

**WEST HAVEN  
SCHOOL DISTRICT  
STUDENT HANDBOOK  
2023-2024**



Carrigan Intermediate School  
2 Tetlow Street  
West Haven, CT 06516

**WEST HAVEN DEPARTMENT OF EDUCATION**

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# **PHILOSOPHY AND MISSION STATEMENTS**

## **PHILOSOPHY STATEMENT**

The philosophy of the West Haven Public Schools is based on the conviction that the dignity and worth of each child is of primary concern and on the belief that the aim of education is to help prepare young people to assume a meaningful and productive role in school and society.

## **MISSION STATEMENT**

The mission of Carrigan Intermediate School is to work in partnership with parents/guardians and the community to enable our students to become independent, respectful, self-confident and responsible citizens who respect diversity. We expect our students to strive to reach their maximum potential academically, socially, emotionally and physically and to become lifelong learners.

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The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time with notice.

A copy of the West Haven Board of Education Policy Book can be viewed by going to our website at [www.whschools.org](http://www.whschools.org) or by appointment at the Board of Education offices or any school.

## **AHERA NOTIFICATION**

Please be advised that an Asbestos re-inspection was made of the entire school system according to AHERA Regulation in CFR 40 Part 763.

A report of the inspection for each school and the required Asbestos Management Plan is in the custody of the principal of each school and is kept at the main office of each school. A master copy for each school is also kept in the Maintenance Department office in the 255 Meloy Road, West Haven, CT 06516.

These reports and Management Plans are available for your inspection as required by the AHERA Regulation in CFR 40 Part 763.

1. Inspections: Every three years
2. Response actions: scheduled asbestos abatement work and operations and Maintenance activities.
3. Periodic surveillance. (***Done every six months, August and January***)

## **ATTENDANCE**

The West Haven Board of Education recognizes that daily attendance at school is essential and therefore, establishes an attendance requirement.

There is a positive correlation between regular attendance and academic achievement. Therefore, students are expected to attend school and all classes each and every day. Parents have a legal obligation to see that their child attends school regularly and while the school should honor the excusable absences, the school likewise should impose penalties on the inexcusable. Truancy and unexcused tardiness to school or class are not in keeping with the orderly operation of the

school. Furthermore, these forms of behavior impede the learning process of the student.

Since the classroom is the prime area where the students experience knowledge, growth, create individual goals, define, formulate and test values, it is apparent that the requirement of school attendance is not unreasonable.

The West Haven Board of Education requires that each parent or other person having control of a child at least five (5) years of age and under eighteen (18) years of age, who resides in West Haven, shall cause such child to attend school regularly during the hours and terms that the West Haven Public Schools are in session, except as follows:

- The student has graduated from high school;
- The student is age five (5) or six (6) and a parent has personally appeared at the West Haven Board of Education office and signed an option form setting out his/her election not to enroll the student in school for that given year in accordance with Board Policy.
- The student is age seventeen (17) and a parent has personally appeared at the Board of Education office and signed an option form setting out his/her election not to enroll the student for that given year in accordance with Board Policy.
- The parent shows that the student is elsewhere receiving equivalent education and/or has completed the necessary home-schooling paperwork with the Superintendent's Office.

## **Attendance Guidelines/Procedures for Elementary School Students**

### **Connecticut State Board of Education Definitions of Excused and Unexcused Absences Adopted June 27, 2012**

The following definitions are for use by Connecticut school districts and schools for the purpose of carrying out the provisions of section 10-198a of the Connecticut General Statutes (Policies and procedures concerning truants), and for the purpose of reporting truancy, pursuant to subsection (c) of Section 10-220 of the Connecticut General Statutes. The use of these definitions for state purposes does not preclude districts from using separate definitions of excused and unexcused absences for their internal uses (including decisions on promotion/retention, grading and disciplinary action).

#### **Excused Absences**

A student's absence from school shall 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 or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation;

**And**

B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
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.

**Unexcused Absences**

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.

A vacation taken during regularly scheduled school days will not be considered an excused absence.

**Disciplinary Absences**

Absences that are the result of school or district disciplinary action are excluded from these definitions.

1. The Connecticut State Board of Education policy states that "*A student is considered to be 'in attendance' if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.*" A student not meeting the definition of 'in attendance' is considered absent.

2. Such documentation should include a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

For example, if a student is out sick two consecutive days, that student must submit the appropriate documentation covering both sick days. If a student is out sick two nonconsecutive days, that student must submit the appropriate documentation

following each absence. Schools should take steps to allow non-English speaking parents/guardians to submit documentation in their native language.

**“Tardy”** is defined as fifteen (15) minutes after the official start of the day. A Parent or Guardian must enter the school to sign their child in after 8:30 a.m.

**“Early departure”** is defined as a departure any time prior to the scheduled end of the school day.

Tardies and early departures will be treated in a manner similar to absences. For Elementary & Intermediate school students, four (4) tardies or early departures will constitute one (1) **unexcused absence**.

### **PARENT PORTAL**

When perusing the Parent Portal via PowerSchool to view absences, the following codes will be used pertaining to attendance:

UA	-	Unexcused Absence
UAC	-	Unexcused Absence/Parental Contact
M	-	Medical (Dr note provided)
PDA	-	Parent Documented Absence (first 9 absences only)
ED	-	Early Dismissal
T	-	Tardy

### **PRINCIPAL REVIEW**

At the Elementary/Intermediate level, a total of ten (10) absences, whether excused or unexcused, will require a review by the principal. At the discretion of the principal, after consultation with the school nurse, each future absence beyond ten (10) may require a doctor’s note. At ten (10) absences, whether excused or unexcused, the principal may refer the situation to the school’s Student Assistance Team.

### **ATTENDANCE AND POSSIBLE RETENTION**

For the Elementary/Intermediate school level, students absent more than twenty (20) days each school year shall be seriously considered for retention, unless the Early Intervention Team, which may include principals, teachers and other appropriate staff members, determines that the student is eligible for advancement to the next grade. **These absences include all legitimate illness absences and any or all other reasons a student may have for staying home or a parent may have for keeping a student home.** Evidence of extraordinary illness must include statements from a physician. Appeals should be made in writing to the building principal.



## **ABSENCES FROM SCHOOL**

The Administration recognizes that there are extenuating circumstances such as illness, death in the family, court appearances, emergencies, etc. that may cause a student to be absent from school. In these cases, **it is the responsibility of the parent or guardian to call the attendance line – (203) 937-4390 - prior to 9:30 a.m. stating:**

Student's Name  
Student's Classroom  
Reason for Absence  
Name of Person Calling

Except in the case of unanticipated illness or emergency, the appropriate school personnel must be notified in **advance** of the absence and be provided with the reason for the absence. Parents are requested to send written documentation in advance for all planned absences.

Parents are required to contact the school each and every day their child is absent.

Reference: Policy #5113a

## **BILINGUAL EDUCATION**

Bilingual education is a state mandated program in any school where twenty or more children are classified as dominant in any single language other than English and whose proficiency in English is limited.

The curriculum content and practices are designed to bring children who are dominant in a language other than English to the same educational performance level that is expected of English dominant children.

Bilingual programs include subject matter instruction using the dominant language of the children as the medium of instruction, but otherwise comparable to the regular school program.

Reference: Policy #6140

## **BIRTHDAY & HOLIDAY CELEBRATIONS**

The West Haven Board of Education has adopted a "Wellness Policy" that emphasizes the importance of creating a school environment that promotes the health and well-being of students, as well as academic success. As part of this plan, the elementary and intermediate schools have adopted a "No food" policy for birthday celebrations.

## **Suggested Non-Food Ways for Parents to Celebrate in School**

Parent can visit the birthday child's classroom to:

- Complete an art project
- Complete a planting project using soil and seeds or a plant
- Read a story
- Donate a book to the Classroom Library
- Send in "goody bags" with pencils, stickers, bookmark eraser, crayons, etc.

**Please do not send in any small toys or goody bags with candy. Food items will be returned if they are sent to school.**

## **Suggested Non-Food Ways for Schools to Celebrate**

- Bulletin Board with students' birthdays
- Announce birthday during morning announcements
- Sing to students during lunch
- Announce at monthly all school meetings
- Trinkets (pencils, books, pencils, toothbrush, stickers)

## **BREAKFAST/LUNCH**

The West Haven Board of Education operates a free of charge school breakfast and lunch program.

## **CARE OF PROPERTY**

Students are responsible for all school property used by or loaned to them. The parents of any student who, through willfulness or negligence, loses/damages books, equipment or other school property, will be required to reimburse the Board of Education for the damage done. Other disciplinary measures will be taken as deemed appropriate. Students who have not fulfilled their obligations will be denied:

1. Report Cards
2. Transcripts or transfer information.

Any and all acts of **vandalism** to school property, including staff property, will result in suspension, possible arrest, and recommendation for expulsion.

