

## Students

### Student Conduct

#### I. Philosophy of Discipline

Discipline begins in the home with the responsibility of parents to develop a positive attitude towards study and behavior. No code established or action taken by school officials can be effective without parental acceptance of this primary responsibility. Discipline continues in the classroom with the relationship between the teacher and the student.

The school district is unequivocally committed to the principle that disorderly and disruptive behavior should not be permitted to interfere with the right of other students to pursue an education. While most discipline problems should be handled by the teacher, student and parent the administration and the Board of Education have the responsibility to support and maintain the enforcement of discipline within the building.

All students will be required to conduct themselves at all times in accordance with established codes of student conduct. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/or expulsion only as a last resort. In this connection, students are reminded that:

1. The exercise of any of the student's rights must be weighed against the rights of another individual or group.
2. No student has the right to disrupt the educational process within a school.
3. All students will have the right to due process procedures in matters of suspension, transfer, and expulsion.

#### II. Student's Rights and Responsibilities

One of the goals of school systems throughout America is the development in students of an appreciation of the democratic way of life. To achieve this goal the staff, students and parents must work cooperatively to avoid the extremes of regimentation and authoritarianism on the one hand, and anarchy and irresponsibility on the other. To this end, every student has certain rights and responsibilities. The following statements are basic to student-school relationships:

1. Provided no libelous and obscene expressions are used, and the activity does not disrupt the school program, the rights of students with respect to freedom of speech, press and assembly will be respected.

## Students

### Student Conduct

#### II. Student's Rights and Responsibilities (continued)

2. The High School will establish a representative student government with leadership elected by the students.
3. All students have the right to an education without regard to race, religion, sex, national origin, or disability.
4. Students may be searched, according to a decision of the Supreme Court of the United States, if there are "reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school." (Board Policy 5145.12).
5. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students and their property and school property with reasonable care for the Fourth Amendment Rights of Students. (Board Policy 5145.12).
6. Every member of the school community, including students, parents and staff has the responsibility to promote regular attendance, orderly conduct and behavior, freedom from fear of insult or injury, and maximum opportunities for learning on the part of each student.

### Discipline

Most discipline problems should be handled between the teacher, student and parent. While discipline is an individual matter, the school district is unequivocally committed to the principle that disorderly and disruptive behavior should not be permitted to interfere with the right of other students to pursue an education. All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and its students. Every reasonable effort will be made to keep students within the schools' sphere of influence, using suspension and/or expulsion only as a last resort. In this connection, students are reminded that:

1. The exercise of any of the student's rights ceases when it infringes upon the rights of another individual or group.
2. Students are responsible to learn the Board's rules and regulations and conduct themselves in accord with them. No student has the right to disrupt the educational process within a school.

## Students

### Student Conduct

#### Discipline (continued)

Unacceptable student behavior includes, but is not necessarily limited to: Thefts; obscene and/or profane language or gestures; disobedience; unauthorized walkouts or sit-ins; striking or assaulting staff members or other students; blackmail, extortion and threats; unauthorized possession of weapons; unauthorized distribution, possession, sale or consumption of illegal drugs, alcoholic beverages or tobacco substances; destruction of property; cutting classes or school; violation of bus rules; disruption school routine; gross misbehavior, gross insolence or disrespect; violation of regulations on smoking and dress; deliberate refusal by students to identify themselves to staff unauthorized entrance into any school building; possession or ignition of fireworks or explosive materials; making false bomb threats, etc.

3. The procedural rights of all students will be respected in matters of suspension, transfer and expulsion.

#### Suspension - the Temporary Removal From the School and/or Program

1. **In School Suspension:** Students may simply be excluded from class or activity participation by the principal or his designee up to five (5) days when it is felt to be in the best interest of the student involved that, although actions warrant suspension, he be kept within the scope of the building and program.
2. **Out-Of School Suspension:** Students may be temporarily removed from school up to ten (10) days when it is felt the interests of the students and the school program would be better served.
3. Suspension may be invoked provided:
  - A. The student has had an opportunity to respond before suspension becomes effective.
  - B. Reasonable efforts have been made to notify the student and his parents of the reasons for the suspension; notification will be subsequently confirmed in writing.
  - C. The student is permitted to make up class work which was not done due to the suspension.
4. A student who is subject to suspension more than ten (10) times or an aggregate of fifty (50) days suspension will be scheduled for an inquiry by the Superintendent of Schools who will determine any necessary alternatives to the student's status and will recommend a course of action to the Board of Education.

## **Students**

### **Student Conduct**

#### **Expulsion**

Students may be removed from the school program and building for a period exceeding ten (10) days or may be removed permanently. Such exclusion will be only by action of the Board of Education. In this event, the student is entitled to a formal hearing. For the formal hearing the following requirements are to be observed:

1. Notification of charges in writing.
2. Sufficient notice of the time and place of the hearing.
3. An alternative education plan is available (where applicable).
4. A private hearing, if requested, by student and/or parent
5. The Board of Education hears the case.
6. Representation by counsel, if desired, at the student's expense.
7. Names of witnesses and copies of statements and affidavits of witnesses are available.
8. The right to cross-examine witnesses in person.
9. Student's right to testify and produce witnesses on his/her behalf.
10. A speedy proceeding and decision.
11. Accurate record of proceeding by stenographer or tape, a copy of which is provided to the student, if requested.
12. If the student is dissatisfied with the results of the hearing, recourse may be had to the appropriate State Court.

#### **III. Code of Conduct**

1. There shall be a code of student conduct which shall be uniformly applied throughout the school system. It is recognized that enforcement of the code may necessarily differ depending on age and maturation level of the student. For this reason, the code is organized in three divisions to reflect discipline procedures at the elementary, middle, and high school levels.

## **Students**

### **Student Conduct**

(cf. 5114 - Suspension and Expulsion)

Legal Reference: Connecticut General Statutes

10-233 suspension of students

20 U.S.C. Section 7114, No Child Left Behind Act

Policy adopted:

September 10, 2007

THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut

## Students

### Bus Conduct

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 awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

(cf. 5114/5114.1 - Suspension/Expulsion; Due Process)

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education re school attendance.

