

Plainfield Memorial School



STUDENT HANDBOOK

2010-2011

Lyn Gandolf, Principal

95 Canterbury Road
Plainfield, CT 06374

Main Office 564-6440
Guidance 564-6092
Nurse 564-6076

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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DEAR STUDENTS, PARENTS, AND GUARDIANS,

Welcome to Plainfield Memorial School. Our goal is to provide a safe and successful learning environment for students to grow intellectually, physically, emotionally, and socially. We maintain high expectations of student achievement and behavior within a positive and nurturing environment where all students can learn. Our student/parent handbook will provide you with information regarding our programs, expectations, and policies. Please take time to read it along with your child.

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

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

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

Sincerely,

Lyn Gandolf, Principal

Plainfield Memorial School

Mission Statement

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

IMPORTANT PHONE NUMBERS

- Main Office564-6440
- Guidance..... 564-6092
- Nurse.....564-6088
- Transportation.....564-6460

Non-Discrimination Statement

Plainfield Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, age or disability in providing education services. Plainfield Public Schools does not discriminate on the basis of disability by denying access to the benefits of district services, programs, or activities. Questions involving information or compliance on these matters should be directed to Mr. James Blair at 564-6401.

Storm Days

School Cancellation/Delayed Openings

If the weather or other conditions require that schools must be closed, the fire signals in each village will sound

at 6:30 a.m. Announcements about school closings or delays will be made on the following stations: (and cable TV/EASTERN CT CABLE CHANNEL 21 later in the day.)

RADIO

- WINY (1350 AM)
- WILI (98.3 FM)
- WWLI (105.1 FM)
- WHCN (105.9 FM)
- WDRC (102.9 FM)
- WCTY/WICH (97.7 FM)

TV

- WTNH 8
- WTIC 3
- WVIT 30 (4)
- WTIC (1080 AM/96.5 FM)
- WKSS (95.7 FM)

The School Day

Students begin the school day at 8:00 AM. Students who do not ride buses and who arrive before 8:00 a.m. will report directly to the cafeteria. Once arriving to school, students should not leave for any reason without proper dismissal from the office. Students have a 25-minute lunch break, along with time allotted for Sustained Silent Reading and recess. Dismissal for PMS students is at 2:40 PM. Dismissal on half-days is at 11:55am. Lunch will not be provided on a half-day, however, breakfast will be served.

School Choice Options

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

Accident and Illnesses

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

AIDS Education

Section 10-19 of the States General Statues requires that Acquired Immune Deficiency Syndrome (AIDS) instruction be offered. It is recommended that some instruction be offered at least once during the kindergarten through grade 2 sequence, grade 3 through 5 sequence, grade 6 through 8 sequence and grade 9 through 12 sequence. The Plainfield Public Schools will meet the state's recommendations for the kindergarten through grade 2 sequence and the grade 3 through 5 sequence by offering AIDS instruction to the first, third and fifth grade classes.

Attendance

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

Illness, religious holiday, or family emergencies are excused absences from school. All other absences are unexcused. This includes any family vacations taken while school is in session. **If a student is absent, a parent or guardian must call the guidance office (564-6092) to report the absence by 9:00am. The call must be followed-up with a note when the student returns to school.**

ATTENDANCE PROCEDURE (K-8)

ABSENCES:

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

1. If a student is absent from school, the parent(s) or other person having control of the student, will contact the school.
2. If no contact is received, the school will make a reasonable effort to notify the parent or other person having control of the student by telephone of the student's absence. A record of these attempts shall be maintained. If a parent/guardian does not contact the school, this absence will be recorded as unexcused.
3. Responsibility for completion of missed classwork lies with the student. Unless a student has an extended illness, all make-up work will be completed within three days after the student returns.
4. The student will receive an excused absence for a regularly scheduled day for:
 - reasons of health, including illness, incapacity or doctor's visits
 - religious holidays
 - court appearance
 - funeral in immediate family
 - suspension or expulsion
 - limited absences from school for special activities with parental consent, subject to approval of the principal

The principal reserves the right to require a physician's note or other appropriate certification for absences. Additionally, medical documentation may be required for absences of four consecutive days or a total of fifteen days in any school year.

