacations do not qualify as extraordinary educational opportunities.

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. The absence meets the definition for an excused absence (including documentation requirements); or
- B. The absence meets the definition of a disciplinary absence.

ATTENDANCE PROCEDURE (K-8)

ABSENCES

Research shows regular attendance is the single most important factor in school success. The following represents the legal mandates and district policy/regulations for grades K-8.

1. If a student is absent from school, the parent(s) or other person having control of the student, will contact the school.
2. If no contact is received, the school will make a reasonable effort to notify the parent or other person having control of the student by telephone of the student's absence. A record of these attempts shall be maintained. If a parent/guardian does not contact the school, this absence will be recorded as unexcused.
3. Responsibility for completion of missed classwork lies with the student. Unless a student has an extended illness, all make-up work will be completed within three days after the student returns.

An attendance letter will be sent home if a student has an accumulation of six absences. Additional letters may be sent at any time if attendance continues to be a concern. When a student has four unexcused absences in one month, an attendance letter will be sent home.

If the student has four (4) unexcused absences in any one month or ten (10) unexcused absences in one year, the student will be identified as per Connecticut state law as "**truant**". The Superintendent may file a written complaint with the Department of Children and Families.

A student who is identified as a habitual "truant" or who has excessive absences (30 or more), excused or unexcused, may be subject to the following consequences:

- a) Promotion to the next grade may be contingent upon the student successfully completing a summer school program;
- b) The student may be retained in the same grade to acquire the skills necessary for promotion to the next grade level.

Conferences

Parent/teacher conferences are scheduled periodically throughout the school year. Please refer to the school calendar for specific dates. Parents who are concerned about their child's school performance should contact their child's teacher(s) or counselor to set up an appointment to discuss concerns. Parents, teachers, and students who work together can find solutions to most school problems.

Dress for Success

Proper etiquette, social customs and good grooming clearly impact the educational process. It is required that students wear to school or school functions neat, clean, appropriate clothing that meets the standards of the educational environment.

Wear clothing that is clean, modest and neat.

- Avoid clothing or accessories that are unsafe, unhealthy, illegal, or disruptive to the

educational process. You will be asked to change the clothing or to turn it inside out for the day, and requested not to wear it again. This includes T-shirts or hats that advertise alcohol, drugs, or tobacco products, or which contain inappropriate violent scenes or messages.

- Length of skirts or shorts shall be no shorter than mid-thigh. The rule of measurement will be: When standing with arms relaxed at the student's side, the tips of the fingers cannot extend below the hem of the shorts or skirt.
- Clothing that is fitting for the beach is not appropriate for school. Tops with spaghetti straps are not allowed
- Exposed torsos and low cut necklines are not acceptable.
- No headgear (hats, headbands, bandanas) shall be worn in school.
- Outerwear (jackets and coats), book bags, and backpacks are to be kept in coat rack area.
- Flip-flops, shoes without backs, and any footwear which may present a safety hazard shall not be worn, this includes shoes with high heels or wheels.
- Sleepwear, including pajamas, may not be worn to school.
- Students who are repeat offenders will be subject to school discipline.

Early Dismissal

Instructional time in the classroom is of the utmost importance for a student in school. Students being dismissed early create an interruption to the instruction in the classroom. Students being dismissed before our regular dismissal time should bring a note to the office when they arrive in the morning stating the purpose and time of the dismissal. The note should also include a phone number where a parent/guardian can be contacted. Students will be given a pass to report to the office at that time. Requests for dismissal after the last period of the day has begun will have to wait until our regular dismissal. **Only people who are listed on the Student Registration Form may pick-up students from school.** If parents/guardians wish to have someone added to or removed from the list, please notify the office. **Picture identification is required before a student is released.**

Field Trips

Each year classes take a variety of educational field trips. Students are expected to represent their school in the highest manner. Good conduct while at PMS is necessary for field trip participation. . Students may be excluded from field trips due to a poor behavior record, or poor behavior on previous field trips If teachers and the administration have concerns about a students' behavior on a field trip, a parent may be required to attend the trip for them to go. In addition, behavior expectations found in school are always expected on field trips. Students will be required to have a signed permission slip from home in order to participate in a school field trip. Permission slip deadlines will be established, and if your permission slip is not in on time, you cannot go on the trip. Some field trips require a non-refundable ticket or entry fee that has to be sent in ahead of time. Since ticket prices and transportation fees are based on group rates, some trip monies are absolutely non-refundable and cannot be applied to another field trip. This information would be indicated on the permission slip. Students, who choose not to attend or

are ineligible to attend a field trip, will be responsible for completing an alternative assignment related to the trip or activity.