10-220 Duties of boards of education

10-221 Boards of education to prescribe rules

10-233c Suspension of students

Policy adopted: September 10, 2007

THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut

## **Students**

### **Bus Conduct**

All students who ride a bus to school are subject to school regulations until they get off the bus at school or depart from the bus at the bus stop near their home. Any misbehavior which distracts the driver is a serious hazard to the safe operation of the vehicle and as such jeopardizes the safety of all passengers.

The rules for safe bus riding are:

1. Leave home early enough to arrive at the bus stop on time, but not too early.
2. Wait at the bus stop without disturbing or endangering others or causing destruction of property.
3. Respect the rights of property owners near the bus stop. Keep off roads and highways and watch traffic.
4. Maintain reasonable quiet on the school bus. Enter in an orderly way without pushing and showing to be first.
5. Follow the instructions of the school bus driver. He or she is in charge of the bus.
6. Remain in your seat while the bus is in motion.
7. Always keep your head and arms inside the school bus.
8. Be very alert to traffic as you get off the bus. Even though you follow the rules, there may be a driver in a passing car who is careless and your alertness can save your life.
9. Learn the emergency drill procedures taught at the beginning of the school year and follow them whenever necessary.

Riding the school bus is a privilege. Abuses of it will result in the child and his/her parents assuming the responsibility for his/her transportation to and from school. Parents will also be financially responsible for any damage to the bus.

Children reported for misbehaving on the bus will be disciplined in the following manner:

#### **First Offense**

A verbal warning will be given to the student with a letter to the parents. It is hoped that parental intervention will prevent a recurrence of improper behavior.

## **Students**

### **Bus Conduct**

#### **Second Offense**

After an informal hearing with the student, school officials may withhold school transportation for two days. Parents will be informed in writing of the reasons for such disciplinary action. The suspension shall take effect on the fifth day after the student has been reported in order to allow sufficient time for parents to make necessary arrangements for such transportation. In cases of emergency, the child may be immediately suspended, without written warning, and parents notified as soon as possible.

#### **Third Offense**

Discipline for a third offense will allow the student to ride the bus to school in the morning, but he/she will be retained after school for a thirty minute period for five school days. Parents will be required to pick their child up following the detention.

#### **Fourth Offense**

A student who has been reported for infraction of bus rules for the fourth time will be suspended from the bus immediately. Parents will be notified. It will be the responsibility of the parents to get their child to and from school. If necessary, parents will be billed for van pick up, if required, in order to ensure their child's attendance at school. It is the parents' responsibility to contact the Superintendent of Schools for a hearing to consider permanent removal of the student from bus transportation.

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education re school attendance.

10-220 Duties of boards of education

10-221 Boards of education to prescribe rules

10-233c Suspension of students

Regulation approved: September 10, 2007  
Regulation revised: August 11, 2008

THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut

## **Students**

### **Conduct**

#### **Video Cameras on School Buses**

The Board of Education recognizes the need to maintain appropriate conduct on school buses. Accordingly, the Board of Education authorizes the installation of video cameras on school buses as an aid in monitoring student behavior. These cameras produce both video and audio coverage. The tapes from these cameras will be used to assist school administrators in deciding upon appropriate disciplinary action.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules

Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)  
Family Education Rights and Privacy Act.

Policy adopted: September 10, 2007

THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut

## **Students**

### **Conduct**

#### **Video Cameras on School Buses**

##### **Student Records**

1. The district will comply with provisions of law regarding student records requirements including the Family Education and Privacy Act and the Individuals with Disabilities Education Act (IDEA) as applicable in the district's use of video recordings. Video recordings considered for retention as a part of the student's behavioral record will be maintained in accordance with established student record procedures governing access, review and release of student records.
2. The district will include notice in parent/student handbooks that video cameras may be used on school transportation vehicles transporting students to and from curricular and extracurricular activities. The district will include, as a part of its notice procedures, a copy of the district's video camera policy and procedures to all students and parents accompanied by a form to be signed and returned to the district as an acknowledgment of being read and understood.
3. Students will not be notified when video camera is "on board" and in use on district vehicles.

##### **Staff Records**

1. Video recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and labor agreements governing access, review and release of employee personnel records.
2. The district will include notice in personnel handbooks that video cameras may be used on school transportation vehicles transporting students to and from curricular and/or extracurricular activities.
3. Staff will not be notified when video camera is "on board" and in use on district vehicles.

## **Students**

### **Conduct**

#### **Video Cameras on School Buses (continued)**

##### **Storage/Security**

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be stored for 5 days after initial recording, whereupon such recordings will be released for erasure.
3. Video recordings held for review of student or staff incident will be maintained in their original form pending resolution. The tape will then be either released for erasure or retained as necessary as a part of the student's behavioral record and/or employee's personnel record in accordance with the established district procedures.

#### **Video Cameras on Transportation Vehicles**

##### **Use**

1. Video cameras will be [used on all school transportation vehicles transporting students to and from curricular or extracurricular activities at the discretion of the transportation supervisor/Superintendent] [rotated on school transportation vehicles transporting students to and from curricular or extracurricular activities at the discretion of the transportation supervisor/Superintendent] [used on school transportation vehicles as determined by the transportation supervisor/Superintendent.]
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

## **Students**

### **Conduct**

#### **Video Cameras on School Buses (continued)**

##### **Viewing Requests**

1. Requests for viewing video recordings will be limited to the appropriate vehicle driver, transportation supervisor, school administrator, parent or guardian or student 18 or older or others as deemed appropriate by the [Superintendent] [Principal].
2. Requests for viewing may be made to the [Superintendent] [Principal] within [5] school days of the date of recording.
3. Requests for viewing will be limited to those parents or guardians, students and district officials with a direct interest in the proceedings as deemed appropriate by the [Superintendent] [Principal].
4. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
5. Approval/denial for viewing will be made within [5] school days of receipt of request and so communicated to the requesting individual(s).
6. Video recordings will be made available for viewing within [3] school days of the request approval.