5. An attendance letter will be sent home if a student has an accumulation of 5 absences at the end of September, 6 at the end of October, 7 at the end of November ... 14 at the end of June. Additional letters may be sent at any time if attendance continues to be a concern. When a student has four unexcused absences in one month, an attendance letter will be sent home and a referral may be made to the Child Study Team. When a student has ten (10) unexcused absences in one year or fourteen (14) total absences in one year, and attendance letter will be sent home notifying the parent/guardian that a Child Study Team meeting may be held. Following every attendance letter, a member of the Child Study Team will make contact with the parent/guardian. If a Child Study Team meeting is held and the parent/guardian does not attend, they will be notified of the outcome.
6. If the student has four (4) unexcused absences in any one month or ten (10) unexcused absences in one year, the student will be identified as per Connecticut state law "truant". The Superintendent

may file a written complaint with the Superior Court for Juvenile Matters for a Family with Service Needs and/or the Department of Children and Families.

7. After twenty (20) unexcused absences, the student will be identified per Connecticut state law as an habitual truant. The Superintendent will file a written complaint with Superior Court for Juvenile Matter for a Family With Service Needs and/or the Department of Children and Families.
8. At the beginning of each new school year, any student who has had ten (10) unexcused absences or fourteen (14) total absences from the previous school year will be identified as an "at risk student". A letter will be sent by the principal to parent/guardian stating that the student's attendance will be monitored by the Child Study Team.

TARDY/EARLY DISMISSAL PROCEDURES

School begins at 8:00 AM. Students not reporting to homeroom by 8:20 will be reported as tardy. A student's tardiness to school must be explained by a dated note from the parent or guardian. An attendance letter will be sent home after 4 unexcused tardy arrivals or unexcused early dismissals in a month. A Child Study Team meeting may be held after 10 total unexcused tardy arrivals or unexcused early dismissals in a school year.

RETENTION DUE TO ABSENCES (PCS and PMS)

1. Students, who are not being retained and have missed at least 30 days (excused and unexcused absences) in one academic year, may be required to successfully complete four weeks of an academic summer school program before being promoted to the next grade level. Failure to meet this summer school requirement will cause the student to be retained. The costs of summer school will be the parent's responsibility. Alternatives to summer school, such as tutoring, shall be at the discretion of the principal.
2. Students not previously retained and having missed 45 days (excused and unexcused absences) in one academic year may be retained at the discretion of the principal.
3. Students not previously retained and having missed a total of 60 days (excused and unexcused absences) in two consecutive academic years may be retained at the discretion of the principal.
4. Students identified as truant may be retained, or may be required to successfully complete a summer school program for promotion to the next grade level. These consequences are determined by the principal.

Retentions due to absences at the elementary and middle schools are considered on an individual basis, and the final decision rests with the principal.

Bullying

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

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

Any person who believes he or she has been the victim of bullying should report the matter to any teacher or member of the school district administration. Any school employee, contractor or volunteer with knowledge or belief of conduct that may constitute bullying, whether by witnessing such act or by receiving student reports of bullying, shall report the alleged acts immediately to an appropriate school district official designated by this policy. Students may anonymously report acts of bullying to teachers and school administrators. Parents or guardians of students may also file written reports of suspected bullying.

If upon investigation, it is determined that bullying has occurred, appropriate action shall be taken. Such action may include, but is not limited to, warning, suspension, or expulsion. Disciplinary consequences will be sufficiently severe to deter further violations.

For more information please see Policy 5012 and accompanying regulation(s).

Conferences

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

Communication Devices

BOE Policy 5022

The Plainfield Board of education recognizes its responsibility to provide a classroom environment free from disruption to the educational process. Because of this responsibility, the use of personal communication devices (i.e. pager, cellular phone and the like by staff or students will not be permitted unless special authorization is granted by the building principal due to special circumstances based on a legitimate need. Any staff member or student using personal communication devices without authorization will be subject to disciplinary action.