Fire Drills/Lockdown Drills

The purpose of drills is to prepare for saving lives in the event of an emergency. Fire drills are a serious matter and will be held regularly. Exiting the building quickly demands immediate cooperation on the part of everyone at all times. Students and staff should leave the building quickly and quietly, walking in a single file line without running. Follow the fire evacuation instructions posted in the classroom. Always keep in mind the safety of other students and staff. Lockdown drills will be practiced regularly with specific directions given for each area.

Guidance

The purpose of the guidance program is to help each student achieve his/her highest growth mentally, emotionally, and socially. We do this by:

- Helping a new student feel welcome in our school with teachers and friends
- Holding individual conferences whenever a teacher, administrator or counselor deems it necessary
- Welcoming any opportunity to talk things over with any student, teacher or parent

Homework

Homework is a valuable aid to students in helping them make the most of their school experience. Homework strengthens academic skills, reinforces concepts students learn in class, helps students learn responsibility and develop positive study habits, and helps parents stay aware of students' work.

Homework is an independent activity to be accomplished outside of the school day to reinforce concepts learned in class. Some homework may require parental help.

Unfinished class work or work missed due to absences, although accomplished outside of the school day, is not included in the school's definition of homework. Extra-curricular activities take a secondary role to homework.

Objectives:

- To develop a student's higher level thinking skills.
- To reinforce learning through practice.
- To develop good study habits, self-discipline and a sense of responsibility.
- To encourage independent learning.
- To aid in the development of positive work habits.
- To promote positive parental involvement.

Student Homework Responsibilities:

- Make a list of homework assignments.
- Assume responsibility for obtaining the proper resources and materials.
- Take home all books and materials needed to complete the assignment.
- Complete homework on time and to the best of his/her ability.
- Complete unfinished class assignments.
- Be aware that the content, appearance and correction of all assignments are important elements in the grading process.
- Be responsible for finding out and making up work missed when absent.
- Meet the deadline and understand the consequences.

- Consult with his/her teachers when the total homework time exceeds reasonable limits. Budget time realistically.
- In the absence of a specific daily assignment, the student should review, preview or improve his/her present assignment, work on long-term assignments, and read.

Parent Homework Responsibilities:

- Arrange a quiet suitable area with adequate space for your child to work.
- Encourage your child to complete homework assignments on time.
- Emphasize to the child the value and importance of homework.
- If a child requests, give assistance only until he/she can work adequately alone.
- Be aware of teacher expectations in relation to homework assignments.
- Communicate with teacher to clarify any homework concerns.

Teacher Homework Responsibilities:

- Explain to the students and parents at the beginning of the school year and subsequently, if necessary, the homework policy and how it will be carried out in their respective classes.
- Assign homework on a regular basis consistent with policy guidelines.
- Properly evaluate, record, and return every homework assignment within as short a time as possible after its completion.
- Give consideration to students who may not have adequate time for homework preparation due to religious observance, illness or school vacation.

Suggested Time Allotment:

The following guidelines have been established for the assignment of homework in the Plainfield Public Schools:

- Grades K-2: 10 – 20 minutes each school night.
- **Grades 3- 6: 30 – 60 minutes each school night.**
- Grades 7-12: In middle and high school, the amount of homework will vary by subject.

Honor Roll

Placement on High Honors, General Honors, or Honorable Mention includes grades in academic subjects and specials. Student behavior will be taken into consideration.

The grading policy is as follows:

- | | |
|----------|------------|
| A 90-100 | D 65- 69 |
| B 80-89 | F below 65 |
| C 70-79 | |

Placement on High Honors, General Honors, or Honorable Mention includes grades in academic and specials.

Health and Wellness

Plainfield Public School District recognizes that student wellness and proper nutrition are related to students' physical well being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school

environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

We are dedicated to promoting health and wellness for all students. We encourage students to be physically active learners every day. We stress the importance of daily exercise – walking/running at recess and developing healthy eating habits. We strive to model good nutritional habits. Healthy food choices are available in our cafeteria. We encourage everyone to think in terms of alternatives to foods high in fats and sugars. We encourage healthy snacks for students daily. Teachers are also encouraged to incorporate some physical exercise into lessons, such as walking field trips in which students go up and down steps or around the school grounds. Healthy food for celebrations is expected.

Lost and Found

You are expected to turn in any articles that are found in the building or on school grounds. These articles should be turned into the office. This includes money, textbooks clothing, school supplies, etc.

Library

Students are invited to check out books from the library. Students are responsible for any material they sign out. Materials must be returned to the library circulation desk by the due date issued. Students must pay for any materials they lose or damage.

Mandated Reporters

Connecticut law mandates professionals who work regularly with children to report suspected child abuse and neglect. These “mandated reporters” include school teachers, administrators, social workers, psychologists, nurses and paraprofessionals. Mandated reporters must make an oral report to DCF or a law enforcement agency within 12 hours of suspicion, and must submit a written report within 48 hours.