Parents/guardians will also be responsible for payment to replace or repair such damage. (See addendum Suspension/Expulsion Policy)

Reference: Policy # 3250, #5131.5, #6161.2

## **PERSONAL PROPERTY**

All articles of any description whatsoever, that are found, are to be turned into the office. Students who have lost any items should report the loss to the office. Parents should give the following suggestions careful consideration to help eliminate lost items:

1. Clearly label your child's lunchboxes, coats, jackets, sweaters, caps, boots with his/her name and grade.
2. When an article is lost, don't let time elapse before trying to locate it.
3. It is recommended that articles of sentimental or substantial monetary value not be brought to school.

## **Student Cell Phone Policy**

**Due to an increase in school technology, students will no longer have the need to use personal cell phones, laptops, tablets or any personal electronic devices for classroom research and classroom academics.**

**No use of cell phones or other personal communication devices will be permitted during school hours.**

If brought to school, the device must be turned off or silenced and stored in the student's locker. Students are not permitted to carry and/or use their phone/device during school hours.

**All violations of the student cell phone/device policy will be logged into PowerSchool.**

***If a student violates the policy:***

- 1<sup>st</sup> incident: Teacher asks for the student's phone/device. Teacher will return the device to the student at the end of the school day and notify parent.
- 2<sup>nd</sup> incident: Teacher asks for the student's phone/device. Teacher turns the device over to administration. Administrator will return phone to the student at the end of the day and will notify parent.
- 3<sup>rd</sup> incident: Teacher asks for the student's phone/device. Teacher turns the device over to administration. Administrator will keep the device until the child's parent comes to school to retrieve it.

Additional incident(s): Student will be subject to more serious consequences.

All unclaimed confiscated items will be disposed of if not claimed by the parent/guardian by the end of the school year. The school is not responsible for recovering lost or stolen items.

### **CHILD ABUSE AND NEGLECT**

West Haven School District personnel, including but not limited to teachers, administrators, social workers, guidance counselors, school nurses, and paraprofessionals responsible for the care and education of children, shall report to the Connecticut Department of Children and Families, (DCF) where there is reasonable cause to suspect or believe that any child under the age of eighteen is in danger of being abused, is being abused, and/or is being neglected.  
Reference: Policy #5141.4 - 5141.41(b)

### **CLASS ASSIGNMENT**

Each building Principal will have the responsibility and the authority for assignment of each student to his or her class with the best interests of the child in mind. Principals will not take requests to place children with particular teachers. The Principal will make the final determination in placing all children.  
Reference: Policy #5122

### **CLASSROOM OBSERVATION PROTOCOL**

West Haven Public Schools (WHPS) welcomes parents and services providers to be a part of our educational community. We understand that students find the most success when parents are active participants in the educational process. In order to ensure there is no disruption to educational environment WHPS has developed a protocol for classroom observations. Please contact the principal to obtain a copy of those procedures as well as the observation request form.

### **CONFERENCES**

Parent-teacher conferences take place twice a year in October and March (by appointment only). Parents are encouraged to attend conferences in order to discuss their child's progress. Parents are continually encouraged to make appointments with their child's teacher at any time during the school year if there are any questions or concerns about their child's progress. Conferences cannot be held during the time a teacher is scheduled to be with the class.

## **CRISIS INTERVENTION TEAM**

There is a system-wide, as well as a school based, Crisis Intervention Team. These trained teams are available to help the school community in the event of a crisis.

## **DRESS CODE**

The responsibility for student dress and general appearance shall rest with individual students and parents. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the educational process. The Board also reserves the right to require specific clothing, footwear, and safety equipment for the protection of students in specialized programs such as art, physical education, and science.

Generally, the students are expected to dress and groom themselves for the business of school so as to neither distract other students or teachers, disrupt the educational process, or pose a health or safety threat to anyone. Clothing should be clean, untoned, free from promotion of, or reference to: drugs, alcohol, and tobacco, offensive signs, symbols or words. Hats, clothing, and attire which are an expression or insignia which is obscene or libelous, which advocates racial or religious prejudice, or is disruptive to the educational process are prohibited.

The intent of this code is to encourage all concerned to dress, groom, and conduct themselves in keeping with an atmosphere which reflects a sensitivity to and respect of self and others and the overall functions of the school.

The following clothing styles are specifically prohibited:

1. "See through" clothing and/or mesh style shirts, blouses or midriff tops, strapless tops, tank tops, spaghetti strap tops, halter tops, tube tops or any other apparel item that is inappropriate for the educational environment.
2. Skirts and shorts must follow the *finger-tip rule* (reaching to the tips of your fingers with arms hanging at sides).
3. Flip-flops or thong style sandals, open-toed or other type shoes which may be unsafe.
4. **Pants not worn at appropriate level (must be worn at waist).**
5. Underwear worn as outerwear.
6. Hats, jackets, coats, or boots normally worn as outerwear.
7. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached.

8. Attire or accessories which depict logos or emblems that encourage the use of drugs, tobacco products, alcoholic beverages and/or inappropriate language or phrases.
9. The wearing of sunglasses indoors is prohibited.
10. Clothing, accessories, and manners of grooming which by their color, arrangement, trademark, symbol or other attribute signify membership in a gang, fraternity or sorority.

Students whose dress and grooming does not conform to these standards or is distracting, disruptive, or dangerous to personal safety shall be subject to administrative action. The student will be asked to call home for a change of clothing and/or footwear. If the problem remains uncorrected, the student may be disciplined, (i.e., suspension or expulsion, for violation of the dress code).

### **EARLY DISMISSAL**

If necessary, children may be dismissed during the normal school day. A note requesting early dismissal should be sent to the teacher prior to the dismissal time. The note should include the reason for the requested early dismissal and who is picking the student up. Valid reasons for such dismissal could be a doctor's appointment or an emergency in the home. The parent or authorized person must meet the child in the school office.

**A STUDENT WILL ONLY BE RELEASED WHEN A PARENT OR GUARDIAN PROVIDES IDENTIFICATION AND SIGNS THE STUDENT OUT. AN AUTHORIZED PERSON (OTHER THAN THE PARENT) MUST BE LISTED AS AN EMERGENCY CONTACT OR BE CONTAINED IN THE NOTE PREVIOUSLY SENT IN BY THE PARENT AND WILL BE REQUIRED TO PROVIDE IDENTIFICATION.**

**ELECTRONIC INFORMATION RESOURCES POLICY**  
**RESPONSIBLE USAGE AGREEMENT FOR ELECTRONIC INFORMATION**  
**RESOURCES**

The West Haven Board of Education has in place a policy for using the District's electronic information resources. Compliance with this agreement by all users of these resources will help protect all students from misuse of those resources, and it will help protect the computer equipment from abuse.

Please review this agreement and the Board of Education's policy with your child so that he or she will understand his or her responsibilities. Failure to abide with the agreement and the Board of Education's policy may result in the loss of the privilege to use this educational tool, may result in disciplinary action, and may result in the assessment of costs as reimbursement for damage caused by willful misuse. Any user of electronic information resources who is found to have violated any provision of this policy shall also be subject to prosecution if the inappropriate use of these resources is a violation of local, state, and federal laws.

If you have any questions concerning the Board of Education's policy or the Responsible Use Agreement, please do not hesitate to contact the West Haven Board of Education at 203-937-4300.

No child will be allowed to access the Internet alone IF the handbook "Acknowledgement of Receipt" is not electronically signed or a signed paper copy is not returned, however there may be times when they will take part in teacher directed instruction on the Internet.

Reference: Policy #6141.32, #6141.321 Form# 2. #6161 # 6161.2

**Technology and Instruction - Electronic Information Resources Policy**

Electronic information resources, such as local area computer networks, CD-ROMs, software programs, and the Internet, may be used in the schools to educate and to inform. The District's connection to the Internet will provide access to local, national, and international sources of information and collaboration opportunities, which are vital to intellectual inquiry in our schools. Access to the Internet will provide students and staff with electronic mail ("e-mail") communication; information and news services; public domain software and shareware of all types; and connections to many libraries, companies, agencies, and businesses. On a global information network, such as the Internet, however, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with certainty what information the user might locate. The availability of such electronic information does not imply endorsement by the Board of Education of its content nor of the use of such information by students and staff. It is the responsibility, therefore, of students, parents, and staff to learn and abide by this Electronic

Information Resource Policy to ensure that the access to electronic information resources provided by the District is undertaken for educational and research purposes only and is not abused.