Dress for Success

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

Wear clothing that is clean, modest and neat.

- Avoid clothing or accessories that are unsafe, unhealthy, illegal, or disruptive to the educational process. You will be asked to change the clothing or to turn it inside out for the day, and requested not to wear it again. This includes T-shirts or hats that advertise alcohol, drugs, or tobacco products, or which contain inappropriate scenes or messages.
- Length of skirts or shorts shall be no shorter than mid-thigh. The rule of measurement will

be: When standing with arms relaxed at the student's side, the tips of the fingers cannot extend below the hem of the shorts or skirt.

- Clothing that is fitting for the beach is not appropriate for school. Tank tops and tops with spaghetti straps are not allowed
- Exposed torsos and low cut necklines are not acceptable.
- No headgear (hats, headbands, bandanas) shall be worn in school.
- Decorative chains and chained wallets are not allowed.
- Outerwear (jackets and coats), book bags, and backpacks are to be kept in coat rack area
- Sneakers with wheels are not permitted.
- Flip-flops, open-toe shoes, sandals, slippers, and shoes with raised heels and soles which may present a safety hazard shall not be worn.
- Sleepwear, including pajamas, may not be worn to school.
- Students who are repeat offenders will be subject to school discipline.

Early Dismissal

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

Field Trips

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

Fire Drills/Lockdown Drills

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

Guidance

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

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

Homework

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

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

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

Objectives:

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

Student Homework Responsibilities:

- Make a list of homework assignments.
- Assume responsibility for obtaining the proper resources and materials.
- Take home all books and materials needed to complete the assignment.
- Complete homework on time and to the best of his/her ability.
- Complete unfinished class assignments.
- Be aware that the content, appearance and correction of all assignments are important elements in the grading process.
- Be responsible for finding out and making up work missed when absent.
- Meet the deadline and understand the consequences.
- Consult with his/her teachers when the total homework time exceeds reasonable limits. Budget time realistically.
- In the absence of a specific daily assignment, the student should review, preview or improve

his/her present assignment, work on long-term assignments, and read.

Parent Homework Responsibilities:

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

Teacher Homework Responsibilities:

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

Suggested Time Allotment:

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

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

Honor Roll

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

The grading policy is as follows:

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

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

Health and Wellness

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

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

Homeworkknow.com

Homeworkknow.com is a site which all students and parents may access daily to view homework assigned for that evening. Additionally, important events and happenings taking place in our school community are listed every month.

Lavatory

Students are required to have signed permission in their agenda from a teacher to use the lavatory, except in the case of an emergency. Students in the lavatory are expected to use the facility appropriately and clean up after themselves. Students are expected to respect the rights of others, flush toilets and wash their hands. Lavatory misbehavior will result in a referral to the office for appropriate discipline.

Lost and Found

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

Library

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

Morning Walk

In order to help students create habits for healthy lifestyles, PMS students and staff will start their day with a 10-minute walk around the school each morning. We will walk everyday year round except on days that it is raining or on extremely cold days when outdoor activities may create a health risk. Otherwise, students need to come prepared to walk everyday. Studies have shown that as little as 10-minutes of walking first thing in the morning helps students attention and memory, and results in better behavior throughout the day.

Nurse/Medical

Authorization and Administration of Medicines

The Connecticut State Law and Regulations require a Physician's or Dentist's written order and Parent/Guardian's authorization for a Nurse to administer medications. This includes the administration of Aspirin, Ibuprofen or Aspirin substitute containing Acetaminophen. Authorization forms are available at the school and some physicians' offices. Physician's orders, if given over a long period of time, shall be renewed each school year. The medicine shall be delivered to the school nurse by a responsible adult in a pharmacy

prepared container and labeled with the name of the child, name of the drug, strength, dosage, frequency, physician's or dentist's name and date of original prescription. Inhalers need to be delivered to the school nurse. No more than a 45-day supply of the medication for a student shall be stored at school.