Nurse/Medical

Authorization and Administration of Medicines

The Connecticut State Law and Regulations require a licensed medical provider's written order and Parent/Guardian's authorization for a Nurse to administer medications. This includes the administration of all over the counter medications. Authorization forms are available at the school and at your medical provider's offices. Medical provider's orders, if given over a long period of time, shall be renewed each school year. The medicine shall be delivered to the school nurse by a responsible adult in a pharmacy prepared container and labeled with the name of the child, name of the drug, strength, dosage, frequency, medical provider's name and date of original prescription. Inhalers need to be delivered to the school nurse. No more than a 45-day supply of the medication for a student shall be stored at school.

****IMPORTANT** Do not send any medication to school with your child even if it is an over-the-counter medication. Inhalers must be brought to the nurse's office.**

Head Lice Policy (Pediculosis)

The Principal or school nurse will notify the parent/guardian by telephone or other available means if

their child is found to have head lice. Verbal and written instruction for treatment will be given to the family of each identified student. Based upon the school nurse's recommendation, other children who were most likely to have had direct head-to-head contact with the assessed child may be screened for head lice. The principal in consultation with the Superintendent or Superintendent Designee, may send more targeted information to families of students when a specific classroom has a high incidence of pediculosis. All team members will act to ensure that student confidentiality is maintained in order to avoid embarrassment. See Policy #5141.221

Parent/Teacher Organization (PTO)

Plainfield Memorial School has an active and involved PTO. We welcome your involvement and participation in planning events for our students' benefit.

Perfect Attendance

Recognition for perfect attendance will occur when a student has missed no days of school and has come to school every day on time. (**Excused** tardies/early dismissals will allow the student to still be eligible.) A student with **unexcused** tardies/early dismissals will not be considered to have achieved perfect attendance.

Perfume, Cologne, Sprays, and Deodorant

There are students in school with a variety of allergies and some who experienced a severe reaction to perfume, sprays, etc. Students are not allowed to have any spray bottles in school or on the bus. We ask these be used at home before coming to school. Students who possess or use these sprays at school or on the bus will receive discipline for risk of injury. For everyone's health and safety, please leave these home.

Personal Property

Students assume responsibility for their own personal property. Whenever bringing an article of value from your home to school, please take the types of precautions that you would to keep your property safe and secure anywhere. Report missing items to a staff member or an administrator as soon as you become aware that it is missing. Many times personal items can be recovered if we become aware of the loss in a timely manner.

Progress Reports

Students experience an even higher degree of success when there is communication between school and home. Progress reports will be sent home midway through each marking period.

Promotion and Retention Policy

It is the policy of Plainfield Memorial School to promote those students who have made satisfactory progress both academically and developmentally. A student may be considered for retention if failure has occurred in the year end average for more than one subject. Parents should feel free to contact the school counselor or teacher with any concerns regarding academic performance. The principal has the final authority regarding the promotion/retention of any student.

Report Cards and Progress Reports

Report cards are sent home three times a year. They are to be signed by a parent/guardian and returned to the homeroom teacher.

Student Records

Student records are confidential and are protected by law from unauthorized inspection or use. The record is cumulative and moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18, or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Records may be accessed by parents (whose rights have not been legally terminated), school officials, or agents/facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants. Records may be reviewed during regular school hours upon completion of the written request form. The Principal or her/his designee will respond to reasonable requests for explanation and interpretation of the records. Copies of student records are available with a 24-hour notice and payment of a copying fee. It is vital that the school have up-to-date information at all times. Parents should notify the school as early as possible regarding a change of address, telephone number, change of custody, etc. Pertinent health information should also be conveyed to the school nurse. Keeping our records up-to-date is important for the safety of the student.

Study Habits

You are expected to give your best effort every day in school. Being a successful learner involves self-discipline and organization. Since good study habits are extremely important. Your teachers will be teaching lessons about study skills. Here are some hints that will help you to do well.

- Talk over with your parents the best time for you to study and do your homework.
- Be sure you understand what your assignment is and write it in your agenda. If you don't understand it, ask your teacher.
- Before leaving school, ask yourself what you need to take home with you, and then, take it home.
- When studying, find a place where it is easy to think, a quiet place, and one that is well-lighted.
- When planning to study, plan your time and set goals for yourself.
- Have all the necessary materials when you begin. Before beginning, ask yourself, "Do I need a pen, paper, or anything else?"
- Plan to study for the amount of time you can sit still. Take a break, and then start again.
- Study in an area where you will not be interrupted.

Student Agendas

Agendas are an integral part of a student's life at Plainfield Memorial School. The agenda is the student planner for homework and long-term assignments and is an important tool in home/school communication. Each student is issued an agenda at the beginning of the year. The agenda is school

property and must be kept in good condition throughout the year. If the agenda is lost or rendered unusable, students will be issued a new one, and will be charged a replacement fee of \$5.00.