The District shall take steps, such as using filtering programs, access controls, and active supervision by staff, to monitor and/or restrict access to the electronic information resources. Active supervision by staff means that staff is present when students are using the electronic resources, observing and interacting with students as they use the resources, and actively promoting the responsible use standards.

### **Training and Education**

All staff shall be trained prior to instructing others (students or staff) in their (electronic information resources) access or use.

All students with access to electronic information resources shall be taught to evaluate the appropriateness of these resources and to use them responsibly to meet the students' educational and research goals. This training shall include information regarding responsible use of the network and the use of copyrighted and licensed materials.

Staff shall be permitted to offer training in the use of electronic information resources for parents.

### **Responsible Use Standards**

- A. All electronic information resources shall be used only for educational and research purposes-and only as those purposes are consistent with the educational objectives of the West Haven Board of Education;
- B. All students and staff using electronic information resources shall act in a responsible, ethical, and legal manner at all times;
- C. Students shall use electronic information resources only with the permission of a staff member;
- D. Student use of the Internet shall be actively supervised by a staff member;
- E. All users of electronic information resources shall be considerate of other users and their privacy and shall use polite and appropriate language at all times while accessing and using these resources;
- F. Student users of electronic information resources shall not give out personal information other than first name and school e-mail address;
- G. Staff users may only give out personal information about themselves;
- H. All users of electronic information resources shall make responsible decisions while accessing and using these resources;
- I. Users of electronic information resources shall not knowingly degrade or disrupt the electronic information resources, services, or equipment; this includes, but is not limited to, tampering with computer hardware and software, vandalizing data or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services or to personal files of other users, and violating copyright laws;
- J. All users of electronic information resources shall immediately report any problems or breaches of these responsibilities, or any inappropriate messages received, to the appropriate staff;
- K. All users of electronic information resources shall avoid all other activities that are considered to be inappropriate in the non-electronic school environment;
- L. All users of electronic information resources shall be prohibited from using the resources for any commercial or retail transactions unless authorized by central office;
- M. All users of electronic information resources shall be prohibited from encrypting or password protecting any file or access to computers in such a way as to make such files or their information content inaccessible to Administration.

### **Notice to Parents, Students, and Staff**



The Department of Education shall distribute a copy of this policy to parents, students, and staff.

### **Electronic Information Resources Access Agreement**

The Department of Education shall develop an Electronic Information Resources Access Agreement which shall be signed by all student users and their parents as a pre-condition to use of the District's electronic information resources.

### **Right of Access and Review**

All material that is electronically stored on the District's computers is the property of the West Haven School District. The Board retains the right to access, review, edit, restrict or limit access to, and delete all user files and any material stored on any system provided by the District. It is the responsibility of all users to maintain a backup of their own files.

### **Lost, Damaged, or Unavailable Material**

The Board makes no warranties of any kind, whether express or implied, for the service it is providing. The Board shall not be liable for damages suffered by the user either from the user's or the Board's errors or omissions. Such damage may include, but is not limited to loss of data resulting from delay, non-deliveries, mis-deliveries, or service interruptions. Use of information obtained from these resources is made at the user's risk, and the Board specifically denies any liability for the accuracy or quality of the information obtained through these resources.

### **Penalties for Violations**

The use of the District's electronic information resources is a privilege-not a right-and inappropriate use shall result in disciplinary action.

Any user of electronic information resources who is found to have violated any provision of this policy shall also be subject to having his or her privilege to access and use of electronic information resources revoked and shall be required to compensate the District or others for damage caused by his or her violation of this policy.

Any user of electronic information resources who is found to have violated any provision of this policy shall also be subject to the school and district's disciplinary procedures and to prosecution if the inappropriate use of these resources is a violation of local, state, and federal laws.

## **EL**

EL is an acronym for **English Learners** program. This program of studies provided for speakers of languages other than English in which they receive instruction on how to communicate in English (listening, speaking) and in English literacy (reading and writing). The goal of our program is to develop students' English proficiency so that they can function in school and life situations with their English speaking classmates.

## **FIELD TRIPS**

Field trips are planned activities in which classes, or a group of students, leave the school grounds for the purpose of continuing and extending the curriculum. As such, they are considered instructional and are planned with definite objectives determined in advance, requiring appropriate instruction preceding and following each trip.

Any suspensions, whether in school or out of school, or inappropriate behavior or other actions considered by administration to be unacceptable, may result in exclusion from a field trip. Should a student not participate in a field trip, school

attendance is expected and an alternative educational opportunity will be provided. The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the welfare of participating students. **A signed permission slip from a parent or guardian is required for a student to participate in any field trip.**

The administration may place restrictions upon a student’s participation when, in the staff’s judgment, his/her welfare requires it. The Board of Education field trip policy has been established to ensure that it is implemented with fairness for all students. See Policy #6153

## **GRADING**

The academic year is divided into four (4) marking periods for grades 5-6. A student’s grades in each class will be based on some or all of the following:

- ◆ Assessments
- ◆ Projects/Performance Tasks
- ◆ Quizzes
- ◆ Classwork
- ◆ Homework

Students in grades 5-6 are graded on a system where an **A** represents Excellent Progress, **B** Good Progress, **C** Average Progress, **D** Poor Progress, and **F** Failure. Special Area classes may use the **P**/Pass and **F**/Fail designations.

## **GRADING SYSTEM**

<b>Numerical Averages</b>	<b>Grade</b>	<b>Numerical Averages</b>	<b>Grade</b>	<b>Numerical Averages</b>	<b>Grade</b>	<b>Numerical Averages</b>	<b>Grade</b>
100-97	A+	89-87	B+	79-77	C+	69-67	D+
96-93	A	83-86	B	76-73	C	66-63	D
90-92	A-	80-82	B-	72-70	C-	62-60	D-

Students should be aware of their grades throughout the year, based on the work and effort they are achieving in class. Progress reports for students in grades 5-6 are sent home at the mid-point of each marking period. Parents can also monitor students’ grades through the Parent Portal on PowerSchool  
Reference: Policy #6146.1

## **HEALTH SERVICES**

School health services, in each school, are directed by a registered nurse. School nurses provide professional expertise so that student health needs can be identified, assessed and monitored. Emphasis is on prevention of disease and promotion of good health, health counseling and health education. School nurses work closely with school, home, and community agencies.

**HEALTH PROBLEM/SPECIAL NEEDS:** If your child has a medical problem or special needs, information should be shared with the school nurse.

**EMERGENCY INFORMATION:** Every child shall have a record of information with home, cell and work numbers as well as emergency contacts. This information is supplied by the parent/guardian. Any change in information, phone numbers, or contact persons should be immediately shared with school personnel. It is extremely important for all information to be current. Emergency contacts should be notified by parent/guardian and available to take responsibility for your child if you can't be reached.

**ILLNESS/ACCIDENT/ATTENDANCE:** If your child is unable to attend school for any reason, the parent/guardian must notify the school and follow the Board of Education Attendance Policy. Carrigan Attendance line: (203) 931-6897.

### **GUIDELINES FOR ILLNESS:**

1. Fever: Fever of 100 or more, keep your child home until temperature is normal for twenty-four hours.
2. Vomiting and Diarrhea: Keep your child home if either occurs during the evening or before school.

### **COMMUNICABLE/INFECTIOUS DISEASES:**

Communicable illness such as strep throat, impetigo, pink eye, head lice, ring worm, chicken pox, etc., should be reported to the school nurse. Guidelines for returning to school are as directed by the school nurse. Feel free to contact your school nurse if you have any further questions.

Reference: Policy #5141.22, #5141.221

### **MEDICATION IN SCHOOL:**

Prescribed medication will be administered during school hours only if it is not possible to achieve the desired effects by home administration. All medication administered in school must be:

1. Brought to school by parent or responsible adult.

2. In original pharmacy container with name of student, authorized prescriber, name of medication, dosage and frequency.
3. Given to school nurse or in her absence, the school principal.
4. Accompanied by a written authorization form signed by the prescriber and parent/guardian, with time to be taken, reason, and duration.  
(Forms are available from the school nurse or on the district website.)
5. Aspirin, Tylenol, or any over the counter medications must follow the same rules, except the container must be a new unopened one.
6. No more than a 3-month supply will be accepted. Any unused medication must be picked up by a parent or responsible adult or it will be destroyed after one week.
7. Any unused medication must be picked up by a parent or responsible adult or it will be destroyed after one week.

**Option:** Parents may come to school and administer the medication in the nurse's office. Reference: Policy #5141.21

Standing Order: For students who experience a life-threatening allergic reaction (anaphylaxis) to food, medication or other substance while at school, school nurses follow the standing order of the school medical advisor to administer epinephrine when no order from the student's doctor or health care provider is on file.