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

Plainfield School System has a NO NIT (Pediculosis) Policy. Any child who has live lice and/or nits will be sent home from school until the nits and lice are no longer evident in the child's hair upon inspection by the school nurse. When the child is sent home the school nurse will provide a list of possible solutions and a recommendation that the parent contact the child's doctor for advice on the best treatments available.

Procedure:

a. The parent will be contacted to remove the child from school. Information on treatment will be provided to the parent.

Classmates will be checked by the school nurse or designee.

Classmates' parents will be notified in writing when a student has been diagnosed with lice and/or nits.

The student will be checked by the school nurse in the presence of the student's parent/guardian upon return to school to determine the absence of lice and nits.

At minimum:

On the 7th day after returning the student must be re-examined by the school nurse. If lice and/or nits are found see step 1. On the 14th day after returning the student must be re-examined by the school nurse. If lice and/or nits are found see step 1.

This process shall continue each 7 day period until the student has exceeded 14 days with no live lice and /or nits.

Parent/Teacher Organization (PTO)

Plainfield Memorial School has an active and involved PTO. We welcome your involvement and participation in planning events for our students' benefit. PTO meetings are held regularly on the second Monday of the month at 6:30 in the PMS library.

Perfect Attendance

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

Perfume, Cologne, Sprays, and Deodorant

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

Personal Property

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

Progress Reports

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

Promotion and Retention Policy

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

Report Cards and Progress Reports

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

November 2010 Report Card

March 2011 Report Card

June 2011 – Report Card - Last day of school.

Student Records

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

Study Habits

You are expected to give your best effort every day in school. Being a successful learner involves self-discipline and organization. Since good study habits are extremely important, your teachers will be teaching

lessons about study skills. Here are some hints that will help you to do well.

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

Student Agendas

Agendas are an integral part of a student's life at Plainfield Memorial School. The agenda is the student planner for homework and long-term assignments, serves as student's hall pass, and is an important tool in home/school communication. Each student is issued an agenda at the beginning of the year and is required to carry it to all classes. The agenda is school property and must be kept in good condition throughout the year. If the agenda is lost or rendered unusable, students will be issued a new one, and will be charged a replacement fee of \$5.00.

Student Council

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

School Property

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

School Safety

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

School Store-Cougar's Den

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

interest to students. T-Shirts, jackets and sweatshirts with our school logo are available.

Skateboards

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

Tardy Policy

School begins at 8:00 AM. Students not reporting to class by 8:15 will be reported as tardy. It is important that students arrive to school on time everyday that school is in session. Arriving late to school is a serious concern. By arriving late, students miss important classroom instruction, morning announcements and the pledge. We realize that there are legitimate reasons for students arriving late to school, such as medical appointments or other family matters that need to be addressed in a timely fashion. If this is the case, please call the office, so we can note the reason, and mark the tardy excused. Student tardiness will be monitored by guidance and those in violation of the Tardy Policy will be referred to the administration. Students who arrive late because of reasons similar to those in our Attendance Policy for excused absences will receive an excused tardy. All other late arrivals will be listed as tardy. Excessive tardiness will result in disciplinary consequences.

Telephones

Students are prohibited from possessing or using cell phones in school. The school accepts no responsibility for cell phones that are lost or stolen. Students using cell phones in school will be subject to school discipline and cell phones will be confiscated and must be picked up by a parent/guardian. Students should see the secretary in the office in order to make emergency telephone calls. Students' calling home to be picked-up by parents during school hours is prohibited. Those types of calls are to be made through the Nurse's Office.

Textbooks

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

Visitors

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

Walkers

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

Code of Conduct

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

Our School Rules

Students will:

- Show respect to everyone and everything.
- Follow directions the first time they are given.
- Use positive, respectful, and appropriate language. Respect feeling and rights of others.
- Behave appropriately in the hallways, walking quietly and to the right.
- Keep hands, feet, and objects to him/herself.
- Be prepared with all necessary materials and homework, and be willing to participate.
- Remember PMS is a school free of drugs, alcohol, weapons, and dangerous objects. Students are expected to act safely and responsibly toward themselves and others.