##### **Viewing**

1. Actual viewing will be permitted at school related sites only, including the transportation office, schools, district office or as otherwise required by law.
2. All viewing will include the transportation supervisor and/or a school administrator.
3. A written log will be maintained of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, vehicle videotaped and driver and the signature of the viewer.
4. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.

**Students**

**Conduct**

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules

Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)

Family Educational Rights and Privacy Act

Regulation approved: September 10, 2007

THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut

## **Students**

### **Conduct**

#### **Video Surveillance**

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Audio shall not be part of the video recordings made, reviewed or stored by the district.

Legal Reference: Connecticut General Statutes

Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)

Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. sec. 1232g (1988).

Policy adopted: September 10, 2007

THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut

## Students

### Threats or Acts of Violence

The Board of Education recognizes that threats or acts of violence have become a major problem in schools throughout the country among young people and, consequently, is a concern to this school system and the community it serves. The Board recognizes that threats or acts of violence are complex and that, while the school may recognize potentially at risk youth, it cannot make clinical assessment of risk and provide in-depth counseling, but must refer the youth to an appropriate place for such assessment and counseling.

Therefore, any school employee who may have knowledge of a threat or act of violence must take the proper steps to report this information to the school principal who will, in turn, notify the appropriate school officials, the student's family and appropriate resource services.

(cf. 5114 - Suspension and Expulsion/Due Process)

(cf. 5130 - Student Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5141.5 - Crisis Management)

(cf. 5141.6 - Safety)

(cf. 5144 -Discipline/Punishment)

(cf. 5144.2 - Use of Physical Force)

(cf. 5144.3 - Discipline of Students with Disabilities)

(cf. 5145.12 - Search and Seizure)

Legal Reference: Connecticut General Statutes  
 4-176e through 4-180a. Contested Cases. Notice. Record.  
 10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304 and PA 96-244.  
 53a-3 Definitions.  
 53a-217b Possession of Firearms and Deadly Weapons on School Grounds.  
 PA 94-221 An Act Concerning School Discipline and Safety.  
 GOALS 2000: Educate America Act, Pub. L. 103-227.  
 18 U.S.C. 921 Definitions.  
 Title III - Amendments to the Individuals with Disabilities Education Act.  
 Sec. 314 (Local Control Over Violence)  
 Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994  
 P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

Policy adopted: September 10, 2007

THOMASTON PUBLIC SCHOOLS  
 Thomaston, Connecticut

## **Students**

### **Student Driving and Parking**

#### **Student Use of Motor Vehicles**

Students may request to bring their motor vehicles to school. All requests for parking privileges must be accompanied by proof of proper licensing. All students who receive approval to park on school property must complete and sign an application that includes regulations for on-campus operation and parking of motor vehicle.

The only automobiles that will be allowed to park on the school grounds will be those that have been issued permits. Each permit will have a number and the permit will be valid only for the car that it is assigned to. Permits will be for the academic year only. Any student abusing his/her permit privileges will have the permit revoked. Permits will be issued by the administration. Upon arrival at school, students are not to remain in their car, but are to come directly into the building.

#### **Use of Automobiles**

The student use of automobiles on school grounds whether to drive or to park is a privilege and governed by Board of Education policy. All students park their vehicles at their own risk.

A permit must be issued which is valid for the academic year only to the car(s) assigned in order for that car to be driven or parked on school grounds. A temporary permit may be issued at the discretion of the principal. Permits shall be issued according to the following criteria:

1. Adequate space
2. Meeting and maintaining the following responsibilities:
  - A. A valid driver's license, vehicle registration, and insurance as required under Connecticut Law.
  - B. Maintaining an attendance record without invalid absence or tardiness to homeroom or school.
  - C. Maintaining slow and safe control of the vehicle on the school grounds and streets surrounding school parking area.
  - D. Recognizing that school buses shall have the right of way at all times.
  - E. Coming immediately and directly into the building from the parking area.
  - F. Signing of release by parents waiving all liability or property damage claims against the school, school officials and the Board of Education.
  - G. All traffic and parking signs on campus must be followed.

## **Students**

### **Student Driving and Parking (continued)**

#### **Revocation of Permits**

1. Driving.
2. Reckless or dangerous driving on the school grounds.
3. Leaving the school grounds without permission.
4. Failure to park in the area designated.
5. Failure to follow posted traffic signs.
6. At the request of their parents.
7. Excessive tardiness. (see attendance policy)
8. Loitering of students in their cars.
9. Failing to give school buses the right of way at all times.
10. Failure to follow all CT Motor Vehicle regulations.
11. Creating a nuisance, which interrupts the school environment, i.e., loud radio playing, exhaust systems, screeching tires.

Although school grounds are public property the Board has the responsibility for protecting school property and for assuring the safety of all persons on school grounds. Thus it has authority to set up controls related to driving and parking on school property, as well as the use of school grounds and facilities by the public. Your cooperation in following these regulations is important to the protection of everyone.

#### **Motorized Recreational Vehicles**

The Board of Education declares that the grounds of the school (including roads and parking lots) are off limits to use at all times, by scooters, mini-bikes, snowmobiles, or other recreational type vehicles. When school is being occupied for school community purposes, parking lots are available for parking only.

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules.

Regulation approved: September 10, 2007

THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut

## **Students**

### **Vandalism**

#### **Vandalism by Minors**

The parent or guardian of any minor/unemancipated child who willfully cuts, defaces or otherwise injures in any way any property real or personal, belonging to the school district shall be held liable for all such damages up to the maximum amount allowed under state law. Injury shall include intentional unauthorized modifications made to computer hardware and/or software.

The liability provided under Connecticut General Statutes 52-572 does not relieve the minor(s) of personal liability for such damage or injury. This liability of the parent for damages done by a minor child is in addition to any other liability which exists in law.

The parent or guardian of a minor child shall also be held liable for all property belonging to the school system lent to the student and not returned upon demand of the school system. The student may also be subject to disciplinary action.