PA 14-176 allows non-medical personnel, including principals, teachers and others who have been trained to administer epinephrine as emergency first aid to administer epinephrine to students with no history of allergies without parental permission when the school nurse is absent or unavailable. Parents must submit written notice to the school nurse if epinephrine shall not be administered according to this statute.

Epinephrine is the first choice medication for anaphylaxis. If epinephrine is given to your child, you will be notified.

### **REFUSAL TO PERMIT ADMINISTRATION OF EPINEPHRINE FOR EMERGENCY FIRST AID**

Connecticut law requires the school nurse and other qualified school personnel in all public schools to maintain epinephrine in cartridge injectors (EpiPens) for the purpose of administering emergency care to students who experience allergic reactions and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of

epinephrine. State law permits the parent or guardian of a student to submit written notice to the school nurse and to the Supervisor, School Health Services that epinephrine shall not be administered by qualified school personnel to such student in emergency situations.

A form is available from the school nurse for those parents/guardians who refuse to have epinephrine administered to their child. The refusal is valid only for the current school year.

You must come to school and sign the form in the presence of the school nurse.

### **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS:**

New entrants must provide written evidence of a physical examination and immunizations before a child is enrolled in school (Sec. 10-206 of the State Statutes). Evidence from other school districts will be accepted, if the student is a transfer, as long as all requirements are complete. Physical examinations and immunizations for all students must comply with State of Connecticut and local requirements. Without written evidence of physical examination and adequate immunizations, a child will be excluded from school. Children entering school must be cleared by the school nurse. All questions may be directed to your school nurse. Reference: Policy #5141.3(A)

### **HEALTH SCREENING:**

All children who attend the West Haven Schools are required to have the following:

1. Vision screening annually for grades K, 1, 2, 3, 4, 5, 6, and 9.
2. Audiometric screenings annually for grades K, 1, 2, 3, 5, and 8.
3. Postural screening annually for grades 5, 6, 7, 8, and 9.

Reference: Policy #5141.3(b)

### **MEDICAL AND DENTAL APPOINTMENTS:**

Appointments should be scheduled outside of school hours when possible. Each time a child is dismissed, he/she misses valuable class time and is required to make up any work covered during his/her absence.

Reference: Policy #6154

### **HOMEBOUND AND HOSPITALIZED INSTRUCTION:**

The Board of Education shall provide homebound instruction when recommended by the Educational Team.

Reference: Policy #6173(a)

## **PROCEDURES FOR STUDENTS USING CRUTCHES AND ELEVATORS:**

1. Students need a written statement from their physician as to the nature and duration of the problem, use of crutches, use of elevator, gym restrictions, or other accommodations.
2. If a student is returning to school after an injury, the parent/guardian must accompany the student to school or contact the school nurse.
3. Students on crutches may use a buddy system to assist with carrying books to classes and locker.
4. Students are expected to maintain proper safety procedures with their crutches. Using crutches to trip or poke other students is cause for disciplinary action.
5. Students that require a wheelchair in school need a doctor's note and parent/guardian must notify the nurse prior to the student returning to school.
6. Students on crutches will report to the medical room on their first day at school. The nurse will issue a pass for early dismissal from classes and an elevator key will be given for use while on crutches. Elevator keys must be returned when no longer needed.
- 7. Students need a written doctor's order to resume activity, including physical education.**

## **HOMEWORK**

Teachers in West Haven Schools will assign homework which is consistent with sound educational practice. Homework is an extension of the regular school program. Homework is assigned to prepare students for new material, reinforce instruction, or give the students the opportunity for independent practice. Homework can also provide challenging enrichment

The following are suggestions when preparing for and doing homework:

1. Students should write the assignment in the student agenda which will be provided by Carrigan Intermediate School. Parents should check the agenda daily for assignments and teacher's communications.
2. At the end of the day, students should take home all necessary papers, books, and materials needed to complete the assignment.
3. Parents should create a "homework zone" with a scheduled time and a quiet place to work and study.

4. Parents should have materials available, i.e. paper, pencils, pens, crayons, rulers, etc.
5. Parents should encourage children to review what they have learned daily or to review their work even when there is not a written assignment.
6. Parents should review their child's completed homework and assist their child with corrections. Make the teacher aware if your child continually experiences difficulty with homework assignments.
7. Parents should monitor their student's assignments through the Parent Portal to assure that all work is complete and up-to-date.

Reference: Policy #6146, #6146.1

## **INCLEMENT WEATHER/SCHOOL CLOSING**

There are three (3) alternatives available when coping with inclement weather. **It is extremely important that your phone numbers & email addresses are updated with your child's school in order to receive important school information.**

1. **CLOSINGS**: Parents can expect a phone call from the emergency phone system or can watch local news channels so as not to tie up the schools' telephone lines. When school closes early or is cancelled, **EVERYTHING (EXCEPT THE RINK) will close.** That includes all evening activities, night school, community use of buildings, etc.
2. **TWO HOUR DELAYED OPENING/Start time will be 10:15 a.m.**: Regular bus schedule delayed by two hours. Teaching staff and students arrive two hours later than normal. Dismissal is at the regular time. **Continue to listen to your phone messages or television in the event it is necessary to further delay the opening of school or close altogether.**
3. **EARLY CLOSINGS – SPECIAL FOUR-HOUR SCHEDULE: Carrigan will dismiss at 12:40 p.m.** Delays may be expected depending upon the severity of driving conditions. Parents should make provisions for someone to care for youngsters if they work or do not expect to be home to receive them early.

**You can get updated information on the West Haven Board of Education website: [www.whschools.org](http://www.whschools.org).** Click on Cancellation Information for weather updates, closings, delays, and school schedules.

Reference: Policy #6114.6

## **INSTRUMENTAL MUSIC**

Instrumental music is offered in grades 5 & 6. Students are responsible for purchasing or renting their instruments. Music lessons are held during the school day and students are responsible for making up the work they miss. Students failing or in danger of failing academic subjects may be excluded from instrumental music instruction at the discretion of the parent, classroom teacher, and/or administrator.

## **INSURANCE**

The West Haven Board of Education may authorize a reputable insurance carrier to offer school accident insurance to students on a voluntary basis and in accordance with Board regulation. Students are not required to purchase accident insurance.

## **NONDISCRIMINATION POLICY**

The West Haven Board of Education shall not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity or expression, disability, marital status or age. The West Haven Board of Education will promote an educational environment free from harassment and discrimination.

In keeping with requirements of federal and state law, the West Haven Board of Education prohibits discrimination in employment, in the hiring, firing, assignment, promotion, compensation, leave of absence, fringe benefits, labor organization contracts or professional agreements of personnel, in educational opportunities including extracurricular activities and services offered to students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

Carrigan Title IX Coordinator: Latanya Watts Joyner, Asst. Prin. (203) 937-4390  
Your District Title IX Coordinator is: Personnel Director (203) 931-6825  
Your District Safe School Climate Coordinator is: Gary Palermo (203) 931-6840

The complete policy can be found in sections 4118.114(a-n), 5131.911 and 1251.1

## **PARENT PORTAL**

The West Haven School System utilizes PowerSchool, a computer-based program that keeps track of student's academics, attendance and demographics.

The Parent Portal ([ps.whschools.org](http://ps.whschools.org)) allows parents access to their child's grades and assignments. It also links to the classroom teacher's email. The Parent Portal can be utilized each school year using the same password and username that was originally created. If you do not have your child's Parent Portal information, please contact the main office and a notice will be sent home with your child.



## **PROMOTION/RETENTION**

Promotion and/or retention are based upon the academic readiness, attendance, achievement, and the social, emotional, and physical maturation of the student. Final decision will be made by a team consisting of teachers and administrator. Reference: Policy #5123

## **PSYCHOLOGICAL/SOCIAL WORK SERVICES**

Psychological Services are available to all students who may be experiencing problems that interfere with success in school. Services include, but are not limited to individual counseling, family counseling, teacher consultation and individual psycho-educational assessments. Assessments may include evaluation of intellectual functioning, learning disabilities social/emotional well-being or behavioral difficulties. Services are available at the request of school, administrators, teachers, or parents.

Social work services are available to assist those students who are experiencing personal, family or social problems that are interfering with school performance. Services include, but are not limited to, linking the school and home with school resources, individual and group counseling, family consultation and individual assessments. Assessments include a variety of methods in order to evaluate social and emotional well-being or behavioral difficulties. Teachers, administrators, parents, and community agencies can refer students to Social Work Services.

## **PTA**

Each school has a **Parent Teacher Association**. These groups assist in the development of sound home/school partnership and child/family goal. Families are encouraged to join, support, and actively participate in their respective school's PTA. Meeting dates will be in the school newsletter and on the school website.