Classroom Behavior

Students are expected to come to each class prepared with all necessary materials, including completed homework assignments. Student agendas will be used in all classes as a means of recording homework, tests, quizzes, and other assignments, as well as communicating with parents. Students will refrain from disrupting others, including the respect of personal space and property, as they strive to work to their potential. Students are also encouraged to have a positive attitude while in class, which includes listening, actively participating, and helping others when appropriate.

Hallway Behavior

Students need to show safe, responsible, respectful behavior in the hallways at all times. The expectations for appropriate hallway behavior are:

- Walk on the right hand side of the hallway at all times.
- Keep your hands, feet and objects to yourself
- Use appropriate voice levels.
- Lavatories may not be used without a signed agenda from a teacher.

The Cougar's Cafe

Each day there will be a hot lunch line for a la carte. In addition to these lines, there is a snack bar that is located within the cafeteria. All students who have been identified to receive reduced price or free hot lunch during the previous school year may remain as such until October 1st of the following year. Free and reduced lunch forms need to be returned to the office for all students whether or not they are eligible. The menu for the month can be found on Channel 21 and on the back of the monthly school calendar. The hot lunch offered to students includes milk. Milk is also available for purchase separately. If a student has forgotten lunch and has no money s/he will be provided a peanut butter and jelly sandwich for lunch at the cost of \$2.25. Lunches may be pre-paid by sending a check made out to Chartwells.

Breakfast \$1.90

Lunch \$2.25

Reduced Breakfast \$.30

Reduced Lunch \$.40

Nutritional Guidelines:

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

The Cougar's Café Expectations

Show respect in the lunchroom – all people and property. Speak positively, kindly and softly. Abide by the common rules of manners. Be courteous and respectful at all times to those who work in the cafeteria and to those teachers or paraprofessionals on duty.

- Enter in an orderly manner (walking) and join the line at the end.
- Keep your hands, feet and objects to yourself. Wait patiently in line.
- Once you are seated, remain seated.
- Follow directions the first time they are given.
- When given the direction, students dispose of trash, and return trays neatly.
- Clean the tables with a sponge and sweep the floor.

- Finish all food and beverages before leaving the lunchroom.
- Coffee and high energy drinks are not allowed in school.

Playground Rules

All school rules apply while on the play ground and at recess. Remember to treat **everyone** and **everything** with respect. Failure to do so will result in an immediate consequence. **Safety first!** Students will be asked to walk or run a lap during recess towards increasing fitness.

Team Games

Everyone plays, no one is left out.

1. Use good sportsmanship at all times.
2. Choose teams fairly.
3. Take turns. Switch pitchers every inning.
4. Keep your hands to yourself. Rough play, tripping, tackling are never allowed.

The Slide

1. Use the ladder to climb up.
2. Wait until the slide is clear to go down.
3. Always slide down feet first.

The Monkey Bars

1. Follow the traffic flow in one direction without skipping bars or crowding.
2. Stay off the top of the bars.
3. Hang right - side up only.
4. Jumping from the platform is never allowed.

The Swings

1. Use the seat only when swinging.
2. Swing without twisting or hanging upside down.
3. Never jump off the swing.
4. Always give plenty of room while walking near the swings.

The Playscape

1. Always walk on the platforms.
2. Running or jumping off the platforms is never allowed.
3. Take turns and climb on the ladders and steps only.
4. Keep woodchips and all objects on the ground.

Bus Code of Conduct

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

Safety Rules

- Always walk; never run, to the bus stop.
- Always go to the bus stop about ten minutes before the bus is scheduled to arrive. Keep your hands, feet and objects to yourself at all times.
- Wait at the bus stop in a safe place on the shoulder of the road or sidewalk.

- Never speak to strangers or get into a car with a stranger. Always go straight to an adult and tell them if someone tries to talk to you or pick you up.
- Wait for the bus to arrive, watch for red flashing lights and the stop sign to be extended. Cross only when the driver signals you. Look left, right and left again before crossing.