#### **Vandalism by an Adult Student**

An adult student shall be held personally liable for any damage done to any property, real or personal, belonging to the school district. The student may also be subject to disciplinary action.

(cf. 6161.2 - Guidelines for Care of Instructional Materials)

Legal Reference: Connecticut General Statutes

10-221(c) Boards of education to prescribe rules.

52-572 Parental liability for torts of minors. Damage defined.

Policy adopted: September 10, 2007

THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut

## Students

### Alcohol, Drugs and Tobacco

It is the policy of the schools to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined by the Penal Code of the State of Connecticut *and inhalable substances (including gases, solvents, butane propane, adhesives)*.

In the event that the student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, he/she will be suspended from school (in accordance with regulation 5131.6), referred to the appropriate treatment agency, possibly considered for expulsion and the parents will be contacted. In cases of the illegal activity of possessing or selling drugs or alcohol, he/she will be referred to the police department.

Personal privacy rights of students shall be protected as provided by law.

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

*The Board is also concerned that other substances, not listed as “controlled substances,” such as contained in common household items and inhalants, if purposely used inappropriately, can also have a stimulant, depressant or hallucinogenic effect on students. Inappropriate use, possession, sale or distribution of these non-controlled substances will result in disciplinary action, including but not limited to, suspension and/or expulsion. Further, grade level appropriate education pertaining to proper use of these materials and the danger of abuse shall be presented.*

Smoking is prohibited by law in the school building while classes are in session or student activities are occurring.

Legal Reference:            Connecticut General Statutes  
                                   1-21b Smoking prohibited in certain places.  
                                   10a-18 Programs to be offered on effects of drugs and alcohol.  
                                   10-221(d) boards of education to prescribe rules re use, sale of possession.  
                                   21a-240 Definitions, dependency producing drugs.  
                                   21a-243 Regulation re schedules of controlled substances.  
                                   20 U.S.C. Section 7181 et. seq., No Child Left Behind Act

Policy adopted:            September 10, 2007

THOMASTON PUBLIC SCHOOLS  
 Thomaston, Connecticut

## **Students**

### **Alcohol, Drugs, and Tobacco**

#### **Definition of Substance Abuse**

Controlled drugs are those drugs which contain any quantity of a substance which has been designated as subject to federal narcotic laws, or which has been designated as a depressant or stimulant drug pursuant to federal drug laws, or which has been designated by the Public Health Council and Commissioner of Consumer Protection pursuant to section 21a-243 of the Connecticut General Statutes as having a stimulant, depressant or hallucinogenic effect upon the higher function of the central nervous system and as having a tendency to promote abuse and/or psychological dependence. [C.G.S. 21a-240, subsection (8)]

Board of Education policy differentiates between voluntary and involuntary disclosure of a drug, alcohol, or substance abuse problem.

#### **Voluntary Disclosure**

If a student voluntarily tells a staff member of a drug, alcohol, or substance abuse problem:

- A. A staff member who is informed of a drug, alcohol, or substance abuse problem may at the insistence of the student maintain the confidence within the limits of his/her professional code of ethics and in consistency with the laws of confidentiality. The staff member must, however, make every effort to guide the student to the kind of help he/she needs.
- B. A staff member may, without disclosing the name of the student, obtain advice and information on the resources available to the student and himself/herself refer the student to appropriate local resources.
- C. If the student will allow disclosure of the drug, alcohol, or substance abuse problem, the staff member will report to the student's guidance counselor or department of student services mental health professional and the building Principal.
- D. The guidance counselor or department of student services mental health professional will upon confirmation of an alcohol, drug, or substance abuse problem by a student under eighteen years of age hold a conference with the parent. Corrective plans will be developed with the cooperation and consent of the parents and the student. The parents will be given a written copy of the conference minutes and recommendations for corrective plans.

## Students

### Alcohol, Drugs, and Tobacco

#### Voluntary Disclosure (continued)

- E. Copies of the conference minutes and corrective plans will be kept in the guidance counselor or department of student services worker's professional file.
- F. The counselor or department of student services mental health professional will maintain contact with the student and his/her family regarding the problem.
- G. The building principal will in all cases be informed of all activity relative to confirmation and aiding the student to solve his/her alcohol, drug, or substance abuse problem.
- H. A professional employee who obtains physical evidence in the form of alcohol, drugs, or illegal substances voluntarily surrendered by a student must turn the evidence over to the school principal immediately. The professional employee is not required to disclose the name of the student from whom the evidence was obtained.

#### Involuntary Disclosure

When information relative to drug, alcohol, or substance abuse is brought to the attention of the school or obtained through routine school activity, such information is considered as obtained through involuntary disclosure and matters of confidentiality do not apply.

If a staff member has knowledge of an alcohol, drug, or substance abuse problem:

- A. The staff member will report the information immediately to the building principal.
- B. Staff members who obtain physical evidence in the form of alcohol or drugs from a student are required to turn the evidence over to the school principal immediately. The professional employee must disclose the name of the student from whom the evidence was obtained.

Search of students' lockers, desks, or other depositories is covered by Board of Education policy and regulation, 5145.12.

## **Students**

### **Alcohol, Drugs, and Tobacco**

#### **Involuntary Disclosure** (continued)

Any controlled drug or alcoholic beverage surrendered by a student or obtained through a search of lockers or desks is to be turned over to the school principal. The principal will, within three days of its receipt, surrender the drugs or alcohol to appropriate law enforcement officials.

Students found in possession and/or use of a controlled drug or alcoholic beverage in school or on school property are subject to arrest. In the event that a student is to be arrested, the building principal or his/her designee will attempt to contact the parent prior to calling the police and inform them of the potential arrest.

Any law enforcement official who questions a student or staff member will do so in the presence of the building principal or his/her designee. Every effort will be made to include the parents or guardian of the student in hearings which carry an implication of the possible allegation of guilt or the furnishing of information leading to an indictment. The student's right to remain silent or to speak through an attorney or parent will not be abridged.

Students found in possession and/or use of a controlled drug or alcoholic beverage will be suspended from school.