## **RECORDS**

A student's parent or guardian is allowed to look at their child's educational records. The school system must produce the records after receiving a written request from the parent or guardian. The parent or guardian may also ask the school officials to interpret any of the records. School officials must respond to all reasonable requests. A student's records cannot be released without the parent or guardian's written consent. The school district shall maintain a record of those individuals who have sought or obtained access to any student records.

Reference: Policy #5125

## **REGISTRATION**

The parent/guardian enrolling a child in school must complete the appropriate sections of the student registration form at the time of registration and at the beginning of each school year. A verification of residency will be required for Pre-kindergarten through Grade Twelve.

The residency policy #5118 (3) requires all students – without exception – produce two (2) bona fide proofs that they live in West Haven. As evidence of residency, the parent/guardian of each child must send to the school **one each of the following documents**:

Mortgage statement (current) or copy of lease (must be current and have address, term of lease, landlord's signature and telephone number)

**-AND-**

Utility bill (dated within the past 30 days): Water, Electricity, Telephone/Cell, Cable/Internet, Gas, Oil

We do not accept any other forms of proof. (Example: expired leases, tax bills, insurance bills, driver's license, shut-off notices).

Reference: Policy #5118(c)

## **SCHOOL HOURS**

Carrigan's school hours are **8:15 a.m. – 2:40 p.m.** Students are considered tardy at 8:30 a.m.

**The Board of Education does not provide supervision for students until five (5) minutes before school begins.** Therefore, it is important that walkers do not arrive on the school grounds prior to these times

## **SCHOOL NUMBERS** (all prefixes 203)

<b>School</b>	<b>Main Number</b>	<b>Fax</b>
<b><u>Elementary Schools</u></b>		
Forest	931-6800	931-6803
Haley	931-6810	931-6813
Mackrille	931-6820	931-6823
Pagels	931-6840	931-6844
Savin Rock	931-6850	931-6853
Washington	931-6880	931-6883
<b><u>Intermediate School</u></b>		
Carrigan	937-4390	937-4393
<b><u>Middle School</u></b>		
Bailey	937-4380	937-4385
<b><u>High School</u></b>		
WHHS	937-4360	937-4370

## **SECURITY/SAFETY**

### **SCHOOL VISITATION**

For the safety of the children and staff, all parents and visitors must report to the main office immediately upon entering the building. Parents and visitors must sign in and wear a visitor's badge.

Parents are welcome and encouraged to visit the school and participate in special activities or events. To maintain security within our school and to minimize classroom disruptions, no one will be allowed to roam school halls or school grounds. If a parent finds it necessary to deliver articles of clothing, lunches, lunch money, instruments, etc. to school, the items should be labeled (child's name and room number) and left in the main office. Parents wishing to visit a classroom MUST make an appointment in advance.

Visitors are not allowed in the building during school hours unless they have permission from the school administrator. Students are not allowed to bring friends or relatives to spend a day at school unless previously arranged with the school administrator, teacher, and student's parent. The school reserves the right to deny requests for visitors' passes.

Reference: Policy #1250, #1251

## **PARKING**

The safety of students is of prime concern. During inclement weather, hazardous conditions often exist. Parents/guardians are requested to observe the parking regulations in front of each school and parking lot. Before and after school parents must use the drop off/pick up area located in the back of the building.

The West Haven Police Department makes routine visits to the schools and issues tickets to cars parked illegally.

All schools have parking regulations which are clearly marked in a variety of ways and are usually communicated through annual bulletins. It is important that parents/guardians obey regulations.

## **PLEASE UNDERSTAND THAT THESE RULES ARE FOR THE SAFETY OF YOUR CHILD AND OTHERS.**

## **VIDEO SURVEILLANCE**

The West Haven School System has recently installed a number of security cameras outside of all elementary schools. The purpose of this installation is to monitor entrances and play areas. The cameras will be in a record mode 24 hours a day, seven days a week. Video feeds will be used to "print out" situations where it will be helpful to support the apprehension and discipline of those found violating school policy and/or procedures.

Reference: Policy #5131.111

## **FIRE DRILL**

Fire drills are required by law and are an important safety precaution. It is essential that when the fire alarm sounds everyone evacuate the building using the prescribed route as quickly and quietly as possible. All students will be led by the teacher in a single and/or double line to the nearest unobstructed exit. When reaching the outside, students will be grouped away from the immediate area of the building. Teachers will take attendance to ensure all students are accounted for. If a student is missing, the firefighters and administrator will be notified immediately. Teachers will be in direct personal control of their class. Fire drills will be practiced periodically throughout the school year.

Reference: Policy #6114.1

## **BOMB THREAT**

In case of a bomb threat the building will be evacuated. The administrator will announce a code word over the intercom. The fire alarm will sound. All staff and students will exit the building to the fire drill areas outside. Teachers will be responsible for taking attendance and in direct personal control of their class. Police will be in charge once they arrive on the property and will direct operations.

Reference: Policy #6114.3

## **EMERGENCY LOCKDOWN PROCEDURE**

In the event that the administration needs to secure the building, the school will follow an emergency lockdown procedure. Staff will be alerted with a coded signal by the administrator. All students will remain in the class that they are in until returning to the normal schedule. No student will be allowed to leave their classroom during the lockdown. It may be necessary to remain in a lockdown beyond the normal school day, in the event of an emergency.

## **SEXUAL HARASSMENT**

It is the policy of the West Haven Board of Education not to tolerate verbal or physical conduct by any person, who harasses, disrupts, or interferes with another's work or educational environment or which creates an intimidating, offensive, or hostile work or educational environment. People have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment.

Any person who believes himself or herself to have been subject to sexual harassment may file a grievance with the Title IX Coordinator in accordance with the Sexual Harassment Grievance Procedure. The West Haven Board of Education designates as Title IX/Equity Coordinator: Josephine Agnello-Veley, Personnel Director, PO Box 26010, West Haven, CT 06516 or 203-937-4300 ext. 7129

### School Title IX/Equity Coordinators

West Haven High School –Mike Barracco, Teacher, 1 McDonough Plaza, West Haven, CT 06516 203-937-4360

Bailey Middle School – Leonard Adams, School Counselor, 106 Morgan Lane, West Haven, CT 06516 203-937-4380

Carrigan Intermediate School –Latanya Watts Joyner, Asst Principal, 2 Tetlow Street, West Haven, CT 06516 203-937-4390

Forest School – Karen Wyskiel, Social Worker, 95 Burwell Street, West Haven, CT 06516 203-931-6800

Mackrille School –Natalie Riley, Social Worker, 806 Jones Hill Road, West Haven, CT 06516 203-931-6820

Pagels School – Joanne Guthrie, Social Worker, 26 Benham Hill Road, West Haven, CT 06516 203-931-6840

Savin Rock School – Donna Maus, 50 Park Street, West Haven, CT 06516 203-931-6850

Seth Haley School – Jamene Farrell, Social Worker, 146 South Street, West Haven, CT 06516 203-931-6810

Washington School – Michelle Giglietti, Psychologist, 369 Washington Avenue, West Haven, CT 203- 931-6880.

Reference: Policy #5145.5

## **SMOKING BAN POLICY**

The West Haven Board of Education voted at its meeting of August 25, 1997 to accept the recommendations of the Policy Committee to establish a smoking ban inclusive of all school buildings and grounds. Any student smoking or in possession of tobacco products, (i.e. cigarettes, cigars, chewing tobacco, etc.) or electronic cigarettes will be suspended.

Reference: Policy #1331, #2239

## **SPECIAL EDUCATION**

West Haven provides Special Education Services for children with special needs as deemed necessary by the Planning and Placement Team. Students are educated in the least restrictive environment as mandated by federal law. Services include, but are not limited to Pre-school Readiness, Speech and Language Therapy, Visually Impaired, Hearing Impaired, Rehabilitation Act – Section 504, Educational Adjustment Program (EAP), Occupational Therapy (OT), and Physical Therapy (PT).

## **STANDARD OF CONDUCT**

Students are expected to behave appropriately and with respect for others so that all students have an opportunity to learn. Students should be informed of and adhere to the standard of conduct established by the West Haven Board of Education.