On the Bus

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

Exiting the Bus

- Walk when getting off the bus.
- Stay away from the bus wheels and watch out for moving cars.
- Do not cross the road or in front of a bus until you receive a signal from the driver.
- Do not ride any bus other than the one you are assigned. If it is necessary to be dropped off at another house for day care purposes, arrangements need to be made in advance with the Transportation Center.

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

Classroom Teacher Discipline

Teachers will manage behavior and implement appropriate disciplinary consequences for classroom offenses. General classroom rules with their

consequences will be prominently posted in each classroom and discussed with students. When a teacher or other adult in the classroom feels that a student's behavior is detracting from student learning, they will first provide students with a verbal. Students will be reminded of appropriate behavior, and warned of future consequences. A second violation will result in a parent contact, possibly requesting a meeting to discuss student behavior. Teachers may also decide to assign a disciplinary consequence that they deem appropriate, such as an after school, recess, or lunch detention. The following are some possible teacher actions:

- verbal warning /conference with student
- note to parent/guardian/phone call to parent
- meeting with parent/guardian
- recess detention/time out
- restricted activity (loss of classroom reward)
- community service
- after school detention
- school counselor referral/CST Team

It shall be the teacher's discretion that determines which of the actions will be appropriate for disruptive student infractions in the classroom. For all of the above circumstances, when a teacher has reasonably exhausted all of the possible actions (as noted) a meeting shall take place with the teacher, counselor, and administrator (CST Team), whereby the student's prior discipline problems and assigned consequences will be reviewed. When required, the administrator or teacher will initiate a parent conference to consider administrative disciplinary action of the student involved.

Student Discipline Policy

Students are expected to conduct themselves as respectful and responsible citizens at all times. Students are expected to follow the rules stated in the Student Handbook and not to disrupt the educational process. Student conduct which will lead to disciplinary action includes, but is not limited to, the following:

- Any action prohibited by any Federal or State law which would indicate that the student presents a danger to any person in the school community or to school property
- Aggression (intentionally pushing/hitting another student)
- Cafeteria misbehavior
- Classroom misbehavior
- Dress code violation
- Defacing or destroying school property or another person's property
- Gum Chewing
- Harassing students or school staff because of sex, national origin, mental or physical handicap
- Intentional incitement or school disruption
- Laser pointers (possession or use of)
- Leaving class, school grounds, without permission
- Lying to staff/forging the signature of staff or parent/cheating
- Misbehavior for a substitute teacher

- Notes or indirect comments using profanity and/or derogatory remarks about another student or school employees
- Playing cards or any gambling
- Possession or use of electronic devices , including cameras, games, cell phones, Walkman, MP3 Players, iPods etc.
- Profanity
- Refusing a reasonable request (non-academic behavior), defiance, non-compliance or disrespectful behavior/name calling
- Restricted area violation
- Risk of injury/Risk of injury (student injured)
- Safety Code Violation
- Tardy - 4 days per month
- Theft or possession of stolen property
- Tobacco products, possession of: including paraphernalia used for smoking (matches, lighters, papers, exc.)
- Throwing snowballs, rocks, sticks and similar objects
- Unauthorized use of any school computer or computer system

While this list is extensive, it is not all-inclusive. Other conduct that is deemed offensive or disruptive to the operation of the school may result in disciplinary action. Disciplinary action includes, but is not limited to, verbal reprimand, lunch detention, recess detention, after school detention, in-school suspension, out-of-school suspension, and bus suspension.

For any suspension out of school, the parent **must** escort the student back to school upon his/her return

Reprimand & Warning: A discussion with the teacher or other staff member about the infraction and a review of the CODE OF CONDUCT.

Processing: Students are sent by teachers to pre-determined classrooms to process their behavior. Students will fill out a reflection sheet before being allowed back to class.

After School Detention: Assigned to an after school detention in a setting supervised by a teacher or other staff member (2:45 p.m. – 3:45 p.m.). Parents are notified by the person assigning the detention.