Student Council

The members of the Student Council at Plainfield Memorial School work toward making our school a better place to be. The Student Council conducts regular meetings for the purpose of discussion and making recommendations to the principal and suggestions for activities. Membership into the Student Council will take place in September. The work of the Student Council is very important to our school and all members take this responsibility seriously.

School Property

It is each student's responsibility to respect and take care of all school property. This includes textbooks, furniture, and other school equipment. If you should accidentally damage school property or witness its destruction, report it to an adult immediately.

School Safety

All outside doors remain locked throughout the school day. Visitors who wish to enter the building must come through the Main Office entrance only. In accordance with safety laws and school policy, Fire/Lock-Down Drills are practiced periodically.

School Store-Cougar's Den

Our school store provides students with an opportunity to purchase supplies that are used most often in the classroom. The store sells pens, pencils, notebooks, and other articles of interest to students.

Skateboards

Students are not allowed to bring or ride skateboards to school. Skateboards may not be brought onto school busses.

Tardy Policy

School begins at 7:55 AM. Students not reporting to class by 8:10 will be reported as tardy. It is important that students arrive to school on time everyday that school is in session. Arriving late to school is a serious concern. By arriving late, students miss important classroom instruction, morning announcements and the pledge. We realize that there are legitimate reasons for students arriving late to school, such as medical appointments or other family matters that need to be addressed. If this is the case, please call the office, so we can note the reason, and mark the tardy excused. Student tardiness will be monitored by guidance and those in violation of the Tardy Policy will be referred to the administration. Students who arrive late because of reasons similar to those in our Attendance Policy for excused absences will receive an excused tardy. All other late arrivals will be listed as tardy.

Telephones

Students should see the secretary in the office in order to make emergency telephone calls. Students' calling home to be picked-up by parents during school hours is prohibited. Those types of calls are to be made through the Nurse's Office.

Personal Communication Devices/Cell Phones

BOE Policy 5022 allows students to have cell phones and other personal communication devices in school with the following conditions:

1. They may only be used for educational purposes and under the direction of staff or administration.
2. Students are not permitted to access, view, record, display, or distribute inappropriate images or recordings.
3. Student are not permitted to take photographs, video and/or audio recordings without the knowledge and consent of the individual(s) being photographed or recorded.
4. The school accepts no responsibility for lost or stolen electronic devices including cell phones.
5. Cellphones must remain in the backpack at all times unless permission is given by the teacher or administration.

Any student using personal communication devices in violation of the policy will be subject to disciplinary action. If a student has the phone out of the backpack, the device will be confiscated and the administrator will contact parent/guardian to retrieve the device.

Textbooks

Textbooks issued to students are to be covered at all times. Students are responsible for maintaining books in the condition that they were received. Students will fill out a book receipt for books issued to them and should immediately inspect the books, making notes on the receipts of the book's condition. Students and their families are responsible for paying for all lost or damaged school materials. This includes textbooks, library books, agendas and other materials issued to students. Financial obligations are to be paid in full before the final day of school in June. Replacement costs for a new textbook (less than 3 years old) that has been lost or damaged will be the cost of a new book. A used textbook (3 years or older) will be replaced at two-thirds the cost of a new book. Report cards will be held on the last day for any unpaid bills.

Visitors

Parents are welcome to visit the school to observe the instructional programs and other related activities. Visitors who wish to enter the building must come through the Main Office Entrance **only**, sign in at the main office, and **wear** a visitor pass. At the end of the visit, visitors must return to the main office to sign out and return the visitor's pass. Students are not allowed to bring guests and/or students from other schools to Plainfield Memorial School. Volunteer packets must be filled out in the main office and submitted for approval prior to volunteering.

Walkers

Students walking home must have a signed permission slip on file in the office. Students walking home without a signed permission slip on file will receive a school consequence for leaving school grounds without permission. Walkers will be dismissed by a designated staff member after busses have been loaded and have left the parking lot.

Code of Conduct

The purpose of the disciplinary rules at PMS is to establish a safe learning environment through the mutual respect for the students, the staff and the school. School is a place where many students come together to learn and to grow. It is a place to learn how to make good choices. Learning occurs everywhere and at all times. At Plainfield Memorial School, learning happens best when students and teachers are free from distractions and maintain an orderly school environment. All students are expected to follow the rules listed below. These rules apply to any school activity or function.

Our School Rules

As a part of our implementation of P.B.I.S. (Positive Behavior Interventions and Support) we work hard to explicitly teach our students Perseverance, Respect, Independence, Dependability, and Excellence (P.R.I.D.E.) across all locations. We use a positive reinforcement system in order to provide students with feedback about the expectations that we have taught.