## **CONDUCT LEADING TO DISCIPLINARY ACTION**

Students may be subject to disciplinary action including suspension or expulsion for conduct on or off school property, on school transportation including conduct occurring while awaiting or receiving school transportation, or at a school sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board of Education. The following list of unacceptable or inappropriate conduct is not exhaustive. Such conduct includes, but is not limited to the following:

1. Striking or assaulting a student, member of the school staff or any other individual or engaging in behavior causing risk of injury to a student, member of the school staff or any other individual;
2. Unauthorized possession of property, or the unauthorized taking of another's property.
3. Use of obscene or profane language or gestures to a student or member of the school staff;
4. Commission of an act of discrimination or harassment toward any student or school staff member based on race, religion, creed, color, national

origin, ancestry, marital status, sex, sexual orientation or disability; or violation of the sexual harassment policy or bullying policy;

5. Violation of smoking, dress, or transportation regulations;
6. Deliberate refusal to obey any order or directive from a member of the school staff, or disruptive classroom behavior.
7. Deliberate refusal by a student to identify himself/herself to a staff member when asked;
8. A walk-out or sit-in within a classroom or school building;
9. Blackmailing, threatening, or intimidating school staff or students;
10. Possession of any weapon, deadly weapon, pistol, knife, blackjack, bludgeon, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or facsimile or replica thereof;
11. Unauthorized entrance into any school building 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. Violation of the Network/Internet policy;
14. Unauthorized possession, sale, distribution, offering of sale or distribution, consumption of a controlled substance, drug, narcotic, or alcoholic beverage or any other violation the drug and alcohol policy. Controlled substances, drugs, and narcotics may include but are not limited to amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type, or other stimulant and depressant drugs, and in addition those substances known as Methaqualone. Unauthorized use or possession of such substances shall mean use or possession without a valid prescription.
15. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of dangerous drugs or narcotics, as defined in sub-paragraph (14) above.
16. Willful destruction of real, personal or school property, such as cutting, defacing or otherwise injuring property in any way;
17. Accumulation of minor offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.

18. Trespassing on school grounds while on suspension or expulsion;
19. Falsely reporting an incident (such as a "bomb threat") to schools, the fire department, or to police; or tampering with the fire alarm system;
20. Repeated and/or intentional defiance of school rules and the valid authority of teachers, supervisors, or administrators;
21. Repeated and/or intentional defiance of school transportation rules;
22. Class truancy and leaving school without permission;
23. Possession or use of a laser pointer, beeper, pager or cell phone or possession or use of any other item identified by the school administration as contraband;
24. Gambling of any kind, or including but not limited to, card or dice playing.

### **SUSPENSION/EXPULSION; STUDENT DUE PROCESS**

If students seriously disrupt the educational process, endanger themselves or others, or commit conduct, which is incompatible with the educational process, on or off school grounds, it may become necessary to exclude them from the classroom and /or school setting.

#### **I. Definitions**

- a. Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- b. Removal** means an exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend ninety minutes.
- c. School-Sponsored Activity** means any activity sponsored, recognized, or authorized by the Board and includes activities conducted on or off school property.
- d. In-School Suspension** means an exclusion from regular classroom activity for no more than five (5) 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; and provided further that no student shall be placed in in-school suspension more than fifteen (15) times or a total of fifty (50) days in one year, whichever results in fewer days of exclusion. If the in-



school suspension limits are exhausted, other disciplinary alternatives may be considered.

- e. Suspension** means an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which suspension was 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.
- f. Expulsion** means an exclusion from school privileges for more than ten (10) consecutive school days provided such exclusion shall not extend beyond one calendar year. Such period of expulsion may extend into the school year following the school year in which the exclusion was imposed.
- g. Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged or a switchblade knife, gravity knife, billyclub, blackjack, bludgeons, or metal knuckles.
- h. Dangerous Instrument** means any instrument, article or substance, which under the circumstances in which it is used or attempted or threatened to be used, is capable or causing death or serious physical injury.
- i. Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or Chinese star;
- j. Firearm** means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device, provided that such term shall include a shotgun, sawed-off shotgun, machine gun, rifle, pistol, revolver or other weapon whether loaded or unloaded;
- k. Destructive Device** means any explosive, incendiary, or poison gas bomb, grenade, or similar device, or any combination of parts from which such device may readily be assembled.
- l. Emergency** means any situation under which the continued presence of the student in school poses such a danger to persons or property or such a disruption to the educational process that the student may be immediately excluded from school, with a hearing delayed until a time as soon after the exclusion of the student as possible.

- m. Informal Hearing** means an opportunity for the student to meet with an administrator, be informed of the reasons for the disciplinary action proposed, and be given an opportunity to explain the situation.
- n. Formal Hearing** means a hearing before at least three members of the Board of Education or an impartial hearing board conducted pursuant to Sections 10-233d, 4-176e to 4-180a and 4-181a of the Connecticut General Statutes.

## **II. Procedures**

### **a. Removal**

A student may be removed from class if he/she causes a serious disruption of the educational process within the classroom, provided no student shall be removed from class more than six (6) times in any school year or more than twice in one week unless such student is referred to the building principal or his/her designee and granted an informal hearing.

The school shall designate an area to which teachers shall send students who are removed from the classroom. The principal or his/her designee shall be notified of the name of the student removed and the reason for the removal, and shall notify the parent or guardian of any minor student removed from class within twenty-four hours of the removal and the reasons therefore.

### **b. In-School Suspension**

A student may be assigned an in-school suspension if his/her conduct endangers persons or property, or is seriously disruptive of the educational process, or violates a publicized policy of the Board of Education. No student shall be placed on in-school suspension without an informal hearing before the principal or his/her designee. Whenever administration seeks to impose an in-school suspension period on a student with a disability requiring special education or accommodations the administrator shall determine the number of days of in-school suspension or suspension already imposed on said student during the school year, and to initiate compliance with state and federal special education laws and regulations with respect to holding an IEP team or 504 team meeting if necessary.

### **c. Suspension**

1. A student may be suspended from school if his/her conduct on school grounds or at a school-sponsored activity endangers persons or property, is seriously disruptive of the educational process, or violates a publicized policy of the Board of Education. A student may also be suspended if his or her conduct off school grounds violates a publicized policy of the Board of Education and is seriously disruptive of the educational process.

2. A student may be suspended from transportation services and/or school if his or her conduct while awaiting or receiving transportation to and from school endangers persons or property or violates a publicized policy of the Board of Education.
3. In considering whether a student's conduct is seriously disruptive of the educational process, the administration may consider, but such consideration shall not be limited to:
  - (i) Whether the incident occurred within close proximity of a school;
  - (ii) Whether other students from the school were involved or whether there was any gang involvement;
  - (iii) Whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, and whether any injuries occurred;
  - (iv) Whether the conduct involved the use of alcohol.
4. In determining the length of the suspension period, the administration may consider evidence of past disciplinary problems, which have led to removal from a classroom, suspension, or expulsion of a student.
5. Unless an emergency exists, no student shall be suspended without an informal hearing.
6. Whenever administration seeks to impose a suspension period on a student with a disability requiring special education or accommodations, the administration shall determine the number of days of in-school suspension or suspension already imposed on said student during the school year and to initiate compliance with state and federal special education laws and regulations with respect to holding an IEP team or §504 team meeting if necessary.
7. Whenever a student is suspended, the principal or his/her designee shall, within twenty-four hours, notify the Superintendent or his/her designee of the name of the student and the reasons for disciplinary action. The principal or his/her designee shall also notify any minor student's parent or guardian of the suspension, either orally or in writing within twenty-four hours.
8. Any student who is suspended shall be given a reasonable opportunity to complete any class work including, but not limited to, examinations which such student missed during the period of suspension.
9. Whenever a student is suspended, notice of the suspension and conduct for which the student was suspended shall be included on the

student's cumulative educational record, and shall be expunged only if the student graduates from high school.

**d. Expulsion**

1. The Board of Education, at a meeting of three or more members of the Board, or an impartial hearing board, may expel any student whose conduct on school grounds endangers persons or property, is seriously disruptive to the educational process, or violates a publicized policy of the Board of Education or whose conduct off school grounds violates a publicized policy of the Board of Education and is seriously disruptive to the educational process.

2. In considering whether a student's conduct is seriously disruptive of the educational process, the administration may consider, but such consideration shall not be limited to:

- (i) Whether the incident occurred within close proximity of a school;
- (ii) Whether other students from the school were involved or whether there was any gang involvement;
- (iii) Whether the conduct involved violence, threats or violence, or the unlawful use of a weapon, and whether any injuries occurred;
- (iv) Whether the conduct involved the use of alcohol.

3. Expulsion proceedings shall be required, except as provided below in paragraph (ii), whenever there is reason to believe that any student:

- (i) On school grounds or at a school sponsored activity, was in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon.
- (ii) Off-school grounds, unlawfully possessed a firearm, or possessed and used a firearm, deadly weapon, dangerous instrument or martial arts weapon in the commission of a crime.
- (iii) On or off school grounds, offered for sale or distribution a controlled substance whose manufacture, distribution, sale, prescription, dispensing, transporting with intent to sell or dispense, offering or administering is subject to criminal penalties under applicable laws of the State of Connecticut.