Lunch Detention: These detentions are assigned by teachers and are served during lunch. Students are to report directly to the detention room for lunch. They may bring their lunch or purchase a bagged lunch.

Recess Detention: These detentions are assigned by teachers and are served during recess. Students are to report directly to the detention room for recess.

In-School Suspension (ISS):

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

Out-of-School Suspension (OSS): A student is excluded from school for a period of time up to and including ten (10) school days. The student will be

isolated immediately from the rest of the students. Parents will be called to the school to take their child home as soon as possible. The student is restricted from any and all school activities during the suspension period and is not allowed on school grounds unless permission is granted by administration.

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

Parent Contact: We will try to contact parents at home, however if we cannot, parents will be called at work to inform them of detentions and suspensions. In most cases we will expect students to serve detentions on the same day as the misbehavior. A follow-up letter will be sent to parents/guardians informing them of their child's conduct and resulting school action.

Community Service

There are times and circumstances when we will offer school-based community service as an alternative to suspensions. Our ability and willingness to offer this alternative is usually dependent upon our capacity to offer a supervised activity, and the student's motivation to use the opportunity as a learning experience for changing behavior.

The administration may shorten or waive the suspension period of a student who is suspended for the first time and who has never been expelled if the student successfully completes a program and any other conditions specified by the administration. Any such program shall be at no expense to the students or his parents/guardians. For a student whose suspension period is shortened or waived, the notice of the disciplinary action must be expunged from the cumulative education record if the student graduates from high school or, if the administration chooses, at the time the student completes the specified program and any other conditions required by the administration, whichever is earlier. **BOE Policy 5012**

For any suspension out of school, a parent/guardian must contact the school upon the student's return.

During periods of suspension, students are not eligible to participate in or attend any school activity.

Students disciplined for possession, consumption, under the influence, or distribution of alcohol and/or drugs will be referred to the Child Study Team.

Counselor intervention will occur when applicable.

Peer mediation is available for some student to student issues so that they can be resolved at the lowest level.

Due Process

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

Administrative Discretion: While exceptions to this policy are rare, the administration reserves the right to make judgments that are in the best interest of all individuals involved. The discretion of the administration shall supersede penalties listed in the

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

Notes:

1. Consequences in after the third violation in any category are at the administrator’s discretion.
2. During periods of suspension, students are not eligible to participate in, or attend any school activity.
3. Students disciplined for possession, consumption, under the influence, or distribution of alcohol and/or drugs will be referred to CST.
4.
 - For any suspension out of school, a parent/guardian must contact the school upon the student’s return
 - Counselor intervention will occur when applicable.
 - Peer mediation is available for some student to student issues so that they can be resolved at the lowest level.
 - Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or violates a publicized policy of the Board. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors:
 - whether the incident occurred within close proximity of a school;
 - whether other students from the school were involved or whether there was any gang involvement;
 - whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined below, and whether any injuries occurred; and
 - whether the conduct involved the use of alcohol and/or illegal drugs.

Serious Offensives

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

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

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

Plainfield Public Schools

Weapons and Dangerous Instrument Policy

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

expulsion. In any case in which there is a possible violation of a criminal law that relates to the possession and/or use of a weapon or dangerous instrument, the school administration will work cooperatively with police, prosecutors and other law enforcement authorities. Students and staff will be provided with a written copy of this policy annually. Any teacher, employee, student, parent, school volunteer, or other member of the school community who reasonably believes that a student is in violation of this policy, should refer the matter to the building administrator or other appropriate administrator in charge. Adopted: 2/10/94

Alcohol and Drug Use Policy

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

Sexual Harassment

Sexual harassment is forbidden by federal and state law and will not be tolerated by the Plainfield Public Schools. Students are expected to adhere to a standard of conduct that is respectful and courteous to fellow students and to the public. Should sexual harassment be alleged, Board policy dictates that it shall be thoroughly investigated, that there shall be no retaliation against the victim of the harassment, and that the problem/concern shall be appropriately addressed. Sexual harassment is defined as any repeated unwelcome sexual advance, request for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone from (or in) the educational setting.