In order to recognize students who are showing our P.R.I.D.E. behaviors, staff members can give students coupons called "P.R.I.D.E. Paws". Not only can students save their P.R.I.D.E. Paws and trade them in for a variety of individual and classroom rewards, but using this system increases positive interaction. This helps to create a positive environment where staff and students are recognized for doing the right thing.

Classroom Behavior

In the classroom, students show P.R.I.D.E. by:

- Keeping their area neat and clean
- Keeping their hands, feet, and objects to themselves
- Using kind words
- Listening when others are speaking
- Keeping their agenda updated
- Completing all assignments
- Turning in completed work
- Being prepared for class
- Participating in lessons
- Using their best effort

Hallway Behavior

In the hallway, students show P.R.I.D.E. by:

- Keeping their hands, feet, and objects to themselves
- Remaining quiet
- Remaining in their personal space
- Walking on the right
- With permission, going directly to the assigned location
- Leaving the hallway better than how they found it

Lunchroom Behavior

Students can show P.R.I.D.E. in the lunchroom by:

- Keeping their area clean and neat
- Sharing the table with all
- Using kind words
- Remaining seated
- Using an indoor voice

- Waiting to be dismissed
- Discarding trash appropriately
- Leaving the cafeteria better than how they found it

Bathroom Behavior

Students can show P.R.I.D.E. in the bathroom by:

- Keeping the area clean and neat
- Washing their hands
- Caring for property
- Respecting others' privacy
- Using kind words
- Using the bathroom quickly and quietly
- Leaving writing utensils in the classroom
- Using the garbage can for trash
- Flushing the toilet
- Turning the water off
- Reporting all concerns to an adult

Bus Behavior

Students can show P.R.I.D.E. on the bus by:

- Keeping the area clean
- Keeping hands, feet and objects to themselves
- Using an indoor voice and kind words
- Waiting patiently until their bus is called
- Following driver's direction the first time
- Walking while getting on and off the bus
- Sitting and staying in your assigned seat
- Obeying the bus rules
- Remaining quiet at the railroad crossings
- Reporting concerns to an adult

Bus Code of Conduct

Everyone has the right to safe transportation to and from school each day and the safety of our students is our first concern. Each bus will have students from grades 4 - 8 on it, and busses may be at their maximum capacity of passengers. It is imperative that we maintain safe and orderly behavior on the bus; therefore, the rules stated in this code of conduct will be strictly enforced. In addition to the rules stated in the Bus Code of Conduct, please keep in mind that all school rules apply at the bus stop and on the bus. The bus driver is in charge of all student passengers and is responsible for the enforcement of all rules concerning bus discipline. The following rules apply to all students riding busses. Any violations of these rules will result in disciplinary action and parents will be notified.

Safety Rules

- Always walk; never run, to the bus stop.
- Always go to the bus stop about ten minutes before the bus is scheduled to arrive. Keep your hands, feet and objects to yourself at all times.
- Wait at the bus stop in a safe place on the shoulder of the road or sidewalk.
- Never speak to strangers or get into a car with a stranger. Always go straight to an adult and tell them if someone tries to talk to you or pick you up.
- Wait for the bus to arrive, watch for red flashing lights and the stop sign to be extended. Cross only when the driver signals you. Look left, right and left again before crossing.

On the Bus

- Board the bus in an orderly manner. At no time is there any pushing, shoving, or horseplay. Carry your

- backpack in front of you when you are in the aisle. Place it on your lap while seated.
- Practice courtesy, respectful behavior and safety. All students shall show respect for each other, the driver and bus property at all times.
- Use low voices at conversational levels, appropriate language and conversation, and remain seated facing forward at all times.
- There must be absolute silence at railroad crossings.
- Keep your hands, feet and objects to yourself and inside the bus at all times. Keep the aisle clear at all times. Never play with emergency exits, touch, or tamper with bus equipment.
- At no time is there any spitting or throwing of objects inside the bus or out the window.
- Each student is responsible for keeping the bus neat and clean. Food, candy, drinks, gum, etc. are not allowed on the bus.
- Skateboards are not allowed on the bus.
- No open or previously opened containers are allowed on the bus. This includes water, Gatorade, soda, and all other types of beverages.**
- If there is an emergency, listen to the driver and follow instructions.
- Students are allowed to bring CD players, iPods, MP3 Players, etc. onto the bus for their own personal use. Headphones are required. When exiting the bus, the devices and headphones are to go into students' backpacks and they are not to be taken out or used in school. The school accepts no responsibility for these items if they are lost, stolen, or broken while on the bus or at school.
- Cell phones and games that have wireless capabilities, such as Nintendo DS, are not allowed to be used on the buses.**

Exiting the Bus

- Walk when getting off the bus.
- Stay away from the bus wheels and watch out for moving cars.

Our responsibilities are to pick-up and deliver students to their designated bus stop. Students are not allowed to ride another student's bus except in the case of family emergencies. Then, if other arrangements cannot be made, we will transport a student to another address. This will require signed permission slips from the sending parent/guardian and receiving adult, and then a bus pass needs to be issued by the office, and given to the driver. Notes must be presented to the office upon arrival to school in the morning. Notes that are brought to the office or to the buses during dismissal will not be honored.

- Do not cross the road or in front of a bus until you receive a signal from the driver.

Do not ride any bus other than the one you are assigned. If it is necessary to be dropped off at another house for day care purposes, arrangements need to be made in advance with the Transportation Center

Recess Behavior

Students can show P.R.I.D.E. on the playground by:

- Keeping hands, feet, and objects to yourself
- Sharing playground equipment
- Using kind words
- Including others while playing
- Reporting concerns to an adult
- Following the rules and expectations learned in P.E. classes
- Using equipment properly
- Returning equipment

- Leaving the playground better than how you found it

Classroom Teacher Discipline

Teachers will manage behavior and implement appropriate disciplinary consequences for classroom offenses. General classroom rules and P.R.I.D.E. expectations will be prominently posted in each classroom and discussed with students. When a teacher or other adult in the classroom feels that a student's behavior is detracting from student learning, they will first provide students with a verbal warning. Students will be reminded of appropriate behavior, and warned of future consequences. Students can either be giving minor or major behavioral referrals depending on the exhibited behavior. In an effort to maintain communication, parents will be asked to sign the referral.

Behavioral Consequences May Include:

Minor Behavioral Report: This is given to students who exhibit a behavior that breaks our school rules. This form will be sent home to parents in order to keep open communication

Major Referral Report: A major referral is given as a teaching tool to help the student understand why/how their behavior does not meet our expectations. Major referrals will be given for abusive language, inappropriate language, profanity, disrespect, non-compliance, fighting, physical aggression, theft, forgery, lying, cheating, harassment, and safety code violations.

Repeated offenses will require a parent/guardian meeting to devise a plan to address concerns.

Interventions may include:

Lunch Detention: During these detentions students are expected to eat their lunch quietly and reflect on their behavior.

After School Detention: After school detentions occur in the office or by another staff member (2:40 p.m. – 3:40 p.m.). Parents are notified by the person assigning the detention.

In-School Suspension (ISS):

A student is assigned to an area in the school that is isolated from other students and is under the supervision of a member of the staff. The students' teacher provides assignments, and the administration may include a disciplinary assignment. If the student's behavior is inappropriate or unacceptable while serving an in-school suspension, then the student may be assigned an out-of-school suspension. All school rules apply and students must conduct themselves accordingly.

Out-of-School Suspension (OSS): A student is excluded from school for a period of time up to and including ten (10) school days. The student will be isolated immediately from the rest of the students. Parents will be called to the school to take their child home as soon as possible. The student is restricted from any and all school activities during the suspension period and is not allowed on school grounds unless permission is granted by administration.

Bus consequences: Students may receive up to a ten (10) day suspension from riding the bus, per incident. Repeated misbehavior can result in loss of transportation privileges for up to one school year.

Parent Contact: We will try to contact parents at home, however if we cannot, parents will be called at work to inform them of detentions and suspensions. In most cases we will expect students to serve detentions on the same day as the misbehavior.

Due Process

All students have the right to a hearing with an administrator where reasons for suspensions will be presented and where the student may explain his/her actions. The school administration will comply with the requirements of due process under state law. These requirements vary depending on the discipline imposed. However, school administrators may immediately remove the student from school when, in their judgment, the student's behavior presents a real present danger to the health and safety of the student, others, or the fundamental good order of the school.

Administrative Discretion: While exceptions to this policy are rare, the administration reserves the right to make judgments that are in the best interest of all individuals involved. The discretion of the administration shall supersede penalties listed in the Discipline Code. It is understood that discretion means that when, in the opinion of the administration, circumstances surrounding a violation are of such a nature as to be gross misconduct or extremely serious or dangerous actions, the administration reserves the right to determine a consequence more serious than stated in the code. It is also understood that the circumstances may not be considered serious enough to warrant a penalty stated in the code. In ANY circumstance not covered by the written rule, the detention and suspension policy is left to the discretion of the administration. Any student consistently disregarding school rules and having incurred a number of suspensions (3 or more OSS or ISS) may be suspended from school for up to 10 days for subsequent occurrences.

Notes:

1. Consequences after the third violation in any category are at the administrator's discretion.
2. During periods of suspension, students are not eligible to participate in, or attend any school activity.
3. Students disciplined for possession, consumption, under the influence, or distribution of alcohol and/or drugs will be referred to CST.
4.
 - Counselor intervention will occur when applicable.
 - 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 violates a publicized policy of the Board. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates 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:
 - whether the incident occurred within close proximity of a school;
 - whether other students from the school were involved or whether there was any gang involvement;
 - whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as

defined below, and whether any injuries occurred; and

- whether the conduct involved the use of alcohol and/or illegal drugs.

Serious Offenses

These acts are clearly criminal and are so serious that they require administrative action which may result in the immediate removal of the student from school for up to 10 days, the intervention of law enforcement authorities, and when appropriate, an expulsion hearing.

1. Possession of weapons or dangerous instruments: including but not limited to pistol, revolver, rifle, shotgun, air gun, spring gun, paintball gun, slingshot, bludgeon, artificial knuckles, knife, chemical weapon, explosive devices, any device having a sharp point or edge, such as an ice pick, razor, or any other similarly dangerous instrument capable of inflicting harm (BOE Policy JFCI). School policy shall also include facsimiles of the above items.
2. Possession or distribution of alcohol and/or drugs, including their facsimiles; consumption or being under the influence of alcohol and/or drugs (BOE Policy JFCH)
3. Vandalism (major) (BOE Policy JGD)
4. Theft (major) (BOE Policy JGD)
5. Arson, false alarm report, bomb threat (BOE Policy JGD)
6. Physical assault to a school employee or another student. (BOE Policy JGD)
7. Major disruption of the school (BOE Policy JGD)

In ANY circumstances not covered by the written rule, the detention and suspension policy is left to the discretion of the principal or his/her designee.

Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates 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:

- whether the incident occurred within close proximity of a school
- whether other students from the school were involved or whether there was any gang involvement
- whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined below, and whether any injuries occurred
- whether the conduct involved the use of alcohol and/or illegal drugs.

Bullying: Disciplinary consequences will be sufficiently severe to deter violations, which is at the administrator's discretion. See Bullying policy. (5131.3)

Sexual Harassment – Policy 5145.31 (Summary)

Any form of sex discrimination or sexual harassment is prohibited, whether by student, Board employees or third parties subject to the control of the Board. 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 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. See policy for examples of sexual harassment.

Weapons and Dangerous Instruments - Policy 5020

The Plainfield Board of Education recognizes that possession and/or use of a weapon or dangerous instrument by a student is detrimental to the welfare and safety of the students and the staff within the school district. Possession and/or use of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school sponsored or approved activity is prohibited. For purposes of this policy, “weapon” and “dangerous instrument” include, but are not limited to any: pistol, revolver, rifle, shotgun, air gun, spring gun, slingshot, bludgeon, artificial knuckles, knife, chemical weapon, explosive device, “stun” gun, or other electric shock producing device, any device having a sharp point or edge, such as an ice pick or razor, and any other similarly dangerous instrument capable of inflicting injury. Possession of an instrument that might otherwise be considered a “dangerous instrument” such as a baseball bat, tool or laboratory device, is permitted if such instrument is in a student’s possession because, and to the extent that, such instrument is necessary for the student to participate in an approved school program, extracurricular activity, science fair or other similar event. Whenever a school administrator has a reasonable suspicion that a student is in possession of a weapon or dangerous instrument, such administrator is authorized to conduct an unannounced inspection of such student’s locker, desk, vehicle parked on school property, the pockets of the student’s clothing, and/or any purse, gym bag or other receptacle belonging to or under the control of the student. Any search by an administrator must be reasonably related to the objectives of the search, and must not be excessively intrusive in light of the age and sex of the student. A student found to have in his/her possession any weapon or dangerous instrument will have that item confiscated, and will be subjected to school discipline, which may result in suspension and/or expulsion.

In any case in which there is a possible violation of a criminal law that relates to the possession and/or use of a weapon or dangerous instrument, the school administration will work cooperatively with police, prosecutors and other law enforcement authorities.

Students and staff will be provided with a written copy of this policy annually. Any teacher, employee, student, parent, school volunteer, or other member of the school community who reasonably believes that a student is in violation of this policy, should refer the matter to the building administrator or other appropriate administrator in charge.

Bullying/Cyberbullying – Policy 5131 (Summary)

In accordance with state law, any form of bullying behavior, whether in the classroom, on school property, or at school sponsored events, is forbidden. Bullying activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Any individual who engages in bullying activity on school property or at a school sponsored activity is subject to discipline.

Bullying is any overt act by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, defame, or intimidate while on school grounds or at a school-sponsored activity. These acts are repeated over time and may be directed at the same student or additional students.

“Cyber bullying” includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, defaming or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages,

text messages, digital pictures or images, or website postings, including blogs.

