

Plainfield Central Middle School 2017-2018 Student Handbook

Our mission is to inspire life-long learning in a supportive and creative environment. Plainfield Central Middle School promotes excellence in academics and social endeavors, fosters open communication and shared responsibility, and encourages the full potential of each unique child to meet the challenges of the future.

Vision Statement

Plainfield Central Middle School envisions students, staff, parents, and community members working in unison to create an atmosphere of educational excellence and pride. We believe the following principles are keys to making our vision a reality.

Individual Integrity

Plainfield Central Middle School is committed to developing positive characteristics that allow each of us to reach our full potential. Students and staff will foster this atmosphere by:

- caring about self and others
- having mutual respect
- developing trust
- taking personal responsibility
- valuing truth in self and work
- fostering self-confidence
- working cooperatively
- developing the ability to persevere
- setting and striving toward goals
- accepting differences in a diverse culture

Educational Excellence

Plainfield Central Middle School is dedicated to enhancing and supporting educational excellence through a multi-faceted approach. We are committed to continually updating our curriculum, setting high standards for students and teachers, utilizing the most advanced technology, and continuing our own professional growth. Excellence will be achieved by:

- sharing responsibility for learning among teachers, students, parents, and community
- providing challenging curriculum standards with measurable outcomes
- enhancing student learning with challenging content in relevant life experiences
- upholding high expectations for quality of work
- providing opportunities for a full range of exploratory classes.
- providing the resources to develop computer literacy in our students and staff
- integrating technology to enhance direct instruction of curriculum
- utilizing positive staff and administrative communication to uphold standards of academic excellence
- collaborating with one another on a regular basis to share ideas, observe, and to assist each other professionally
- providing the opportunity for professional growth and development
- establishing support for necessary supplies and resources from the entire school community

Academic Pride

Our school will exhibit an atmosphere of academic pride that permeates throughout the community by:

- setting high expectations for students
- holding students, staff, and community accountable to high academic standards
- promoting a positive attitude of learning
- meeting the diverse needs of all students
- promoting a high attendance rate through parental support and a positive school atmosphere

- developing and enforcing expectations and consistent policies for all
- showcasing academic talent and celebrating individual successes
- celebrating the successes of alumni

Community Involvement

PCMS will actively involve and accept the community as a valuable asset to the future success of our students by:

- building community support through the understanding of our mission statement
- encouraging positive interaction between school and community in developing the shared vision
- eliciting resources, equipment, and volunteer efforts to support the school's endeavors
- welcoming the community to utilize the resources and facilities they support
- developing a partnership between parents and the school to support the lifelong learning process beyond the walls of Plainfield Central School

Supportive Environment

PCMS strives to create an environment that is conducive to student learning and safety. We support policies and creative programming that will:

- encourage communication
- enhance collaboration
- promote appropriate social interaction
- provide for the maximum safety of our students
- promote unity among students and staff
- support an aesthetically pleasing structure
- maintain a healthy environment

Principal's Message

Dear Middle School Community Members,
It continues to remain a sincere honor to welcome you to our school. The middle school years are amongst the most exciting in the educational progression of students. The routines and habits that are formed during these years often pave the way for the direction our lives travel. We encourage you to get involved and to stay involved with your child during these years. Visit our website, attend our PTO meetings, take advantage of our parent portal (Aspen), be sure you are signed up to receive school messenger and remind information from our school, and please encourage your child to get involved in the many academic, athletic, and social opportunities that we provide. Students who are involved in activities tend to have experiences that are positive and fulfilling.

Our message to our students can be borrowed from a baseball legend, Henry Aaron: "What you do with your life and how you do it is not only a reflection on you, but on your family and all those institutions that have helped to make you who you are."

I wish you all the best during this school year.

Important Numbers

Main Office	564-6437
Nurse	564-8993
Fax	564-1147
Transportation Center	564-7017

Non-Discrimination Statement

Plainfield Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. Plainfield Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.** Plainfield Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Plainfield Public School's nondiscrimination policies should be directed to: The Assistant Superintendents Office at 860-564-6401

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.

What is a Middle School? Welcome to Plainfield Central Middle School. This school is specially designed for students your age. It is a place where you can explore and develop new skills and interests. It is also a place where you **learn how to learn.** Your teachers will encourage you to think for yourself, to develop the art of asking useful questions, to solve problems on your own, and to study effectively. They will also emphasize the following skills:

- Organizing materials, time and information
- Knowing how and when to ask for help
- Listening carefully and following directions
- Beginning and completing an assignment or task

You will use several different ways of helping yourself learn. Sometimes you will learn from information your teacher gives you. At other times you will work by yourself, or with your friends, or with other students in the classroom. Group and Class projects will teach you many things, including how to work well with others. During your three years at the middle school, you may discover the way that you learn best. It could be by listening, by reading, or by creating something with your hands. It might be all of these. We believe a middle school is a busy and friendly place to grow!

Teaming

All students have been placed on an interdisciplinary team. Each academic team includes teachers of language arts, math, science and social studies, with special education teachers assigned to each grade level. They share the responsibility for planning the instructional program for your team of students. When students are placed on a team, they are on it for the school year, and requests for team changes are not accepted. This means they must learn to get along with others, be cooperative, and be supportive of their teammates. All of these are important life skills. Should a student experience social or academic problems, it is important that they be directed to teachers and counselors to help them resolve any issues.

An important piece of teaming is frequent team meetings for the teachers. While students are taking exploratory classes, teachers are meeting to discuss their students' needs, to plan lessons, programs, or field trips, or to consult with parents, counselors, and other specialists.

School Safety

All outside doors remain locked throughout the school day. Visitors who wish to enter the building must come through the front doors, sign in at the school office, and wear a visitor pass. In accordance with safety laws and school policy, Fire/Lock-Down Drills are practiced periodically.

Fire Drills/Lockdown Drills

Fire drills and lockdown drills are a serious matter. We have these drills to prepare for saving lives in the event of an emergency. Exiting the building quickly demands instant cooperation on the part of everyone at all times. Safety demands that students and staff (in the event of a fire drill) leave the building quickly and quietly, walking in a single file. Running is unacceptable. Fire drills will be held regularly. Lockdown drills will be practiced periodically with specific directions given for each area.

- Follow the fire evacuation instructions posted in the classroom.
- Students who use the refuge area are to remain there until the designated faculty member comes to that area.

Always keep in mind the safety of other students, staff and emergency personnel.

Visitors

All visitors are to register in the office and obtain a visitor's pass before entering any area of the building. Parents are welcome to visit the school. Requests to visit classrooms and observe the instructional programs and other related activities are allowed at the discretion of the principal. Students are not allowed to bring guests and/or students from other schools to PCMS.

Student Dismissals

Students being dismissed early create an interruption to the instruction in the classroom. Students being dismissed before our regular dismissal time shall bring a note to the office when they arrive in the morning stating the purpose and time of the dismissal. Students will be given a pass to report to the office at that time.

Please note: Only people who are listed on the Student Registration Form can pick students up from school. If parents/guardians wish to have someone added to or removed from the list, please notify the guidance office. The office staff will not release a child to someone not known to them without picture identification.

Parents/Guardians picking up their child at dismissal are asked to wait outside of the building as dismissal time is a busy time of the day and student safety is our highest priority. Should a parent/guardian arrive in the building at dismissal time, we ask that they wait in a designated area.

Attendance

In order to take full advantage of all that PCMS 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 PCMS 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 attendance line to report the absence by 8:30 a.m. The call needs to be followed-up with a note when the student returns to school.**

Tardiness

Students not reporting to homeroom before attendance is taken will be reported absent. When a student arrives late to school, they will check in at the main/guidance office to get a pass.

Perfect Attendance

Students who have no absences from school, either excused or unexcused, and when they have no unexcused tardies or early dismissals shall be considered to have perfect attendance.

STORM DAYS

School Cancellation/Delayed Openings

Our school uses the School Messenger Notification System to provide timely communication to parents on matters such as school closings, delays, campus and district emergencies, and other important information. In order to enhance our ability to accurately deliver that information, we request that if there is any change in your contact phone numbers, please notify the school promptly.

Announcements about school closings or delays will also be made on the following stations: (and cable TV/METROCAST CABLE CHANNEL 21 later in the day.)

RADIO

WINY (1350 AM)
WILI (98.3 FM)
WWLI (105.1 FM)
WHCN (105.9 FM)
WTIC (1080 AM/96.5 FM)
WDRC (102.9 FM)
WKSS (95.7 FM)
WCTY/WICH (97.7 FM)

TV

WTNH 8
WTIC 3
WVIT 30 (4)

Nurse/Medical

The State of Connecticut and the Plainfield Board of Education have established health related policies and regulations for the health and safety of all children who attend school.

- Before a child is allowed to enter seventh grade, s/he must have proof of a current physical and appropriate vaccinations.
- Eighth grade students must have required vaccinations.

Requirements are available from the school nurse. If you have questions, please call our school nurse, at 564-8993.

We have had instances where students have sent a text message to parents requesting parental pick-up. We ask that parents call the nurse at this point, rather than show up to pick your child up WITHOUT the child having been assessed by the nurse.

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. Students who "drop in" at the nurse's office between classes will be sent to class to obtain a pass.

If, in the opinion of the nurse, a 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.

AIDS Education

Section 10-19 of the States General Statutes requires that Acquired Immune Deficiency Syndrome (AIDS) instruction be offered. It is recommended that some instruction be offered at least once during the K through grade 2 sequence, grade 3 through grade 5 sequence, grade 6 through grade 8 sequence and grade 9 through grade 12 sequence. The Plainfield Public

Schools will meet the state's requirements for AIDS Education.

Authorization and Administration of Medicines by School Personnel

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. 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.**

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 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.

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.
- Providing a program to help students learn as much as possible about his/her career interests
- Welcoming any opportunity to talk things over with any student, teacher or parent.

Extra and Co-Curricular Activities (CCA's)

CCA's are those programs that extend beyond the school day and meet on a regular basis. We at Plainfield Central School encourage all students to participate in these activities. They are fun and add another dimension to school. They also afford an opportunity to establish new friendships and skills. The following is a list of activities that have currently been offered, additionally there are new opportunities added frequently:

Boys and Girls Soccer	Jazz Band
Boys and Girls Cross Country	Chorus
Baseball and Softball	Drama Club
Boys and Girls Basketball	Yearbook Committee
Health and Wellness Committee	Spring Track Team
Journalism Club	Weather Club
Homework Club	Girl Power
Art Club	Boys Club
Yarn Club	NJHS

Cafeteria and Lunches

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. The hot lunch offered to students includes milk. Milk is also available for purchase separately.

Lunches may be pre-paid. Send in a check made out to Chartwells.

Breakfast	\$1.90
Lunch	\$2.75, \$3.25 & \$3.50
Milk	\$.50 per carton

Cafeteria rules:

- Enter in an orderly manner (walking) and sit at tables. No cutting into line or running is allowed.
- **Students are not allowed to share or trade food.**
- 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.
- Talk at a conversational level. Avoid screaming at or to one another.
- When finished eating lunch, students dispose of trash and return to the seat where they were sitting. Students are not to wander around the cafeteria.
- All students must clean their areas, including the floor around them.
- Food or drinks may not be taken from the cafeteria without permission.

Open containers may not be brought into school, and once containers are opened they are not allowed outside the cafeteria. This includes unfinished drinks, water bottles, etc. Caffeine beverages such as coffee, caffeinated soda and high energy drinks are not allowed.

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, school stores, fundraisers, and other school events.
- Foods sold during the school day will meet USDA standards and the Connecticut Healthy Snack Standards. The school day begins with the arrival of the first child at school and ends after the last scheduled instructional period.
- **Students who do not adhere to the cafeteria rules will be provided an alternative setting to eat their lunch by the building administration.**

Academic Eligibility

Students at PCMS are eligible to participate in a wide range of extra-curricular activities (ECA's) including athletic, academic and club-type programs.

- Students who receive a failing grade in more than one subject in a marking period are ineligible for participation in ECA's.

- Students receiving one failing grade will be placed on probation. Students placed on probation are required to attend and participate in any support activities offered. Grades will be reviewed every ten (10) school days by an Eligibility Review Committee to determine continued participation. If the review committee determines that the student has not improved grades and or performance, the student will be ineligible to participate. After another ten (10) school day period, the student may have his/her grades and performance reviewed again by the Eligibility Review Committee to determine participation during the next ten (10) school days.
- Eligibility to participate in extra-curricular activities during any marking period is dependent on the previous marking period grades. Participation in the fall will be determined by the last marking period grades in the previous school year.
- Students may be declared ineligible due to repeated and/or severe behavior problems.
- The administration reserves the right to place a student on probation or declare a student academically ineligible should s/he fall into poor academic standing during a marking period and be in jeopardy of failing more than one subject.

Attending Athletic Events

Supervision is paramount for those students remaining after school to attend an athletic event (normal start time is 3:30). Students who choose to remain at school are required to receive prior permission to remain with a staff member until the event begins. Students may not simply "hang out" or walk around the building and must be supervised.

Permission slips and up-to-date sports physicals are required for students to tryout and participate in interscholastic sports.

Permission slips are available in the nurse's office. The physical must be obtained from your family's physician and must be current and good through the entire sports season.

School Dances

Middle school dances are planned and are intended to provide a pleasant social evening for all students who attend. The following rules have been established for our dances:

- Students may not re-enter a dance once you have chosen to leave.
- Anyone not in school for any reason on the day of a dance is not allowed to attend the dance that evening.
- Anyone asked to leave a dance because of a problem, must wait in the lobby until someone has been contacted to pick them up.
- Parents must not drop students off too early for a dance and students **must** be picked up promptly at the end of the dance.
- Dances are a school activity, and all school rules apply.

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 PCMS is necessary for field trip participation. Students may be excluded from field trips due to a poor behavior record, or poor behavior on previous field trips. If teachers and the administration have concerns about a students' behavior on a field trip, a parent may be required to attend the trip for them to go. In addition, behavior expectations found in school are always expected on field trips.

- Students will be required to have a signed permission slip from home in order to participate in a school field trip. Permission slip deadlines will be established, and if your permission slip is not in on time, you cannot go on the trip.

- Some field trips require a **non-refundable ticket or entry fee** that has to be sent in ahead of time. Since ticket prices and transportation fees are based on group rates so some trip monies may be non-refundable if a student is not able to attend. This information would be indicated on the permission slip.
- Students, who have paid but are unable to go on a trip because of disciplinary issues, may not be issued a refund.
- Students, who choose not to attend or are ineligible to attend a field trip or/team event, will be responsible for completing an alternative assignment related to the trip or activity.

PCMS PTO

Plainfield Central Middle School has an active and involved PTO. We welcome your involvement and participation in planning events for our students' benefit. PTO meetings are held in September, November, January, March and May on the second Wednesday of those months at 5:30 p.m. in the PCMS Conference Room. Childcare is available.

8th Grade Promotion Ceremony

Students in good academic standing are eligible for promotion to ninth grade and may participate in the promotion ceremony at the end of the year. Students failing two (2) or more subjects for the year may not be eligible to participate in the promotion ceremony.

8th Grade Class Trip

All grade 8 students are eligible for the class trip. The principal reserves the right to exclude any student for excessive* discipline referrals or for truancy (ten or more unexcused absences during the school year). *excessive is at the discretion of the principal.

Report Cards/Progress Reports

Report cards and progress reports are available on Aspen mid-marking period and end of the marking period. Families may request paper copies by contacting the guidance office.

Grading

A+	98-100	C+	77-79
A	93-97	C	73-76
A-	90-92	C-	70-72
B+	87-89	D	65-69
B	83-86	F	below 65
B-	80-82		

Placement on HIGH HONORS and HONORS includes grades in academic and exploratory subjects.

High Honors: A- average with no grade lower than an A-

Honors: A- average with no grade lower than a B-

Note: Students cannot have any incompletes to receive academic recognition.

Promotion and Retention Policy

It is the policy of Plainfield Central Middle School to promote those students who have made satisfactory progress both academically and developmentally.

Parents of any student receiving a failing grade in any subject at any time during the school year should contact the teacher of that subject to determine what can be done to resolve the academic deficiency.

It is our practice to send home failure notices at the end of the third marking period for any student who has failed more than one subject. A student may be considered a candidate for retention if failure has occurred in more than one subject for the year. Parents of a child in this situation should contact the counselor immediately.

The principal has final authority regarding the promotion/acceleration/retention of any student.

Conferences

Parent/teacher conferences are scheduled twice during the school year. It is highly recommended that parents schedule a conference on these dates. Attending conferences sends your child a message that meeting with his/her teachers is a priority. Parents who have concerns about their child's school performance can contact their child's teacher(s) or counselor anytime throughout the year to set up an appointment. Parents, teachers, and students who work together can find solutions to most school problems.

Homework

Assignments can be accessed through the school website. Go to www.plainfieldschools.org, click on schools, then PCMS website. 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 student's work. Homework is an independent activity to be accomplished outside of the school day to reinforce concepts learned in class. 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.

- **Students' 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 30 minutes per night.

Parents' 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 assistance, give help 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.

Teachers' 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:

Grade 6: 30–60 minutes each school night.

Grades 7-12: In middle and high school, the amount of homework will vary by subject. Most middle and high school students will also have homework projects such as research papers and oral reports that may have deadlines weeks away. Students may need help organizing assignments and planning work times to make sure homework is turned in on time.

Good study habits developed during middle school years will strengthen future academic performance. Students are expected to give their 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.

- Every person has a best time of the day for learning. Figure out when the best time is for you to study.
- Have this agenda with you at all times in school. Make sure it goes home with you at the end of each day.
- Be sure you understand what your assignment is and write it in your agenda. If you don't understand it, ask questions.
- 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 fairly quiet place, and one that is well-lighted.
- When planning to study, budget your time and set goals for yourself.
- Have all the necessary materials at hand when you begin.
- Plan to study for the amount of time you can sit still. Take a break and do something active; then start again.
- Study in an area where you will not be interrupted.

Physical Education

Physical education is a required subject. Students are expected to change for class and to actively participate in physical education classes unless you are medically excused. Proper clothing includes shorts or athletic pants, a crew neck tee-shirt, and sneakers.

Grades in physical education are based on participation, effort, conduct, cooperation, tests, and proper P.E. attire. If you are unable to participate in a P.E. class for a medical reason, a statement signed by a doctor, clearly stating the limitation and the length of time that you need to be excused, must be presented to the school nurse. On occasion, a note from home asking permission for not taking part in a P.E. class may be sufficient.

Students unable to participate in physical education for a medical reason will be excused from class and may be sent to the library. A phone call will be made to the parents/guardians letting them know the responsibility of the student while they are out on medical leave.

Telephones/Texting

It is our goal for students to be in-class and limit the phone calls/texting from school. If an emergency situation arises and there is a need to call home then students need to see the secretary in the office for permission to use the phone. The office phone is available for after school use by students to contact parents.

Personal Communication Devices/Cell Phones

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

1. They may only be used for educational purposes and under the direction of staff or administration.
2. Students are not permitted to access, view, record, display, or distribute inappropriate images or recordings.
3. Student are not permitted to take photographs, video and/or audio recordings with or without the knowledge and consent of the individual(s) being photographed or recorded.
4. The school accepts no responsibility for lost or stolen electronic devices including cell phones.

Any student using personal communication devices in violation of the policy will be subject to disciplinary action. Students using a device during class time will be asked to discontinue use and to put it away in a pocket, bag locker, etc. If use continues, the device will be confiscated and the administrator will contact parent/guardian to retrieve the device.

The administration reserves the right to limit and/or disallow personal communication and cell phone devices for those students unable to handle this responsibility.

Parents/guardians are urged to support administration's belief to have students secure their phones in their lockers. Simply stated, adhering to this expectation limits and/or eliminates unnecessary interruptions to the educational process. Further communication will be shared with families prior to the start of the 17-18 school year.

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 any 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. The school accepts no responsibility for personal property if these items are lost, stolen, or broken while on the bus or at school.

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.

Lost and Found

Students 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, binders, agendas, etc.

Lockers

- Each student is assigned a locker with a built in combination. Students are advised not to give anyone their combination.
- Your locker is to be kept clean, neat, and in working order.
- Personal locks are not permitted on a school locker.
- Sharing a locker with another student is not permitted.
- **Plainfield Central Middle School assumes no responsibility for misplaced or stolen articles.**

- Decorating the inside of a locker door, if done, should be done tastefully and whatever is put up should be easily removed. Students are expected to leave a clean locker when emptied on the last day of the school year. Students are advised that lockers are the property of the school and that school administration and custodians have access to all lockers. Lockers and personal belongings may be searched by the school administration and/or police if there is reasonable suspicion that they contain something illegal, dangerous, or disruptive to the operation of the school.

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 receipt 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. **Eighth grade students will be excluded from end-of-the-year activities until all outstanding obligations have been met.**

Student Agendas

Agendas are an integral part of a student's life at Plainfield Central Middle School. The agenda contains the student handbook, 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.

Dress Code

Each student assumes the responsibility for dressing in terms of personal pride and the esteem that one holds for the school. Proper dress is a common sense issue.

- Wear clothing that is clean, modest and neat.
- Avoid clothing or accessories that are rude, vulgar, unsafe, unhealthy, illegal, or disruptive to the educational process. Clothing or hats that advertise alcohol, drugs, or tobacco products, or which contain inappropriate scenes or messages are not appropriate and students will be asked to change the clothing or to turn it inside out for the day, and requested not to wear it again.
- 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. The neckline of shirts and blouses may not be below the manubrium which is the bone at the top of the sternum.
- No headgear (hats, headbands, bandanas) shall be worn in school.
- Clothing items that may be identified as gang colors may not be worn. This includes bandanas that are tied to belt loops, shoes, or worn on arms, legs, etc.)
- Decorative chains and chained wallets are not allowed.
- Outerwear (jackets and coats), book bags, and backpacks are to be kept in lockers.
- 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 flannel pajamas may not be worn to school.
- Students whose attire does not conform to the dress code will be isolated in the In-school Suspension Room until proper clothing is brought to school.
- Students who are repeat offenders will be subject to school discipline.
- The administration reserves the right to respectfully deem if attire is school appropriate.**

Mouthwash

Many mouthwashes, if not all, contain alcohol and thus are not allowed in school.

Perfume, Cologne and Deodorant

There are students and adults in school who have a variety of allergies and some who experience severe reactions to perfume, spray deodorants, and other body sprays. **Students are not allowed to have any spray bottles in school or on the bus, and we also ask that students limit their use of perfume and cologne 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, these items are to be left at home. Stick and roll-on deodorants are allowed in school.

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 after busses have been loaded and have left the parking lot.

Bicycles

Students are allowed to ride bicycles to school with written parent permission on file in the office. Students riding bicycles to school are required to wear helmets. Anyone not wearing a helmet will not be allowed to ride their bike home and shall lose the privilege of riding their bike to school. Upon arriving at school, immediately place the bicycle in the rack. It is recommended that it is locked and chained. Students will be dismissed after busses have been loaded and have left the parking lot. Plainfield Public Schools accepts no responsibility for the loss of or damage to any bicycle.

Skateboards and Scooters

Students are not allowed to bring or ride skateboards and scooters to school and they are not allowed on school busses.

Code of Conduct – PCMS “PRIDE”

The purpose of the disciplinary rules at PCMS is to establish a safe learning environment through mutual respect for the students, the staff and the school. Our policy regarding student conduct is based on the acronym “PRIDE” – Preparation, Responsibility, Integrity, Diversity, and Excellence. PCMS will provide a quality education in a structured program in which positive reinforcement is coupled with the consistency of consequences. 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 Central Middle School, learning happens best when students and teachers are free from distractions and maintain an orderly school environment. Therefore, all students are expected to follow the fundamental rules listed below. These rules apply to all school activities or functions.

Fundamental School Rules (All Settings)

Everyone will show respect for the school – its people, its property, and its purpose so that the learning environment is not jeopardized. Examples of this respect are:

- Students will follow directions the first time they are given by an adult.
- Profanity and obscene gestures are not permitted.
- Students shall behave appropriately in the hallways, walking quietly and to the right, and moving directly to assigned areas.
- Signed passes are required except when passing between classes.
- Students shall arrive to class on time, be prepared with all necessary materials and homework, and be willing to contribute.
- Students are responsible for turning in their own work and giving contributors proper credit.
- Consumption of food or beverages will be in designated areas only. Open containers are not allowed outside the cafeteria, including water bottles. Gum is not allowed.
- Students will be encouraged to be positive role models and are expected to always strive to do their absolute best.

Classroom Behavior

When students are in classrooms, behaviors that prevent learning from taking place will not be tolerated. 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. (No running, jumping, etc.)
- Keep your hands, feet and objects to yourself. (No pushing, bumping, shoving, etc.)
- Lockers may be used only at designated locker times.
- Lavatories may not be used in between classes. Obtain permission from a teacher and have a signed agenda to use the lavatory.
- Use appropriate voice levels.

Lavatories

Students are required to have a signed agenda or a written pass from a teacher to use a lavatory, except in the case of an emergency. Students are expected to use the facilities appropriately and clean up after themselves. Students are also expected to respect the privacy of others, flush toilets, and wash hands, as appropriate.

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 buses may be at their maximum capacity of passengers. It is imperative that we maintain safe and orderly behavior on the school buses, 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, with support from school administration, 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 to. Look left, right and left again before crossing.

On the Bus

- **There must be absolute silence at railroad crossings.**
- 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.
- Keep your hands, feet and objects to yourselves 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, gum, etc. are not allowed on the bus.
- **No open or previously opened containers are allowed on the bus. This includes water, Gatorade, soda, and all other types of beverages.**
- Skateboards are not allowed on the bus.
- If there is an emergency, listen to the driver and follow instructions.
- Students are allowed to bring cell phones, 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 be turned off and stored in lockers 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.

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.

Permission to ride other busses

Students are to ride the busses that they 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 Guidance Office. **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.** 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 the receiving adult. Special bus passes need 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 to the office or to the bus driver during dismissal will not be honored.

PCMS Discipline Policy

To provide an environment that supports teaching and learning, students are expected to maintain an appropriate level of behavior and to adhere to all rules and guidelines as stated in this handbook. The discipline policy is established to ensure that the educational process is not hindered by the actions of students. Disciplinary action includes, but is not limited to, verbal reprimand, lunch detention, after school detention, office detention, extended detention (5:00 PM), bus suspension, in-school suspension, out-of-school suspension, expulsion.

Student conduct which will lead to disciplinary action includes but is not limited to the following:

1. 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
2. Cafeteria misbehavior, leaving refuse, and refusing to clean area
3. Deliberate refusal to obey a member of the school staff
4. Deliberate risk of injury to another student
5. Gum chewing or food in the corridors
6. Harassing students or school staff because of sex, national origin, mental or physical handicap
7. Laser pointers (possession or use of)
8. Leaving class or school without permission
9. Notes written to or about a staff member or another student containing inappropriate remarks or language
10. Other conduct that is deemed offensive or inhibits the decorum or operation of the school may result in disciplinary action.
11. Playing cards or any gambling
12. Possession or use of electronic devices including, cameras, games, Walkman, MP3 Players, iPods etc
13. Public display of affection
14. Racial/Ethnic slur
15. School disruption or intentional incitement
16. Smoking or possession of tobacco products including matches, lighters, papers, etc
17. Theft or possession of stolen property
18. Threatening, intimidating or blackmailing school staff or other students
19. Throwing any object including pencils, snowballs, rocks, sticks, etc
20. Willfully striking or assaulting a student or staff member
21. Unexcused absence from class
22. Verbal assault, obscene gestures, aggressive act, name calling, inappropriate touching, harassing, profane or threatening language, or a false accusation toward a staff member or another student
23. Willful destruction of school or private property

The following 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.

24. Arson, false alarm report, bomb threat (**BOE Policy 5027**)
25. Major disruption of the school (**BOE Policy 5027**)
26. Possession of weapons or dangerous instruments (**BOE Policy 5020**)
27. Possession or distribution of alcohol and/or drugs, including their facsimiles. This includes controlled substances, prescription drugs and over the counter medication. Consumption or being under the influence of alcohol and/or drugs (**BOE Policy 5017**)
28. Physical assault to a school employee or another student (**BOE Policy 5027**)
29. Theft (major) (**BOE Policy 5027**)
30. Vandalism (major) (**BOE Policy 5027**)

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

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that violates school rules, 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
- whether the conduct involved the use of alcohol and/or illegal drugs.

Sexual Harassment – Policy 5052 (Summary)

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.

Weapons and Dangerous Instruments - Policy 5020

The Plainfield Board of Education recognizes that possession and/or use of a weapon or dangerous instrument by a student is detrimental to the welfare and safety of the students and the staff within the school district. Possession and/or use of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school sponsored or approved activity is prohibited. For purposes of this policy, “weapon” and “dangerous instrument” include, but are not limited to any: pistol, revolver, rifle, shotgun, air gun, spring gun, slingshot, bludgeon, artificial knuckles, knife, chemical weapon, explosive device, “stun” gun, or other electric shock producing device, any device having a sharp point or edge, such as an ice pick or razor, and any other similarly dangerous instrument capable of inflicting injury.

Possession of an instrument that might otherwise be considered a “dangerous instrument” such as a baseball bat, tool or laboratory device, is permitted if such instrument is in a student’s possession because, and to the extent that, such instrument is necessary for the student to participate in an approved school program, 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.

Bullying/Cyberbullying – Policy 5012 (Summary)

In accordance with state law, any form of bullying behavior, whether in the classroom, on school property, or at school sponsored events, is forbidden. Any individual who engages in bullying activity on school property or at a school sponsored activity is subject to discipline.

“**Bullying**” means any overt or covert act by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, defame, or intimidate while on school grounds, on a school bus, or at a school-sponsored activity which acts are committed more than once against any student during the school year.

“**Cyber bullying**” includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, defaming or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs.

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

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

Discipline Consequences (definitions)

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.

Office Detention: Assigned to a detention during the school day for up to 90 minutes in a setting supervised by a teacher or other staff member. Parents are notified by the administration.

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.

Extended Day Detention: Served from 2:45 p.m. to 5:00 p.m. Students are not allowed to attend after school activities, including dances if they are assigned an extended day detention. Parents/guardians are notified by the administration.

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.

In-School Suspension (ISS): A student is assigned to an area in the school (ACE Room) that is isolated from other students and is under the supervision of a member of the staff. An in-school suspension may be assigned for up to ten (10) days. The student’s team provides assignments, and the administration may include a disciplinary assignment. All school rules apply to the ACE Room 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 attending any and all school activities during the suspension period and is not allowed on school grounds unless permission is granted by administration.

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. As part of due process, parents may appeal suspensions to the next level.

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.

Bus consequences:

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

Notes:

1. For any suspension out of school, a parent/guardian must contact the school upon the student’s return
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 the Child Study Team.
4. 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.

Attendance Procedures (K-8) – Policy 5113

Regular student attendance in school is essential to the educational process. School systems are required to monitor attendance and report students who are truant to an appropriate state agency. In order to assist the District with these requirements, with a minimum disruption to the educational programs in your child's school, we ask that you help us by doing the following:

- If you ***know in advance that*** your child will be absent from school, please send a note or call the school and let us know.
- On the other days when your child will not be coming to school, please call the school office at **860-564-6437 between 7:30 and 10:00** advise us that your child will be absent that day. Communication about attendance issues is valuable. An unreported absence imposes an additional burden on the office staff. If we do not hear that your child will be absent, ***we are required to try to locate you at home, at work or elsewhere*** to verify your child's absence. Accordingly, we ask that you make a conscientious effort to call or send a note each time there is an absence so we do not have to spend excessive time with follow-up telephone calls and you are not interrupted at work.

Thank you very much for your help!

STUDENT ATTENDANCE AND TRUANCY

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. This notice provides basic information pertaining to student attendance and truancy, and to a parent's obligations under the state's attendance guidelines.

The following definitions are used by the district in administering the state law concerning attendance:

- "Absence" - any day during which a student is not considered "in attendance" at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.
- "Disciplinary absence"- Any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused.
- "Educational evaluation" - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
- "Excused absence" - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the child has been excluded from school

in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:

- Any absence before the student's 10th absence is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
- For the student's 10th absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
 - student illness (verified by an appropriately licensed medical professional);
 - religious holidays;
 - mandated court appearances (documentation required);
 - funeral or death in the family, or other emergency beyond the control of the student's family;
 - extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;
 - lack of transportation that is normally provided by a district other than the one the student attends.

- "In Attendance" - any day during which a student is not considered to be absent from his/her assigned school, or from an activity sponsored by the school (e.g. field trip), for at least one half of the school day.
- "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence. The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.
- "Truant" - any student **five (5) to eighteen (18)** years of age, inclusive, who has **four (4)** unexcused absences from school in any one month or **ten (10)** unexcused absences from school in any school year.
- "Student" - a student enrolled in the Plainfield Public Schools.

The following documentation requirements are applicable to the process for excusing student absences:

- Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. An incidence of absence is considered consecutive days of absence.
- The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the

absence by the school nurse or by a licensed medical professional, as appropriate.

3. For the student's 10th absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
 - a. student illness:
 - (1) signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or
 - (2) signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.
 - b. religious holidays: none.
 - c. mandated court appearances:
 - (1) a police summons;
 - (2) a subpoena;
 - (3) a notice to appear;
 - (4) a signed note from a court official; or
 - (5) other official, written documentation of the legal requirement to appear in court.
 - d. funeral or death in the family, or other emergency beyond the control of the student's family: written document must explain the nature of the emergency.
 - e. extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
 - f. lack of transportation that is normally provided by a district other than the one the student attends: none.
4. Neither e-mail nor text message shall serve to satisfy the requirement of written documentation. In rare and extraordinary circumstances, a building administrator may, in his/her own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.
5. The Plainfield Public Schools reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.
6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

There are certain times when a student's long-term unexcused absences from school will not be considered truancy under state law and district policy, as described below.

1. A student **five (5) or six (6) years of age** shall not be considered truant if the parent or person having control over such student has appeared personally at the school district office and exercised the option of not sending the child to school at five (5) or six (6) years of age.
2. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

In accordance with state guidelines, the school district applies certain criteria to determine whether a student is considered to be "in attendance", as set forth below:

1. A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.
2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered "in attendance."
3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being "in attendance" for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate by the administration so as to ensure that the student is able to successfully return to the regular classroom setting.

Search and Seizure – Policy 5025 (Summary)

School administrators, and/or law enforcement officials authorized by principals, may search students, student lockers and other school property if there are "reasonable" grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

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

Throughout the course of the year, situations may arise which require the administration to make the safest and best decision possible in order to maintain a safe environment for the school community. Additionally, these decisions may at times override standard procedures as stated in the school agenda. Please be aware that every decision is made in the best interest of the students and school safety.