Students suspended from school for possession and/or use of a controlled drug or alcoholic beverage are required to meet with the building principal or his/her designee along with the student's parents or guardian, a guidance counselor, department of student services mental health professional, and school nurse. Corrective plans will be recommended and the parents notified in writing at the time of the suspension. Arrangements for further follow-up will be made.

The counselor or department of student services mental health professional will maintain contact with the student and his/her family regarding the problem.

#### **Drug and Alcohol Distribution in the School**

School personnel are forbidden to act in a law enforcement capacity. All individuals suspected of drug or alcohol distribution on school property or at a school sponsored activity must be reported to the principal who, after determining that distribution has occurred, will call a law enforcement official.

In all cases of emergency or of clear danger, the schools will cooperate with the police.

## **Students**

### **Alcohol, Drugs, and Tobacco**

#### **Drug and Alcohol Distribution in the School** (continued)

Whenever a student is expelled for the sale or distribution of drugs or alcohol, the student will be referred for counseling and rehabilitation. The name of the student will be sent to the Commissioner of Education within thirty days after the student is expelled. Whenever the Board of Education notifies a student between the ages of sixteen and eighteen or the parents or guardians of such students that an expulsion hearing will be held, the notification will include a statement that the Board is not required to offer an alternative educational opportunity to any student who is found guilty of offering for sale or distribution alcohol or controlled drugs on school property or at a school sponsored activity.

#### **Emergencies**

If a student's condition or behavior creates an emergency situation which may be due to drug or alcohol activity, the actions toward the student should be channeled through the school nurse under the direction of the Principal.

A professional staff person perceiving a student to be under the influence of alcohol, drugs, or other substances will immediately notify the Principal and the school nurse giving all pertinent information. Written records of the incident will be kept in the Principal's confidential file.

The school nurse will advise the school principal of the severity of the emergency.

- A. If it is determined that a student under the influence of drugs or alcohol is in need of immediate medical attention, the student will be transported to an area hospital and the parent notified.
- B. If immediate medical attention is not required, the parent or guardian will be called and asked to take the student home.

Students treated for emergencies related to alcohol or drug abuse will be suspended from school.

Students suspended from school for possession and/or use of a controlled drug or alcoholic beverage are required to meet with the student's parents or guardian, a guidance counselor, department of student services mental health professional, and school nurse. Corrective plans will be recommended and the parents notified in writing at the time of suspension. Arrangements for further follow-up contact will be made.

In the event that a student is hospitalized for alcohol, drug, or substance abuse related problems, the Planning and Placement Team will convene and consult with the student's medical and/or psychiatric advisers, his/her parents or guardian and, if feasible, with the student to plan an individualized education program. The Board of Education will assume legitimate educational costs.

## Students

### Alcohol, Drugs, and Tobacco

#### Emergencies (continued)

The student will remain on the individualized education program until such time as medical opinion, the planning and placement team, the parents or guardian, and the student conclude it is no longer necessary. Readmission to schools will be on the advice of the student's medical or psychiatric consultant(s).

#### Instruction

The professional staff shall become more aware of the problem, and become more expert in recognition of the symptoms of such use. Annually, teachers in each grade shall emphasize the effect of alcohol, nicotine, tobacco, and drugs on health, character, and personality development wherever appropriate in the health education program and such other contexts which touch on the subject.

It is desired that the administration make use of in-service training sessions for both certified and non-certified staff in order to achieve the goals of this board-adopted regulation, and that full cooperation with community agencies be given wherever such cooperation can work to the advantage of the student.

(cf. 5144 - Discipline)

Legal Reference: Connecticut General Statutes  
10-16b Prescribed courses of study.  
10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught. Training of personnel. Study of prevention program. Report of findings and recommendations.  
10-154a Professional communications between teacher or nurse and student.  
Surrender of physical evidence obtained from students.  
10-220b Policy statement on drugs.  
10-221(d) Boards of education to prescribe rules.  
10-233d Expulsion of pupils. Hearing format. Age limitation for the provision of an alternative educational opportunity; exceptions.  
21a-240 Definitions. (8) "Controlled drugs".  
21a-277 Penalty for illegal manufacture, distribution, sale, prescription, dispensing.  
21a-278 Penalty for illegal manufacture, distribution, sale, prescription or administration by non-drug-dependent person.  
20 U.S.C. Section 7181 et. seq., No Child Left Behind

Regulation approved: September 10, 2007

THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut

## **Students**

### **Alcohol, Drugs and Tobacco**

#### **DEFINITIONS**

##### **Distribution**

To give possession of a drug or alcohol to another person, whether or not for compensation.

##### **Drugs**

Any alcoholic beverage, controlled substance, illegal substance, or prescribed medication for which the student does not have a prescription from a licensed physician.

##### **Drug Paraphernalia**

Any object or device used, intended for use, or designed for use in ingesting, inhaling, injecting or otherwise introducing controlled substances into the human body (e.g. bongos, pipes, roach clips, tobacco rolling papers) or any object or container used, intended for use, or designed for use in storing, concealing or distributing controlled substances.

##### **First Offense**

The first violation of this procedure to occur during the following time periods; Grades K-6; 7-8; 9-12. For example, if a student violates this procedure once in grade 5, and again in grade 7, and again in grade 9, the grade 7 and 9 violations are also considered a first offense. Further violations during each time period are counted as second, third offenses.

##### **Possession**

Any possession which is unlawful under Connecticut State Law.

##### **Use**

To ingest, inject or otherwise cause a drug to reach the bloodstream or digestive tract.

## Students

### Weapons and Dangerous Instruments

The Board of Education determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district. Possession and/or use of any dangerous or deadly weapon in any school building on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun; slingshot; bludgeon; brass knuckles or artificial knuckles of any kind; knives having a blade of greater than two inches, any knife the blades of which can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially opened position; martial arts weapon; destructive device. Pursuant to federal law, the term firearm includes, but is not limited to, any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or destructive device. A student who violates this policy will be reported to law enforcement authorities.