Any person who believes he or she has been the victim of bullying should report the matter to any teacher or member of the school district administration. Any school employee, contractor or volunteer with knowledge or belief of conduct that may constitute bullying, whether by witnessing such act or by receiving student reports of bullying, shall report the alleged acts immediately to an appropriate school district official designated by this policy. Students may anonymously report acts of bullying to teachers and school administrators. Parents or guardians of students may also file written reports of suspected bullying. If upon investigation, it is determined that bullying has occurred, appropriate action shall be taken. Such action may include, but is not limited to, warning, suspension, or expulsion. Disciplinary consequences will be sufficiently severe to deter further violations.

Alcohol and Drug Use Policy

The use, possession and/or sale of alcoholic beverages and drugs are forbidden on all school property. This prohibition applies to all students participating in all officially sanctioned school activities wherever they are conducted. This prohibition includes transportation to and from such activities on school buses and/or other officially sanctioned transportation vehicles. Discipline up to and including expulsion may be applied for violation of the above at the discretion of the Board of Education. Recognizing that drug use and abuse may be indicative of serious underlying problems, every effort will be made to offer a student help and assistance, including early identification, referral for treatment, and after care support. Disciplinary procedures will be administered with the best interest of the student, school population, and community in mind. The Plainfield Public Schools staff, in cooperation with local law enforcement officials, will work collectively in an effort to help students understand the serious legal, social and medical consequences associated with alcohol and drug abuse.

Search and Seizure – Policy 5145.12 (Summary)

School administrators, and/or law enforcement officials authorized by principals, may search students, student lockers and other school property 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.

Student searches shall be limited to the search of purses, knapsacks, book bags, and the like; outer coats and jackets; footwear; belts; pockets; hair; and hats. If the search may exceed this scope, legal authorities will be contacted to conduct the search.

The Cougar Cafe

Each day there will be a hot lunch line for a la carte. In addition to these lines, there is a snack bar that is located within the cafeteria. All students who have been identified to receive reduced price or free hot lunch during the previous school year may remain as such until October 1st of the following year. Free and reduced lunch forms need to be returned to the office for all students whether or not they are eligible. The menu for the month can be found on our website at www.plainfieldschools.org and on the back of the monthly school calendar. The hot lunch offered to students includes milk. Milk is also available for purchase separately. If a student has forgotten lunch and

has no money s/he will be provided a sandwich for lunch at the cost. Lunches may be pre-paid by sending a check made out to Chartwells.

Plainfield Public Schools and Chartwells offer MyPaymentsPlus as a way to make deposits and monitor your student's meal account. This is a no cost plan that allows families to:

- Check your student's current account balance
- Monitor the items your child has been purchasing in the cafeteria
- Create settings to receive email notifications when the account reaches a low balance
- Download the free mobile app for iPhone, iPad, and Android devices.

To create an account, visit www.MyPaymentsPlus.com. Follow the onscreen directions and register your student using their Student ID number. Student ID numbers can be obtained by contacting MyPaymentsPlus support at 1-877-237-0946.

State requirements include strict limits on the calories, saturated fat, trans fat and sodium in school meals. We are meeting these nutrition standards by offering students a selection of low-fat and fat-free milk, larger portions of colorful fruits and vegetables, and a variety of whole grains and lean protein choices. All lunches include five meal components:

- a **meat or meat alternate** such as yogurt, lean beef, chicken or low-fat cheese;
- a **grain** such as whole-wheat bread or brown rice;
- a fresh or canned **fruit** selection;
- raw or cooked **vegetables** in a variety of colors; and
- low-fat or fat-free **milk** selections.

Each child must select at least three of these five components on their tray to make a meal, including a fruit or vegetable. **Children must select a fruit or a vegetable with their lunch every day. Without a vegetable or fruit, students will be charged the a la carte price instead of the meal price.**

Breakfast \$1.90
Lunch \$2.80
Reduced Breakfast \$.30
Reduced Lunch \$.40

Nutritional Guidelines:

- Eating well is essential for optimal growth and development of children and youth, and has a positive influence on school performance. Students are able to concentrate better, retain and apply information, and have more positive relationships with their peers. The eating patterns of children and youth also impact their future health, and reduce the risk of obesity, chronic diseases and dental concerns. Growing active children need lots of fluid. Lack of fluid can lead to dehydration, headaches, fatigue and difficulty concentrating. Drinking water will be available at all meal periods and throughout the school day. Bagged lunches from home should contain at least one item from each of the four food groups.
- Reimbursable meals served in the Plainfield Public Schools (PPS) meet the USDA school nutrition standards.
- PPS have adopted Connecticut's Healthy Snack Standards which focus on decreasing fat and sugar, increasing nutrient density, and moderating portion sizes for snack foods and beverages in school. The district will use these standards to determine what snacks are available during the school day, including a la carte sales in the cafeteria, vending machines, school stores, fundraisers, and other school events.
- Foods sold during the school day will meet USDA standards and the Connecticut Healthy Snack Standards.

We will begin the 2021-2022 with the meal program available to all free of charge. Update to this is expected January 1, 2022.