Any student found by the Board of Education or impartial hearing board to have committed such conduct shall be expelled for one calendar year, provided the Board of Education or impartial hearing board may modify the period of expulsion for a student on a case by case basis.

4. Unless an emergency exists, no student shall be expelled without a formal hearing conducted by the Board of Education or impartial hearing

board. If such emergency exists, such a hearing shall be held as soon after the expulsion as possible. The Superintendent or his/her designee shall notify the parent or guardian of any minor student expelled within twenty-four hours of the decision.

5. In determining the length of the expulsion and the nature of the alternative educational opportunity to be provided to the student during the period of any expulsion imposed, the Board of Education or impartial hearing board may consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion of each student.

6. Any student under sixteen (16) years of age, and any student between the ages of sixteen (16) and eighteen (18) expelled for the first time, shall be offered an alternative educational opportunity during any period of expulsion imposed, provided, however, that such an alternative educational opportunity shall not be required for any student between the ages of sixteen (16) and eighteen (18) who is expelled for conduct which endangers persons involving possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon on school grounds or at a school sponsored activity, or offering a controlled substance for sale or distribution on school grounds or at a school sponsored activity.

7. The alternative educational opportunity for any student over the age of sixteen (16) may include placement in an adult education program. Any student between the ages of sixteen (16) and eighteen (18) who has previously been expelled from school, and any student over the age of eighteen (18) at the time of expulsion, may be offered an alternative educational opportunity at the sole discretion of the Board of Education.

8. If a student is expelled for possession of a firearm or deadly weapon on school grounds or at a school sponsored activity, the principal or his/her designee shall report the violation to the West Haven Police Department or other appropriate authority.

9. If a student is expelled for offering a controlled substance for sale or distribution on school grounds or at a school sponsored activity, the principal or his/her designee shall refer the student to an appropriate State or local agency for rehabilitation, intervention, or job training, or any combination thereof, and inform the agency of that referral.

10. Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record, and except for notice of an expulsion for possession of a firearm or deadly weapon, shall be

expunged from the student's record if the student graduates from high school.

11. Prior to conducting an expulsion hearing for a student requiring special education and related services, the student's planning and placement team shall convene to determine whether the misconduct was caused by the student's disability. If it is determined that the misconduct was caused by the disability, the student shall not be expelled. If it is determined that the misconduct was not caused by the disability, the expulsion hearing may proceed. Notwithstanding the provisions above relating to the provision an alternative educational opportunity to students who are expelled from school whenever a student requiring special education and related services is expelled an alternative educational opportunity consistent with the student's educational needs and applicable State and Federal laws shall be provided during the period of expulsion.

12. Any expelled student may apply to the Superintendent of Schools for early readmission to school. The decision to grant or deny the student's request for readmission shall be at the sole discretion of the Superintendent of Schools who may grant readmission conditioned on specified criteria.

NOTE: The West Haven Board of Education Disciplinary Policy may be modified at the discretion of the West Haven Board of Education through its regular course of conducting business.

Reference: Policy #5114(a-j)

## **POSITIVE SAFE SCHOOL CLIMATE**

### **HARASSMENT, DISCRIMINATION AND BULLYING PROHIBITED**

The Board of Education does not discriminate based upon race, color, national origin, religion, sex, sexual orientation, gender identity and expression, disability, marital status or age against its students and staff.

The Board prohibits acts of bullying, harassment, or discrimination. A safe and civil environment in school is necessary for individuals to work, learn and achieve high academic standards. harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both an individual's ability to perform and a school's ability to educate its individuals in a safe environment; and since individuals learn by example, school administrators, faculty, staff and volunteers

should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

**Definitions:**

**Bullying is:**

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

- a) Causes physical or emotional harm to such student or damage to such student's property;
- b) Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- c) Creates a hostile environment at school for such student (bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate);
- d) Infringes on the rights of such student at school; or
- e) Substantially disrupts the education process or the orderly operation of a school.

**Anti-Bullying Program**

The Board has adopted a multi-faceted anti-bullying program that includes the adoption of a Safe School Climate Plan to be implemented in each school in the district, the appointment of a Safe School Climate Specialist in each school, the designation or establishment of a Safe School Committee in each school and the appointment by the Supt. of Schools of a District Safe School Climate Coordinator.

The Safe School Climate Plan is incorporated into Policy 5131.911 which may be accessed on the Board and individual school websites and is available at each district school or at the Board offices. The plan includes, but is not limited to, annual parental and student notification of the complaint process, in-service training for all school employees, reporting requirements of all school employees, offering separate meetings with school personnel and parents of both victims and perpetrators, requirements for case by case intervention for victims and perpetrators that may include counseling and discipline, establishment of safety support plans for victims, annual provision of the safe school climate plan to all school employees, allowance of anonymous reports of bullying by students only, distribution of biannual climate assessments, adoption of a prevention and intervention strategy and requirements for notification of verified instances of bullying to parents of the victim and perpetrator within 48 hours of the completion of an investigation, and procedures for the maintenance of reports and investigations of bullying and the maintenance of a log of verified incidents of bullying.

**Harassment** may take many forms, including but not limited to verbal or written

acts, name calling, graphic statements, pictures, or other conduct that may be physically threatening, harmful, or humiliating and may occur through the use of written, verbal or electronic communications. Harassment includes sexual harassment which is defined as any unwelcome conduct of a sexual nature. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

**For full definitions of harassment, discrimination and bullying and to access the entire safe school climate plan refer to the Positive Safe School Climate Policy.**

### **Reporting:**

A standardized form is to be used by students, parents, staff, or others to make a written report of harassment, discrimination, or bullying. This form is available on the district website, at the Board offices, at each district school available through the school's safe school climate specialist and may also be obtained through a district civil rights coordinator.

### **Bullying**

Reports of suspected bullying against a West Haven Public School student by another student(s) in the school district that either occurs on school property, at any school sponsored-function or activity whether or not it occurs on school grounds, on a school bus, bus stop or on a school owned or leased vehicle are to be reported by a student, parent, school employees or other individuals to the safe school climate specialist at the student's school or to the appropriate district civil rights coordinator directly. Incidents occurring outside of school involving students in the school district may be actionable if a case-by-case determination by the safe school climate specialist or civil rights coordinator confirms that the alleged conduct either creates a hostile environment at school for the student, infringes on his/her rights at school or substantially disrupts the educational process or the orderly operation of school. Reports of bullying will be investigated by a Safe School Climate Specialist or his designee and resolutions determined in accordance with the District's Safe School Climate Plan and any additional guidelines issued by the Superintendent of Schools or his designees, as well as in accordance with state and federal law.

### **Harassment or discrimination:**

If any **student, parent or employee** feels he/she has been the **victim of discrimination or harassment** by an adult or student, he/she should seek the help of the appropriate Civil Rights Coordinator, or their Safe School Climate Specialist. The Safe School Climate Specialist shall be responsible for referring the complainant to the appropriate coordinator for investigation when discrimination/discriminatory harassment is alleged.



Grievance procedures are provided below for complaints under Title VI, Title VII, Title II and Section 504 and will be followed in instances when a complaint of harassment, discrimination, or bullying is based upon race, color, national origin, religion, sex, sexual orientation, gender identify or expression, disability, marital status or age and constitutes allegations of an actionable civil rights violation.

### **Grievance Procedures for Discrimination/Discriminatory Harassment**

The following grievance procedure shall be utilized by any student, parent or employee in making a complaint or inquiry concerning alleged discrimination, harassment, or Section 504 complaint in the West Haven Public Schools. Officials shall be governed by this procedure:

**Level I:** The complainant shall discuss the alleged discriminatory act or practice with the appropriate Civil Rights Coordinator, Safe School Climate specialist or the individual closest to the daily decision-making level. This will normally be a principal, teacher, counselor, department chairperson, head custodian or cafeteria manager. If satisfaction cannot be achieved through informal discussion, the following procedure must be initialed.

**Level II:** The complainant shall, within forty (40) calendar days of the alleged incident, **on forms provided**, put the complaint in writing and file it with either the Safe School Climate Specialist at his/her school or the appropriate Civil Rights Coordinator. Complaints lodged with a Safe School Climate Specialist adjudged by him/her to contain allegations of discrimination/discriminatory harassment must be promptly forwarded to an appropriate Civil Rights Coordinator. Within five (5) working days of receipt by the Civil Rights Coordinator a conference must be held. The Civil Rights Coordinator should interview the complainant and consider all documents offered before rendering a response. Within five (5) working days following the conference, the complaint must be resolved to the satisfaction of both parties or be referred to the Superintendent of Schools. Within five (5) working days, the Civil Rights Officer shall notify the Superintendent and must notify the complainant of this notification. The Board will be apprised by the Superintendent of any grievance reaching Level II.

**Level III:** Within ten (10) working days after receipt of such complaint, the Superintendent must hold a hearing; and within five (5) working days of the hearing, resolve the complaint, negotiate a long-term solution or refer the matter to the Board of Education for consideration.

**Level IV:** The Board of Education, Superintendent and the Civil Rights Officers shall proceed in accordance with appropriate laws or regulations.

If harassment is found, immediate and appropriate action will be taken to stop the harassment and deter its recurrence. The Board is committed to providing a safe educational environment free from discrimination.

In addition to the internal complaint procedures set forth herein, complaints of discrimination and/or discriminatory harassment can be reported to:

Office for Civil Rights  
U.S. Department of Education  
5 Post Office Square, 8th Floor  
Boston, MA 02109-3921  
Telephone: 617-289-0111  
Fax: 617-289-0150; TDD: 877-521-2172  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)  
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

Employees who wish to report discrimination complaints may report to:  
Connecticut Commission on Human Rights and Opportunities  
25 Sigourney Street  
Hartford, CT 06106  
Telephone: 860-541-3400 / Connecticut Toll Free 1-800-477-5737  
Fax: 860-246-5068; TDD: 860-541-3459  
<http://www.ct.gov/chro/site/default.asp>

The following is a list of safe school climate specialists by school as well as a list of district civil rights coordinators:

Safe School Climate Specialists: Gary Palermo, Principal, Pagels School, 26 Benham Hill Rd, West Haven, CT 06516 203-931-6840

District Safe School Climate Coordinator: Personnel Director, PO Box 26010, West Haven, CT 06516 203-937-4300 ext. 7129

District Civil Rights Coordinators: Personnel Director, P.O. Box 26010, West Haven, CT 06516 203-937-4300 ext. 7129

Title VI Coordinator: Personnel Director, P.O. Box 26010, West Haven, CT 06516 203-937-4300 ext. 7129

Title VII Coordinator: Personnel Director, P.O. Box 26010, West Haven, CT 06516 203-937-4300 ext. 7129

Title IX Coordinator: Personnel Director, P.O. Box 26010, West Haven, CT 06516 203-937-4300 ext. 7129

Title II Coordinator: Personnel Director, P.O. Box 26010, West Haven, CT 06516 203-937-4300 ext. 7129

Section 504 Coordinator: Dr. Stefania Larry, Director of Pupil Services, P.O. Box 26010, West Haven, CT 06516 203-937-4333

District Wide - School Liaison for Communication Plan and Data Collection  
Marissa Acampora, 355 Main Street, West Haven, CT 203-937-4300 ext.7134.

Reference: 5131.911(a), 4118.114, 1251.1

## **STRATEGIC SCHOOL PROFILES**

Each fall the Board of Education publishes the Strategic School Profile for the City of West Haven, as well as each individual school. This document contains information regarding the student population, State tests scores, etc. This document can be accessed at the following websites: [www.whschools.org](http://www.whschools.org).

## **STUDENT ASSISTANCE TEAM**

Each school has a Student Assistance Team to assist the classroom teacher and parents in meeting the needs of students experiencing academic, social, or emotional difficulties in school.

## **TRANSPORTATION**

School transportation privileges are extended to students (conditional upon their satisfactory behavior on the bus).

Students will be advised that they may be suspended from transportation services for unsatisfactory conduct while waiting for or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

Students will also be advised that the playing of radios, tapes, and CD's will not be allowed on any school bus.

Reference: Policy# 3541, 5131.1, 5114/5114.1

## **BUS RULES**

The following rules will apply to those students' attending schools in the City of West Haven who wish to ride on the buses furnished by the City and the Board of Education.

1. The driver shall be in charge of the bus, may assign seats and shall not permit any misbehavior inclusive of but not limited to throwing items,

yelling, use of profane language, destruction of property, vandalism, disruptive behavior or smoking.

2. The bus driver shall report any student who misbehaves or in any way endangers others, to the school principal, who shall be responsible for corrective action.
3. Students must be seated and not leave their seats until the bus has stopped. When leaving the bus, no student shall attempt to injure or disturb others who are attempting to get off.
4. The loading and unloading of students from the bus shall be made at designated places only. These stops shall be arranged by the proper authorities, in cooperation with the Department of Police.
5. If the above regulations are violated students may be suspended pursuant to P.A. 83-119 and Sec. 10-233C of the Connecticut General Statutes.

**FIRST OFFENSE:** A warning will be communicated to the parent informing them of the problem and stating future disciplinary action if behavior does not improve; the student will then be given an assigned seat.

**SECOND OFFENSE:** Suspension from riding the bus for one day. Parent(s) or guardian will be notified in writing.

**THIRD OFFENSE:** Suspension from riding the bus for one week. The parent(s) or guardian will be notified in writing.

**FOURTH OFFENSE:** Suspension from riding the bus for two weeks. The parent(s) or guardian will be notified in writing.

**Each succeeding offense will be a two-week suspension, but not to exceed regulations pursuant to P.A. 83-119 and Sec. 10-233c of the Connecticut General Statutes.**

**Any offense deemed serious by the principal may result in immediate suspension without prior warning.**

Unless we have written notification to do otherwise, students will be placed on their regular buses to return home at the end of the day.

If a student is not going to ride their regular bus, **the parent MUST send a signed note to the school** informing the school of the change and how the student will be getting home, or who will be picking the student up. Verbal communication regarding a change in the student's bus **will not be accepted.**

# **TRUANCY**

## **Policy Statement**

All students in the West Haven School system will attend school on a regular basis.

## **Philosophical Statement**

The district's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted.

## **Definitions**

A "**truant**" in accordance with Connecticut General Statutes is defined as a student enrolled in the West Haven Public Schools between the ages of five (5) and eighteen (18), inclusive, with four (4) unexcused absences in any one month, or ten (10) unexcused absences in one school year.

In the West Haven School System, this policy shall apply to all students in kindergarten through grade twelve. A student will be considered **TRUANT** when he/she is absent from school and there has been no attempt to communicate the reason for the absence or when absences become recurrent and patterned.

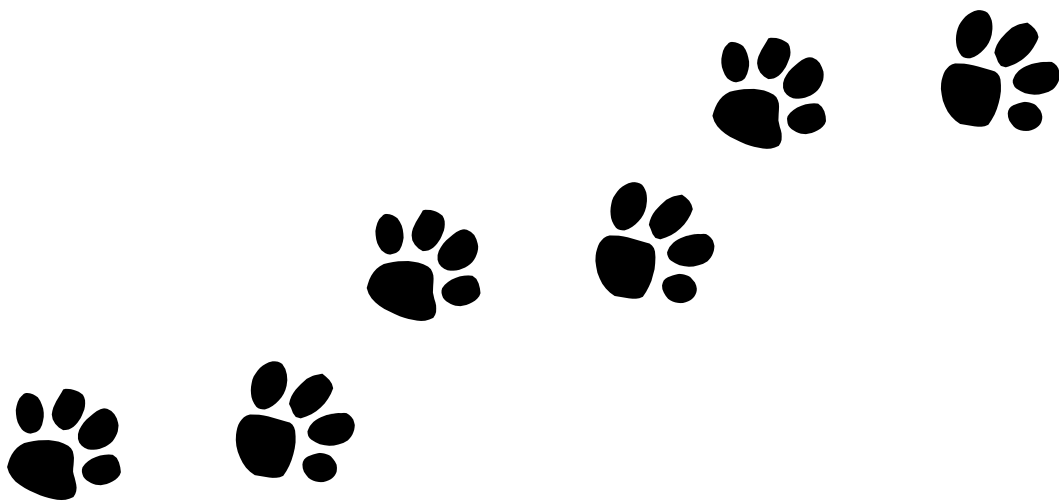
For the purpose of determining **truancy**, an **unexcused absence** shall be one in which there has been no communication from the parent or guardian as to the reason for the absence, or there has been no reasonable explanation provided by the parent or guardian for the absence. The following will be considered a reasonable explanation for an absence:

1. ILLNESS – confirmed by parent or doctor (Doctor's note) \*
2. DEATH IN FAMILY
3. RELIGIOUS OBSERVATION
4. SCHOOL SPONSORED ACTIVITY
5. COURT APPEARANCE
6. SCHOOL SUSPENSION/EXPULSION
7. LIMITED ABSENCE FROM SCHOOL WITH PARENTAL CONSENT, SUBJECT TO THE PRIOR APPROVAL OF THE SUPERINTENDENT OR HIS/HER DESIGNEE.

\*Based upon criteria determined at each school level.

Except in cases of unanticipated illness or emergency, the appropriate school personnel must be notified in **advance** of the absence and must be provided with the reason for the absence.

Reference: Policy #5113.2a



**West Haven**  
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