The possession or use of any such weapon will require that the proceedings for the suspension and/or expulsion of the student involved will be initiated immediately by the principal. If the student is found to have possessed a firearm or other dangerous weapon as defined in Connecticut General Statutes 53a-3 in violation of 29-35 or 53-206, in or on the real property of a school or at any school activity as defined in Connecticut General Statutes 10-233a, he/she must be expelled for one calendar year. The Board of Education or hearing board may modify the period of expulsion on a case by case basis. To comply with federal law, any finding of an exception shall be reduced to writing. All legal restrictions and requirements will be adhered to pertaining to special education students.

The Board shall consider a student's conduct off school grounds that is seriously disruptive of the educational process and is violative of publicized policies of the Board as grounds for expulsion.

(cf. 5114 - Suspension/Expulsion)

(cf. 5145.12 - Search and Seizure)

Legal Reference: Connecticut General Statutes  
 10-221 Boards of education to prescribe rules.  
 10-233a through 10-233f - Expulsion as amended by PA 95-304  
 53a-3 Definitions.  
 53a-217b - Possession of firearms and deadly weapons on school grounds  
 53-206 Carrying and sale of dangerous weapons.  
 PA 94-221 An Act Concerning School Discipline and Safety.  
 GOALS 2000: Educate America Act  
 18 U.S.C. 921 Definitions.  
 USCA 7151 – No Child Left Behind Act

Policy adopted: September 10, 2007

THOMASTON PUBLIC SCHOOLS  
 Thomaston, Connecticut

## Students

### Off School Grounds Misconduct

Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and is a violation of a publicized Board policy, even if such misconduct occurs off-school property and during non-school time.

In compliance with judicial decisions, the Board considers conduct which is "severely disruptive of the educational process" to mean conduct that "markedly interrupts or severely impedes the day-to-day operations of a school" in addition to such conduct also being violative of publicized school policy. Such conduct includes, but is not limited to, phoning in a bomb threat, or making a threat, off school grounds, to kill or hurt a teacher or student.

In addition, in making the determination as to whether conduct is "seriously disruptive of the educational process," the administration may consider, but such consideration shall not be limited to (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon, as defined in Section 29-38 and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol. The Board of Education or impartial hearing board, in matters of expulsion for out of school misconduct, in making a determination as to whether conduct is "seriously disruptive of the educational process," may consider, but consideration is not limited to the same items listed previously.

Such discipline may result whether: 1) the incident was initiated in the school or on school grounds, or 2) even if the incident occurred or was initiated off-school grounds and non-school time; if after the occurrence there was a reasonable likelihood that return of the student would contribute to a disruptive effect on the school education or its process, markedly interrupting or severely impeding the day-to day operation of a school, by threatening:

1. The school's orderly operations;
2. The safety of the school property;
3. The welfare of the persons who work or study there.

Examples of the type of such off-school misconduct that may result in such discipline include but are not limited to:

1. Use, possession, sale, or distribution of dangerous weapons; (as defined C.G.S. 53a-3, 53-206, and 29-35)
2. Use, possession, sale, or distribution of illegal drugs; or
3. Violent conduct,
4. Making of a bomb threat,
5. Threatening to harm or kill another student or member of the staff.

where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

## Students

### Off School Grounds Misconduct (continued)

For example, if it is determined that a student's use, possession, or sale of drugs in the community has a strong likelihood of endangering the safety of students or employees because of the possibility of such sales in the school; or if violent conduct in the community presents a reasonable likelihood of repeating itself in the school environment; or if any similar type of misconduct in the community has a reasonable likelihood of being continued or repeated in school or of bringing retaliation or revenge into the school for such off-school misconduct, the Board may impose discipline up to and including suspension and/or expulsion. The rationale to be applied in considering disciplinary action is whether the off-school grounds conduct will markedly interrupt or severely impede the day-to-day operation of a school.

A student who possessed and used a firearm, deadly weapon, dangerous instrument or martial arts weapon in the commission of a crime off-campus shall be expelled for one calendar year unless said expulsion is modified on a case-by-case basis.

Legal Reference: Connecticut General Statutes  
 4- 176e through 4- 185 Uniform Administrative Procedure Act.  
 10-233a through 10-233f re in-school suspension, suspension, expulsion. (as amended by PA 98-139)  
 29-35 Carrying of pistol or revolver without permit prohibited.  
 29-38 Weapons in vehicles.  
 53a-3 Firearms and deadly weapons.  
 53-206 Carrying and sale of dangerous weapons.  
 53a-217b Possession of firearms and deadly weapons on school grounds.  
 PA 94-221 An Act Concerning School Safety.  
 18 U.S.C. 921 Definitions.  
 PL 103-382 Elementary and Secondary Education Act. (Sec. 14601 - Gun Free Requirements: Gun Free School Act of 1994)  
 PA 95-304 An Act Concerning School Safety.  
 PA 96-244 An Act Concerning Revisions to the Education Statutes.  
*Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.* (SC 15862)

Policy adopted: September 10, 2007

THOMASTON PUBLIC SCHOOLS  
 Thomaston, Connecticut

## **Students**

### **Electronic Devices**

#### **Use of Beepers - Paging Devices/Cellular Telephones**

Students shall not possess or use a remotely activated paging device or portable cellular telephone while on school property, on school transportation, or while attending a school sponsored activity on or off school property.

The School Principal may grant written permission for such possession and use of a paging device by a student if the student or his/her parent or guardian establishes to the satisfaction of the Principal that a reasonable basis exists for the possession and use of the device.

The Board of Education shall consider the special needs of parents and students in determining whether to restrict the student possession or use of portable telephones.

A person who discovers a student in possession of a laser pointer or a paging device, without the written permission of the Principal, or a portable mobile telephone without the approval of the Board of Education, shall report the violation to a school administrator who shall confiscate the device and contact the parent/guardian. Repeated violation of this policy shall result in confiscation of the device and its forfeiture to the District.

Legal Reference: Connecticut General Statutes

10-233j Student possession and use of telecommunications devices

PA 96-108 An Act Concerning Student Use of Telecommunication Devices and the Establishment of Graduation Dates

“Thomaston High School Student Handbook,” 2002. p. 37

Policy adopted: September 10, 2007

THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut

## Students

### Gang Activity or Association

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazings, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The Superintendent will establish procedures and regulations to ensure that any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

The administration will provide service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and/or activities as an alternative.

Legal Reference:       *Jeglin v. San Jacinto Unified School District*  
(827F. Supp. 1459-C.D.Ca. 1993)

*Olesen v. Board of Education School District No. 228*  
(676F. Supp. 820-N.D. Ill. 1987)

Policy adopted:       September 10, 2007

THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut

## Students

### Hazing

#### I. Purpose

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

#### II. General Statement of Policy

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Hazing activities are seriously disruptive of the educational process in that they involve students and violence or threats of violence. This policy applies to behavior that occurs on or off school property and during and/or after school hours.
- E. A person who engages in an act that violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

#### III. Definitions

- A. **“Hazing”** means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.

## Students

### Hazing

#### III. Definitions (continued)

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

#### IV. Reporting Procedures

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief or conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the Assistant Superintendent for Personnel and Administration or to the Superintendent.
- C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

## **Students**

### **Hazing**

#### **V. School District Action**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including school district policies and regulations.

#### **VI. Reprisal**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

#### **VII. Dissemination of Policy**

This policy shall appear in each school's parent and/or student handbook and in each school's staff handbook.

## Students

### Bullying

The Thomaston Board of Education promotes a secure and safe school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Thomaston Board of Education that bullying of a student by another student is prohibited.

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

To implement this policy, the Board of Education directs the Superintendent to develop and adopt regulations no later than February 1, 2003, to address the existence of bullying in the schools. As provided by statute, such regulations shall: (1) enable students to anonymously report acts of bullying to teachers and school administrators, (2) enable the parents or guardians of students to file written reports of suspected bullying, (3) require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators, (4) require school administrators to investigate any written reports filed pursuant to subdivision (2) and to review any anonymous reports, (5) include an intervention strategy for school staff to deal with bullying, (6) provide for the inclusion of language in student codes of conduct concerning bullying, (7) require school administrators to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, and (8) require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection. The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

For purposes of this policy, "**Bullying**" shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity, or on a school bus, which acts are repeated against the same student over time. Bullying outside the school setting may be addressed if it has a direct and negative impact on a student's academic performance or safety in school.

For purposes of this policy, "**School-Sponsored Activity**" shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

**Students**

**Hazing**

**Bullying**

Legal References: Connecticut General Statutes

PA 02-119, An Act Concerning Bullying Behavior in Schools and Concerning the Pledge of Allegiance

10-233a Definitions

10-233b Removal of pupils from class

10-233c Suspension of pupils

10-233d Expulsion of pupils

10-233e Notice as to disciplinary policies and action

10-233f In-school suspension of pupils. Reassignment

PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.

Policy adopted:

June 13, 2005

THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut

## Students

### Bullying

The following sets forth the procedures to implement Board Policy 5131.911 concerning the prohibition against bullying in the Thomaston Public Schools. Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or staff.

It is imperative that bullying be identified only when the specific elements of the definition are met, because the designation of conduct as bullying carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as bullying, however, will result in appropriate disciplinary consequences for the perpetrator.

#### I. **Definition:**

In accordance with state law and Board policy, "**bullying**" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, harass, or intimidate the other student while on school grounds or at a school-sponsored activity, or on a school bus, which acts are repeated against the same student over time.

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

- **Location.** Bullying behavior in violation of Board policy must occur on school grounds or at a school-sponsored activity (which by Board policy includes transportation services). Conduct that occurs off-campus (e.g. harassment over the Internet, physical intimidation in the community) is not bullying under this Policy and Regulation.

While not considered bullying under state law and Board policy, conduct that would otherwise be considered bullying occurring off-campus (and outside of any school-sponsored activity) may subject the perpetrator to disciplinary action. Discipline for such conduct may be imposed if such conduct violates a publicized policy of the Board and is seriously disruptive of the educational process. Unless such conduct triggers a mandatory expulsion under Conn. Gen. Stat. § 10-233d(a), however, school officials are authorized to impose discipline for such off-campus conduct only if such conduct markedly interrupts or severely impedes the day-to-day operation of the school.

## Students

### Bullying (continued)

- **Repeated misconduct.** Bullying behavior in violation of Board policy must be "repeated against the same student over time." An isolated incident, however egregious, is not "bullying" under state law and Board policy. Similarly, numerous acts of misconduct against different students does not constitute "bullying" under state law and Board policy.
- **Ridicule, humiliation, and/or intimidation.** Bullying behavior is more than misconduct. Such behavior is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.
- **Types of conduct.** Bullying can take many forms and can include many different behaviors having the overt intent to ridicule, humiliate or intimidate another student. Examples of conduct that could constitute bullying include:
  1. Physical violence and/or attacks;
  2. Verbal taunts, name-calling and put-downs, including taunts based on ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics;
  3. Threats and intimidation (through words and/or gestures);
  4. Extortion or stealing of money and/or possessions.

## II. Complaint Processes

### A. Publication of the prohibition against bullying and related procedures

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

## Students

### Bullying (continued)

#### II. Complaint Processes (continued)

"Bullying behavior by any student in the Thomaston Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are repeated against the same student over time. Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request."

#### B. Formal complaints

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

#### C. Informal Complaints

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

## **Students**

### **Bullying**

#### **II. Complaint Processes (continued)**

##### **D. Anonymous Complaints**

Students who make informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s) and administrator(s) who receive the complaint. Should anonymity be requested, the Principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

#### **III. Staff responsibilities and intervention strategies**

##### **A. Teachers and other school staff**

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

## Students

### Bullying (continued)

#### III. Staff responsibilities and intervention strategies

##### A. Teachers and other school staff (continued)

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

##### B. Administrator responsibilities

###### 1. Investigation

The Principal (or other responsible program administrator) shall be promptly notified of any formal or informal complaint of suspected bullying received by any building administrator, teacher or other professional employee. Under the direction of the Building Principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complainant. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

## Students

### Bullying (continued)

#### III. Staff responsibilities and intervention strategies

##### 2. Remedial actions

Verified acts of bullying shall result in intervention by the Building Principal or his/her designee that is intended to assure that the prohibition against bullying behavior is enforced, with the goal that any such bullying behavior will end as a result.

Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in-school suspension; suspension or expulsion) is a matter for the professional discretion of the Building Principal. The following sets forth possible interventions for building principals to enforce the Board's prohibition against bullying.

##### a. Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

##### b. Non-disciplinary interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

## Students

### Bullying (continued)

#### III. Staff responsibilities and intervention strategies (continued)

##### 3. General intervention strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate any potential problem with bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators, teachers and other professional staff members in each school:

- a. Intervene immediately; stop the bullying behavior once seen or upon becoming aware of it.
- b. Talk to the bully and victim, separately. If more than one child is involved in perpetuating the bullying, talk to each of the perpetrators separately, in quick succession.
- c. Consult with administrators and/or other teachers to get a broader perspective on the problem and to alert them to the problem. Get advice as to how this situation fits with Board and school policies and/or refer to written guidelines.
- d. Expect that the perpetrator(s) will minimize and deny his/her/their actions and responsibility.
- e. Refer to school and class codes of conduct in telling the bully why their behavior was unacceptable. Indicate the expected behavior. Inform the bully(ies) of the sanctions which will be imposed and that their parents will be involved.
- f. Reassure the victim that all possible steps will be taken to prevent a recurrence.
- g. Provide respectful responses to bullying concerns raised by students, parents or staff.
- h. Follow through with data collection to document bully/victim problems to determine the nature and scope of the problem.
- i. Provide modeling by teachers of positive, respectful, and supportive behavior toward students.
- j. Create a school atmosphere of team spirit and collaboration that promotes appropriate asocial behavior by students in support of others.
- k. Employ classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
- l. Plan professional development programs that address bully/victim problem.

## Students

### Bullying (continued)

#### IV. Reporting obligations

##### A. Report to the parent or guardian of the perpetrator.

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

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

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

##### C. List of verified acts of bullying

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

## Students

### Bullying (continued)

Legal Reference: Connecticut General Statutes

PA 02-119, An Act Concerning Bullying Behavior in Schools and Concerning the Pledge of Allegiance

10-233a Definitions

10-233b Definitions

10-233c Suspension of pupils

10-233d Expulsion of pupils

10-233e Notice as to disciplinary policies and action

10-233f In-school suspension of pupils. Reassignment

PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.

Regulation approved: June 13, 2005

THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut

**THOMASTON PUBLIC SCHOOLS**  
**Thomaston, Connecticut**

**Bully Incident Report**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position (if any): \_\_\_\_\_

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Name of complainant: \_\_\_\_\_

Name of Alleged Bully: \_\_\_\_\_

Date, Time, and Place of Incident: \_\_\_\_\_

-----

Description of incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has this happened before: \_\_\_\_\_ Yes \_\_\_\_\_ No      How many times: \_\_\_\_\_

Did you report this to anyone in school? \_\_\_\_\_

\_\_\_\_\_

## Students

### Conduct

#### Aggressive Behavior

The Board recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the District are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action being taken by the district.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall receive appropriate intervention to change behavior before a crisis occurs and shall be subject to disciplinary action when appropriate.

Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously.

Acts of violence and aggression shall be well documented and communicated by the staff to the Building Principal and the Superintendent. The immediate involvement of the parents/guardians is also essential. Law enforcement officials shall be involved if there is any violation of law.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive:

1. **Possession, threat with or use of a weapon** - as described in the district's weapons policy.
2. **Physical assault** - the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.
3. **Verbal abuse** - includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family or a group.
4. **Intimidation** - an act intended to frighten or coerce someone into submission or obedience.
5. **Extortion** - the use of verbal or physical coercion in order to obtain financial or material gain from others.

## Students

### Conduct

#### Aggressive Behavior (continued)

6. **Bullying** – any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or a school-sponsored activity which acts are repeated against the same student over time.
7. **Gang Activity** - as described in the district's secret societies/gang activity policy.
8. **Sexual Harassment** - as described in the district's sexual harassment policy.
9. **Stalking** - the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. **Defiance** - a serious act or instance of defying or opposing legitimate authority.
11. **Discriminatory Slurs** - insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's race, sex, sexual orientation, religion, national or ethnic background or handicap.
12. **Vandalism** - damaging or defacing property owned by or in the rightful possession of another.
13. **Terrorism** - a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

(cf. 5114 - Suspension and Expulsion/due Process)

(cf. 5131 - Conduct)

(cf. 5131.21 - Violent and Aggressive Behavior)

(cf. 5131.7 - Weapons and Dangerous Weapons)

(cf. 5131.9 - Gang activity or Association)

(cf. 5131.91 - Hazing)

(cf. 5131.92 - Bullying)

(cf. 5144 - Discipline/Punishment)

(cf. 5145.5 - Sexual Harassment)

(cf. 5145.51 - Peer Sexual Harassment)

(cf. 6114.7 - Safe Schools)

(cf. 6121.1 - Equal Educational Opportunity)

Policy adopted: September 10, 2007

THOMASTON PUBLIC SCHOOL  
Thomaston, Connecticut

## Students

### Reasonable Physical Force/Corporal Punishment

Physical force may not be used as a disciplinary measure. However, reasonable physical force may be used to the extent that a teacher or other person entrusted with the care and supervision of a minor for school purposes reasonably believes it necessary to: protect him/herself or others from immediate physical injury, obtain possession of a dangerous instrument or controlled substance, upon or within the control of such student, protect property from physical damage, and/or restrain student or remove student to another area to maintain order.

Legal Reference: Connecticut General Statutes

10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304 and PA 96-244.

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

PA 94-221 An Act Concerning School Discipline and Security.

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)

Sec. 314 (Local Control Over Violence)

Elementary and Secondary Schools Act of 1965, as amended by the Gun Free Schools Act of 1994

Policy adopted: September 10, 2007

THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut