

DERBY PUBLIC SCHOOLS

STUDENTS

SERIES 5000

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			Policy or Number Regulation
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***Bolded line indicates policies which boards of education must have due to federal or state law**
****5112, 5113.2 at least one of these must be in place to fulfill legal requirement**
*****5114, 5131, 5144 at least one of these must be in place to fulfill legal requirement**

Existing policy, number 5000 adopted 12/20/01, modified.

Students

Concepts and Roles in Student Policies

The public schools are focused on students' educational development and school district goals and objectives for student learning are the central concerns of Board of Education policy and the Superintendent of Schools' administrative regulations.

Each child shall be given an educational opportunity as nearly equal to those of each other child as reasonably as possible and as is required by law. Since children vary widely in capacities, interests, social and economic background, no two can be treated exactly alike if the fullest development of each is to be achieved.

Discrimination among students, applying for admission to or attending district schools, with respect to race, color, religious creed, age, marital status, national origin, sex, sexual orientation, **gender identity or expression**, or disabilities is prohibited.

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools.

10-15c Discrimination in public schools prohibited. School attendance by five-year olds.

10-184 Duties of parents. (re mandatory schooling of children seven years of age and over and under sixteen)

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.

10-226a Pupils of racial minorities.

Section 504, U. S. Rehabilitation Act of 1973, 29 U.S.C. @ 794

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policy, number 5000 adopted 12/20/01, modified.

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Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

A new policy to consider.

Students

Goals and Objectives

The Vision of the Derby Public Schools is to rigorously prepare all students for high achievement and success in a competitive society. The Mission of the Derby Public Schools is to join with our community to provide all students with a high quality education and the tools necessary to compete and succeed in a diverse, global society.

In order to accomplish our purpose, the Derby Public Schools must ensure:

- A. The understanding of the academic standards established by the State of Connecticut.
- B. High quality, effective instruction for all students.
- C. Systematic professional development that promotes academic excellence and assists teachers in the delivery of effective instruction.
- D. That every educator is skilled in the promotion of motivation, engagement and self-discipline among our students.
- E. The capacity to collect, analyze and utilize data on student performance so as to provide constructive feedback and to promote the improvement of instruction.
- F. Proactive support services (PCRC, Youth Services Bureau, etc.) are engaged and available to support students and educators.
- G. To provide a stimulating, challenging and culturally responsive curriculum.
- H. That a metric is established to evaluate and monitor child development and instructional programs of the educational system.
- I. Effective relationships and interpersonal skills.
- J. Rigor (thoroughness, meticulousness, care, attention, precision).
- K. That all staff members and students are effective communicators.
- L. The effective use of modern communications and learning technology with an infrastructure that supports ongoing advances in technology.

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policy, number 5111 adopted 12/20/01, modified and with update to legal reference.

Students

Admission/Placement

Admission

District schools shall be open to all children five years of age and over who reach age five on or before the first day of January of any school year. Each such child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the program and activities of the school system without discrimination on account of race, color, sex, religion, national origin, sexual orientation, or **gender identity or expression**. Exceptions from routine admission may be made by the school Principal on the basis of supporting evidence from physical and psychological examinations.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person with information on the educational opportunities available in the school system.

According to Connecticut General Statute 10-76d, special education will be provided for children who have attained the age of three and who have been identified as being in need of special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

Each child entering the district schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. If the parents or guardians of any children are unable to pay for such immunizations, the expense of such immunizations shall on the recommendation of the Board, be paid by the town. Proof of domicile may also be requested by the building Principal.

Children who have attained the age of ~~sixteen~~ **seventeen** and who have voluntarily terminated enrollment in the district's schools **with parental permission**, and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination, **unless such child seeks readmission to a District school not later than ten days after such termination. In such cases, the child will be provided school accommodations not later than three days after the requested readmission.**

Students

Admission/Placement (continued)

Placement

Children who apply for initial admission to the district's schools by transfer from nonpublic schools or from schools outside the district will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

Students who have attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age twenty-one.

- (cf. 0521 - Nondiscrimination)
- (cf. 5112 - Ages of Attendance)
- (cf. 5141 - Student Health Services)
- (cf. 6171 - Special Education)
- (cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools

10-15c Discrimination in public schools prohibited. School attendance by five- year olds, as amended by PA. 97-247

10-76a - 10-76g re special education

10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) - as amended by PA 98-243.

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

Hearings. Amended by PA 96-26, An Act Concerning Graduation Requirements and Placement of Older Students

10-220h Transfer of student records as amended.

PA 11-115 An Act Concerning Juveniles' Reentry and Education.

10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils

10-233c Suspension of pupils

10-233d Expulsion of pupils

10-233k Notification of school officials of potentially dangerous students. (as amended by PA. 01-176)

Students

Admission/Placement

Legal Reference: Connecticut General Statutes (continued)

10-261 Definitions

State Board of Education Regulations

10-76a-1 General definitions (c) (d) (q) (t)

10-76d-7 Admission of student requiring special education (referral)

10-204a Required immunizations (as amended by PA 98-243)

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Plyler vs. Doe, 457 U.S. 202

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

A new policy to consider.

Students

Dropouts

Parents and those who have the control of children five years of age and over and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the district in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. The parent or person having control of a child sixteen or seventeen years of age may consent to such child's withdrawal from school. For the school year commencing July 1, 2011 and each school year thereafter, the parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor or school administrator of the school that the district has provided the parent or person with information on the educational options available in the school system and in the community.

The administration, guidance staff and faculty of the school system shall extend every possible effort to the end that each student may meet with success in his/her school program, have a favorable school experience and earn a diploma. Every attempt will be made to identify the potential dropout and to provide the appropriate resources in order to assist such students.

If the drop-out rate of the District is determined to be 8% or higher in the previous school year, the Board of Education shall establish an on-line credit recovery program for those students who are identified as being in danger of failing to graduate. These students, once identified by certified personnel, must be allowed to complete on-line District-approved coursework toward meeting high school graduation requirements. Each high school within the District shall designate, from among existing staff, an online learning coordinator to administer and coordinate the online credit recovery program.

Any student who seeks to drop out of school shall be referred immediately to a guidance counselor or school administrator. The student, if under eighteen years of age, must present to the guidance counselor or administrator the required written parental consent of his/her withdrawal. If the student is at or above the age of majority no such parental consent shall be sought. A student under age eighteen shall not be allowed to withdraw who has not presented such parental consent.

The interval between the student's announcement of his/her desire to leave and the possible presentation of the written consent will be used to attempt to dissuade the student from leaving and to resolve his/her problems so that he/she might continue in school and finish satisfactorily.

Students

Dropouts

(cf. 5111 - Admission)
(cf. 5112 - Ages of Attendance)
(cf. 5113 - Admission/Excuses/Dismissal)
(cf. 5113.2 - Truancy)
(cf. 6146 - Graduation Requirements)
(cf. 6172.6 - Virtual/Online Courses)

Legal Reference: Connecticut General Statutes

10-184 Duties of parents as amended by PA 98-243, PA 00-157 and PA 09-6 (September Special Session)

10-199 through 10-202 Attendance, truancy - in general.

10-221a High school graduation requirements. (as amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation and P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses, Other Subject Areas) and P.A. 10-111, An Act Concerning Education Reform in Connecticut.

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

A new policy to consider.

Students

Disenrollment

The Board of Education views regular and uninterrupted school attendance as the legal responsibility of each student and his/her parent/guardian(s). Classroom learning experiences are important to the learning process and vital to student success.

The Board encourages and appreciates the need for accurate student enrollment counts/data at the district and individual school levels. Such counts are crucial to the appropriate fulfillment of the Board's responsibilities related to current and long term budget, personnel and facility planning. District enrollment data, as required to the State Department of Education, must also be current and accurate to facilitate the timely, correct and equitable calculations of grant entitlements supportive of district efforts.

The Superintendent of Schools or his/her designee is authorized to develop and implement administrative guidelines necessary to ensure the accuracy of District enrollment counts through the timely removal from District rolls of those students no longer attending and/or eligible for services in the District.

(cf. 5111 - Admission)

(cf. 5112 - Ages of Attendance)

(cf. 5112.3 - Dropouts)

(cf. 5113 - Attendance and Excuses)

(cf. 5113.2 - Truancy)

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools

10-15c Discrimination in public schools prohibited. School attendance by five-year olds, as amended by PA 97-247.

10-76a - 10-76g re special education.

10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) - as amended by PA 98-243, and PA 00-157.

10-186 Duties of local and regional boards of education re school attendance. Hearings. Amended by PA 96-26, An Act Concerning Graduation Requirements and Placement of Older Students.

Appeals to state board. Establishment of hearing board.

Students

Disenrollment

- Legal Reference: Connecticut General Statutes (continued)
- 10-198a Policies and procedures concerning truants, as amended by PA 00-157.
 - 10-199 through 10-202 Attendance, truancy -in general.
 - 10-221 (b) Board of education to prescribe rules.
 - 10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils.
 - 10-233c Suspension of pupils.
 - 10-233d Expulsion of pupils.
 - 10-261 Definitions.
 - State Board of Education Regulations.
 - 10-76a-1 General definitions (c) (d) (q) (t).
 - 10-76d-7 Admission of student requiring special education (referral).
 - 10-204a Required immunizations (as amended by PA 98-243).

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policy, number 5112 adopted 12/20/01, modified.

Students

Ages of Attendance

In accordance with Connecticut General Statute §10-186, the Board of Education shall provide education for any person five years of age and older and under twenty-one years of age who is not a graduate of high school or vocational school. Additionally, preschool special education needs of children shall be diagnosed and addressed in accordance with special education statutes and regulations.

Each parent or other person having control of a child five years of age and older and under eighteen years of age is obligated by Connecticut law to cause such child to attend a public school regularly during the hours and times the public school in the school district in which such child resides is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age and the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. Such parent or person having control shall exercise this option by personally appearing at the school district's office and signing an option form. ~~(Appendix A)~~; The school district shall provide that parent or person with information on the educational opportunities available within the school system.

In addition, the parent or person having control of a child ~~sixteen or~~ seventeen years of age may consent to such child's withdrawal from school. Such parent or person shall personally appear at the school district's office and sign a withdrawal form; the school district shall provide such parent or person with information on the educational options available in the school system and in the community.

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools

10-15c Discrimination in public schools prohibited. School attendance by five-year olds

10-76a – 10-76g re special education

10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA-98-243, PA 00-157 and PA 09-6 (September Special Session)

10-186 Duties of local and regional boards of education re school attendance. Hearings. (Amended by PA 96-26 An Act Concerning Graduation Requirements and Readmission and Placement of Older Students)

Appeals to State Board. Establishment of hearing board

Students

Ages of Attendance

Legal Reference: Connecticut General Statutes (continued)

10-233a – 10-233f Inclusive; re: suspend, expel, removal of pupils

10-233c Suspension of pupils

10-233d Expulsion of pupils

State Board of Education Regulations

10-76a-1 General definitions (c) (d) (q) (t)

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

DERBY PUBLIC SCHOOLS
Derby, Connecticut

ACKNOWLEDGMENT OF OPTION TO EXEMPT ATTENDANCE OF
CHILD FIVE OR SIX YEARS OF AGE FROM SCHOOL

Pursuant to Section 10-184 of the Connecticut General Statutes,

I _____, of _____
Name of Parent, Guardian or Other *Address*

the parent, guardian or other person charged with the care of the following minor child

_____, of _____ who was
Name of Child *Address*

born on _____ do hereby choose not to send my child to public
Date

school during the _____.
School Year

Furthermore, before signing this form, a representative of the _____
Name of District

school district met with me and provided me with information concerning the educational
opportunities and school accommodations available in the school system.

ACKNOWLEDGED BY:

Signature of Parent, Guardian or Other

Date

DERBY PUBLIC SCHOOLS
Derby, Connecticut

ACKNOWLEDGMENT OF OPTION TO WITHDRAW CHILD
SEVENTEEN YEARS OF AGE FROM SCHOOL

Pursuant to Section 10-184 of the Connecticut General Statutes,

I _____, of _____
Name of Parent, Guardian or Other *Address*

the parent, guardian or other person charged with the care of the following minor child

_____, of _____
Name Child *Address*

born on _____ do hereby elect to withdraw from public school.
Date of birth

Furthermore, before signing this form, a representative of the _____
Name of District

school district met with me and provided me with information concerning the educational options available in the school system and the community.

ATTESTMENT BY:

Signature of School Counselor *Date*

OR

Signature of School Administrator *Date*

ACKNOWLEDGED BY:

Signature of Parent, Guardian or Other *Date*

A child seventeen years of age or older who voluntarily terminates enrollment in a school district and subsequently seeks readmission, the local or regional board of education for the school district may deny school accommodations to the child for up to ninety school days from the date of such termination. Unless the child seeks readmission to the school district not later than ten school days after the termination in which case the board shall provide school accommodations to the child not later than three school days after the child seeks readmission.

Existing policy, number 5113 adopted 6/19/08, modified and with updated legal reference.

Students

Attendance and Excuses

A. Introduction

Regular attendance is essential for an effective school experience and necessary for annual promotion. The responsibility for regular attendance rests with the parents or guardians of the student. The Derby Schools shall make every effort to keep the appropriate person informed in this most critical area.

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age-seventeen.

State Board of Education definition of being "in attendance:" A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

B. Excused Absences

An absence shall be considered "excused" when a child does not attend school due to illness or injury, death in the immediate family, religious obligation, an emergency, or other exceptional circumstances as approved by the building principal. Written excuse for such absences should be submitted to school officials by the child's parent or guardian. All other absences, with or without written explanation, shall be considered unexcused.

Students who plan to be absent for reasons other than those listed above, should seek approval by presenting a note from home to the principal. Responsibility for completion of missed class work lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be completed within five days after the student returns to school.

Students

Attendance and Excuses (continued)

C. Unexcused Absences

An unexcused absence occurs when a student is out of school for reasons other than those approved as excused absences. A family vacation does not qualify as an excused absence. When a student is absent for an unexcused reason, the amount and kind of assistance provided shall be at the discretion of the student's teacher(s) after consultation with the building administrator.

D. Procedure

Any student who is absent for any cause shall have his/her parent or guardian contact the school office giving the reason for such absence.

E. Dismissals

1. Dismissal Request by Parents, Other or Outside Agencies

- a. No child shall be dismissed from school until the administration or other authorized person is satisfied that the student is being released at the request of the parent with whom the child lives, guardian or other authorized individual. If the administration has any doubt regarding the release request, the student shall not be released.

In cases where a parent in possession of custody award from the court makes a specific request regarding non-release of his/her child to the non-custodial parent, the request shall be honored upon receipt of a copy of the custody award. Should the non-custodial parent arrive at his/her child's school and ask that the student be released to him/her, the administration shall contact the custodial parent and, if deemed necessary, enlist the aid of the police department to assure that the custodial parent's directions are followed.

- b. **Emergency Request for Dismissal**

Telephone calls requesting release shall not be honored until the request has been verified by calling the parent or other authorized individual after terminating the conversation in which the release is requested. Parent, legal guardian, or authorized individual, shall come to the school for the child if release is approved.

In cases where an individual comes to the school requesting release of a student, every precaution should be taken to identify and make sure that the individual has the authority to request this release.

Students

Attendance and Excuses

E. Dismissal (continued)

c. Dismissal for Doctor or Dentist Appointment

Dismissal request for appointments with doctors or dentists during the school day shall be honored providing other arrangements cannot be made.

d. Dismissal for Music, Dance and Other Private Lessons

Dismissal requests for the student to take private lessons such as music, dancing or art shall not be honored.

e. Dismissal to Attend Religious Activities

Every effort will be made by school authorities to cooperate with those responsible for religious activities. Dismissal requests to participate in religious activities shall be honored providing other satisfactory arrangements cannot be made.

f. Excuse from Physical Education

Excuses from physical education for more than three consecutive classes shall be granted on a physician's certificate stating that the student is physically unable to take such training. The certificate must be reissued at the beginning of each school year if exemption is to continue.

2. Dismissals Initiated by School Authorities

a. Dismissal Because of Sickness of Students

It frequently is necessary to dismiss students who are ill, or who have been slightly injured while in school. In such cases, the recommendation of the nurse is usually followed although the ultimate decision rests with the administration.

If parents can be reached by telephone, they should be notified of the child's condition and inform the school when they will pick up the student. If no contact can be made with the home or the parent, arrangements should be made with one of the emergency contacts where there is a responsible person. If parental or emergency contacts are unavailable, the nurse or administration, at their discretion, may contact emergency (911) services to ensure the health and safety of the child. If school personnel contact emergency services, the parents/guardians are responsible for all incurred costs.

Students

Attendance and Excuses

2. Dismissals Initiated by School Authorities (continued)

b. Students Leaving Grounds

No student shall leave the school premises during school hours without permission of the administration. No elementary school child shall be permitted to leave school prior to dismissal at the request or in the company of anyone other than a school employee, a police officer, a DCF case worker, court official, or the parent/legal guardian of the child, unless the permission of the parent is secured.

Middle School

A. Procedure

Students in grades 6, 7 and 8 could face retention when their absence from school exceeds 20% of the school year. Notification shall be made periodically to parents regarding attendance records of students. In addition to the report card system, parents will be notified by mail of excessive absences. All absences from school/class will count toward the number of allowable absences per year. The following interventions will take place when the specific numbers of absences have been accumulated:

1. At 3 absences, within a marking period, the child's homeroom teacher and guidance counselor shall meet with student to discuss his/her attendance and send written notification to parents.
2. At 10 absences, written notification shall be sent to the parents informing them of the situation and a team conference with the parent will be scheduled.
3. At this conference, possible retention shall be discussed if further absences occur. The student shall also attend the meeting. Excessive absences due to unavoidable circumstances will be reviewed at this meeting. If the student conscientiously kept up with his/her work and had no control over his/her absence, retention shall not have to be an option.

B. Appeal Procedure

If the parent or guardian is dissatisfied with the decision of the building administrator regarding possible retention, the parent/guardian may appeal, in writing, to the Superintendent of Schools. All such appeals must be received prior to June 1st. A decision will be rendered by the Superintendent of Schools prior to the last day of school in June.

Students

Attendance and Excuses (continued)

Grades 9-12

A student who exceeds five unexcused absences in a marking period will be subject to a reduction of his/her grade due to lack of class participation due to absence. Teachers will count non-attendance and the resulting lack of participation as 10% of the marking period grade.

Absences from class and/or school will only be excused for the following reasons:

1. Illness
2. Long-term or chronic illness verified by the school nurse or a physician
3. Death in the immediate family
4. Religious holidays
5. Legal obligations
6. School sponsored activities (field trips, assembly programs, etc)
7. Other situations that are approved by the building administrator(s).

It is the responsibility of the student and the parent(s)/guardian(s) to provide a parent note or other documentation to support the request for an excused absence.

Any consideration of absences beyond the defined limit in this policy will be made by the administration in consultation with the individual teacher(s) at the request of the student and parent.

Tardiness To Class

Students who are tardy to class will receive the following consequences:

- | | |
|-------------------------|--|
| 1 st offense | -verbal warning from the teacher |
| 2 nd offense | -teacher assigned detention |
| 3 rd offense | -teacher assigned detention and parent notification by the teacher |
| 4 th offense | -teacher will refer student to the administration for possible disciplinary action |

Any further offenses of tardiness will result in other disciplinary action including assignment to in-school suspension.

Tardiness To Class

A student who is tardy to class more than 15 minutes without a pass from an administrator, nurse, faculty member, or authorized staff member will be considered absent from class.

Students

Attendance and Excuses (continued)

Class Cuts

Any student who is present in school but absent from class without permission from an administrator, nurse, faculty member, or authorized staff member will be issued a class cut. The teacher will submit a class cut form to the administration, and the administration will give an office detention and will notify the parent(s)/guardian(s) by letter. A student who cuts a class a second time will lose credit in the course. The teacher will submit a class cut form indicating a second class cut to the administration, and the administration will notify the parent(s)/guardian(s) of the loss of credit.

Loss of credit due to class cutting is not subject to appeal by the student unless the administration determines that extraordinary extenuating circumstances occurred in a particular case.

Truancy

Connecticut General Statutes define a truant as a child who fails to attend school from age five (5) to eighteen (18) inclusive. The school administration will make a concerted effort to prevent and remedy truancy in its early stages for students who are found to be truant. These efforts will include holding a meeting with appropriate school staff and parent(s)/guardian(s) after the student's fourth (4th) unexcused absence (truancy) within a month or tenth (10th) unexcused absence (truancy) in a school year. The Superintendent is required to bring a truant student's case to the Superior Court under the Family with Service Needs Law (FWSN) if the parent(s)/guardian(s) fail to attend the required meeting with school personnel or fail to cooperate with the school administration in trying to solve the child's truancy problem. Prior to a written complaint to Superior Court, a referral will be made to the Child Study Team to determine whether or not an educational evaluation is appropriate.

Remediation of Truancy

School personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. The Superintendent of Schools shall develop regulations which will detail the following school district obligations under the district's truancy policy:

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
3. Establish a system to monitor student attendance.

Students

Attendance and Excuses

Remediation of Truancy (continued)

4. Make a reasonable effort to notify parents or other persons having control of the child when a child does not arrive at school and there has been no previous approval or other indication which indicates parents are aware of the absence. *(Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)*
5. Counselor Responsibilities. The guidance counselor will:
 - A. At the first unexcused absence, arrange a conference with the student to provide counseling and make any required adjustments.
 - B. When notified of the third unexcused absence arrange a conference between the student and guidance counselor and send written notification to parents.
 - C. Arrange a meeting within ten (10) days of the fourth unexcused absence in a month or the tenth unexcused absence during the school year with the student, parents, and a school administrator.
6. Administrative Responsibilities. Whenever a child enrolled in school, ages five (5) to eighteen (18) inclusive, unless such child has either graduated from high school or withdrawn with written parental/guardian permission at ages sixteen or seventeen, effective July 1, 2001, fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent, (or other person having control of the child), is aware of the student's absence, a reasonable effort to notify, by telephone, **and by mail** the parent or such other person shall be made by school personnel or volunteers under the direction of the school principal. **The required mail notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omission of the child are such that the child's family is a family with service needs.**

The school administration will make early concentrated efforts to prevent and remedy truancy in its beginning stages. These efforts will include:

Students

Attendance and Excuses

Remediation of Truancy (continued)

- A. For the student's unexcused absence from a course which results in Grade reduction, the administrator will:
1. Confer with the student.
 2. Inform the parent by phone or mail.
- B. The school will have the appropriate staff member(s) arrange a meeting with the parent (or other person having control) of the child who is truant within ten (10) school days after the child's fourth unexcused absence in one school year. At this meeting a designated staff shall coordinate services with and referrals of children to community agencies providing child and family services.
- The Superintendent of Schools shall bring the child's case to Superior Court under the Families with Service Needs law if the parent (or other person having control) fails to:
1. attend the required meeting to evaluate why the child is truant, or
 2. cooperate with the school in trying to solve the truancy problem.
- C. When a student's outstanding performance for the latter portion of a marking period may not fully be acknowledged because of the grading restrictions of this policy and upon teacher recommendation, the Principal may review the circumstances and adjust the student's grade.
- D. At the beginning of each new school year, any student who has had ten or more unexcused absences will be identified as an "at risk student" and monitored by appropriate staff. A letter will be sent to parents, and the school social worker will meet with the student to discuss the importance of regular attendance.

Legal Reference:

Connecticut General Statutes

10-184 Duties of parents (as amended by PA 9 8-248 and PA 00-157)

10-185 Penalty

10-198a Policies and procedures concerning truants.

(Revised by PA 95-304, PA 00-157, and PA 11-136)

Students

Attendance and Excuses

Legal Reference: Connecticut General Statutes (continued)
10-199 through 10-202 Attendance, truancy in general
10-202e-f Policy on dropout prevention and grant program
46b-149 Family with Service Needs
Campbell v New Milford, 193 Conn 93 (1984)
Action taken by State Board of Education on Jan. 2, 2008, to define attendance

**DERBY PUBLIC SCHOOLS
ANNUAL NOTIFICATION OF PARENTAL OBLIGATIONS
UNDER C.G.S. 10-184**

Dear (Parent(s) Name),

Connecticut law requires that annually the school district provide you a written notice of your obligations under Connecticut General Statute 10-184. This law requires each parent or guardian of a child five year of age and older and under eighteen years of age to ensure that the child attends school regularly when school is in session - unless such parent or other person shows that the child is receiving equivalent instruction elsewhere, or that the child has graduated from high school. The parent or person having control of a child sixteen or seventeen years of age may consent to such child's withdrawal from school by signing a withdrawal form at the school district office.

Regular student attendance is essential to the educational process. So we can inform you if your child is absent without a previous explanation, Connecticut law also require that we obtain from you a telephone number or other means of contacting you during the school day. Please complete and return the form attached.

Thank you for your cooperation.

Sincerely,

Principal

**DERBY PUBLIC SCHOOLS
PARENT NOTIFICATION FORM**

Name(s) of student(s):

Father's Name (please print)

Address
Home Telephone
Work Address
Work Telephone #
Emergency Telephone #
Neighbor's Telephone #

Mother's Name (please print)

Address
Home Telephone
Work Address
Work Telephone #
Emergency Telephone #
Neighbor's Telephone #

DERBY PUBLIC SCHOOLS

Parent Notification Letter For Truancy Problems

(Date)

Dear (Parents Name),

As you know, children must attend school regularly to be successful. There is a compulsory school attendance law in Connecticut and parents and guardians are legally responsible for keeping their children in school. I'm sure that you want your child to do well in school and therefore, we are asking you for your help. (Child's Name) has (number of unexcused absences) from school. You have already received information from the school district on the attendance policy which states that if a student is absent for more than 20 days, s/he may not be promoted to the next grade.

(Child's Name) has a serious attendance problem and we all need to work together to solve it. Please contact (Staff Contact Person) at (Telephone Number) immediately for an appointment. We will work with you and your child to improve school attendance.

Sincerely,

Principal

Existing policy, number 5113.1 adopted 12/20/01, appropriate as written.

Students

Work Permits

Student In-School Employment

Part-time school jobs shall be open to students ages fifteen and over in keeping with their abilities and needs of the school for student help.

Student After-School Employment

If students need to work while attending school, guidance personnel shall make efforts to help them obtain employment. However, they shall be cautioned against assuming work commitments that will interfere with their studies and achievements in school. Students must be sixteen years of age or older to work in any "manufacturing mechanical, or barber shop." Students must be fifteen years of age or older to work in any "mercantile-establishment."

Working Papers for Minors

Minors (15-18) receive employment certificates from the Superintendent of Schools or his designated agent in the town or city in which they live. The High School Principal is the designated agent in the district. Working papers are processed after school hours during school days and from 8:00 a.m. - 12:00 noon during the summer and school vacations. The high school issues working papers only to resident students in the town. If a Connecticut resident secures employment in another state, that state issues the papers. If a resident of another state works in Connecticut, that person may obtain the Connecticut certificate with the "promise to work" paper and proof of residency.

Evidence of Age

Applicants must appear in person, have evidence of age, and a written promise of employment. Satisfactory evidence of age can be shown by: Birth Certificates, Driver's Licenses, Baptismal Certificates, Service I.D.'s and (as a last resort) Information on School District Cumulative Records.

Written Promise of Employment

The written promise of employment is issued by the employer and must state exactly and specifically what the job is and must be signed by an officer of the employer. This form should be examined very carefully and if any changes or alterations appear, they should be verified with the employer. A state "promise of employment" form is generally used, but a written promise of employment on letterhead paper or regular stationery from an employer is acceptable.

Students

Work Permits (continued)

Working Papers

Working papers are made out in triplicate. One copy for the minor, one copy for the employer, and the original for school files. It should be signed, not typed, in the appropriate place by issuing officer. Records may be destroyed when the minor reaches 18 years of age.

Legal Reference: Connecticut General Statutes

 10-193 Certificate of age of minors in certain occupations

 10-194 Penalty

 10-195 Evidence of age

 10-197 Penalty for employment under fourteen

 10-198 False statement as to age

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policy, number 5113.2 adopted 12/20/01, appropriate as written, except for update to legal reference.

Students

Truancy

The Board of Education believes that regular school attendance is essential to the academic success of students. Therefore, it is the policy of the Board of Education to monitor school attendance so as to identify students who are truant, and to enlist the cooperation of parents and, when necessary, the juvenile justice system, in order to address the problem when it arises.

Procedures For Monitoring Truancy

In accordance with the truancy policy of the Board of Education, the following procedures are hereby adopted:

For purposes of these procedures, “truant” means a child who has four (4) unexcused absences from school in any one month, or ten (10) unexcused absences from school in any school year. “Parent” means the parent, guardian or other person having control of a child.

A student’s absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student’s return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

- A. For absences one through nine, a student’s absences from school are considered excused when the student’s parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:
 - 1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 - 2. Student’s observance of a religious holiday;
 - 3. Death in the student’s family or other emergency beyond the control of the student’s family;
 - 4. Mandated court appearance (additional documentation required);
 - 5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason);
or
 - 6. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

Students

Truancy

Legal Reference	Connecticut General Statutes
	10-184 Duties of parent. (as amended by PA 98-243 and PA 00-157)
	10-198a Policies and procedures concerning truants (as amended by PA 00-157 and PA 11-136)
	10-199 through 10-202 Attendance, truancy in general. (Revised, 1995, PA 95-304)
	10-202e-f Policy on dropout prevention and grant program.
	10-221 (b) Board of education to prescribe rules. <i>Campbell v New Milford</i> , 193 Conn 93 (1984)
	<i>Action taken by the State Board of Education on January 2, 2008, to define "attendance."</i>

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

ANNUAL NOTIFICATION OF OBLIGATIONS UNDER C.G.S. 10-184

Dear _____,

Connecticut law requires that the _____ Public Schools provide you with this written notice of your obligations under Connecticut General Statute 10-184. This law provides that each parent or other person having control of a child five years of age and older and under eighteen years of age is obligated to cause the child to attend school regularly during the hours and terms school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction, or that the child has graduated from high school or that the child ages sixteen or seventeen has withdrawn from school with the written permission of the parent or person having control of such child. Connecticut General Statute 10-185 provides that each day's failure to comply with these requirements is a separate offense, punishable by a \$25.00 fine.

Regular student attendance is essential to the educational process. So that we may seek to inform you if your child is absent without explanation, the law also requires that we obtain from you a telephone number or other means of contacting you during the school day. Please meet this obligation by filling out and promptly returning the form below.

Thank you for your cooperation.

Sincerely,

(Principal)

	FATHER	MOTHER
_____ Mother's Name (please print)	_____ Address	_____ Address
_____ _____	_____ Home Phone	_____ Home Phone
_____ Father's Name (please print)	_____ Work Address	_____ Work Address
_____ Name(s) of student(s):	_____ Work Phone	_____ Work Phone
_____ _____ _____	_____ Emergency Phone #1 (Relative, Friend, Neighbor)	_____ Emergency Phone #2

**5113.2
Appendix B**

Dear _____,

As you know, children must attend school on a regular basis in order to be successful. There is a compulsory school attendance law in Connecticut and parents and guardians are legally responsible for keeping their children in school. I'm sure that you want your child to do well in school and therefore, I'm writing to ask for your help. _____ has _____ unexcused absences from school. You have already received information from the _____ Public Schools explaining the attendance policy. This policy states that if a student is absent for more than twenty (20) days, he/she may not be promoted to the next grade.

Please be aware that two unexcused absences from school in a month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging that the family is one with service needs.

This is serious problem and we all need to work together to solve it. Please contact immediately for an appointment. _____ will work with you and your child to improve school attendance.

Please call _____ immediately at _____.

Respectfully,

Existing policy, number 5113.3 adopted 12/20/01, modified and with addition of legal reference.

Students

Tardiness

1. At the beginning of the student day a warning bell will sound followed by a final bell at which time anyone not in his/her assigned seat will be marked tardy.
2. Any student who arrives to school after the tardy bell must report to the office for a tardy slip. This tardy slip must be presented to either the homeroom teacher or regular classroom teacher before a student will be considered in attendance. The tardy slip must be presented to all teachers throughout the day. Teachers will check the daily homeroom attendance sheet when taking attendance during each period in this manner students who are tardy and not absent will be identified.
3. If a student is on the daily homeroom absence sheet, the student will be considered officially absent even if the student attends class.
4. If a student is not on the daily homeroom attendance sheet, the student will be considered officially present and any absence from class will be considered a "cut".
5. Daily homeroom absence lists will be posted each day in classrooms. Each student is responsible for making sure that his/her name is not on the absent list, if he/she is actually present. If a student was tardy and was marked absent, before the end of the school day, the student must present evidence to the office, a written note from the homeroom teacher, or a tardy slip, to prove that the student was indeed tardy, instead of absent.
6. A record of all attendance and tardiness will become part of a student's personal file. This information is passed on to colleges and places of employment seeking references for the particular student. It should be noted that virtually all places of employment require information concerning a student's history of being school absence and tardiness.
7. Any student entering homeroom after the tardy bell ~~arriving to school after 8:00 a.m.~~ must be signed in by a parent, unless prior arrangements have been made with the office. Students arriving ~~after 10:00 a.m.~~ **two hours late**, will be admitted to school following the above rule, but may not participate in any activities unless prior approval has been obtained from the Principal. Excused tardies will only be granted for medical reasons, family emergencies, and court dates.

Legal Reference: Connecticut General Statutes

10-184 Duties of parents (as amended by PA 98-248 and PA 00-157)

10-185 Penalty

10-198a Policies and procedures concerning truants.

(Revised by PA 95-304 and PA 00-157)

Students

Tardiness

Legal Reference: Connecticut General Statutes (continued)
10-199 through 10-202 Attendance, truancy in general
10-202e-f Policy on dropout prevention and grant program
46b-149 Family with Service Needs
Campbell v New Milford, 193 Conn 93 (1984)
Action taken by State Board of Education on Jan. 2, 2008, to define
"attendance."

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

Students

Removal/Suspension/Expulsion

I. Definitions

- A. **“Exclusion”** is defined as any denial of public school privileges to a student for disciplinary purposes.
- B. **“Removal”** is defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond 90 minutes.
- C. **“Suspension”** is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
- D. **“In-school suspension”** is defined as an exclusion from regular classroom activity for not more than five consecutive school days, but not an exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. An in-school suspension may include reassignment to a regular classroom program in a different school in the school district; such reassignment shall not constitute a “suspension” or “expulsion” under this policy.
- E. **“Expulsion”** is defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one (1) calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.
- F. **“Emergency”** is defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- G. **“Days”** is defined as days when school is in session.
- H. **“School sponsored activity”** is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
- I. **“Possess”** means to have physical possession or otherwise to exercise dominion or control over tangible property.
- J. **“Deadly weapon”** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, metal knuckles, device containing either solid or liquid chemical components which can yield explosive energy or a facsimile thereof.

Students

Removal/Suspension/Expulsion

I. Definitions (continued)

- K. **“Dangerous instrument”** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a motor vehicle and a dog that has been commanded to attack.
- L. **“Firearm”** means 1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein.
- M. **“Vehicle”** means a “motor vehicle” as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.
- N. **“Martial arts weapon”** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.

II. Removal From Class

- A. Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process within the classroom, provided that no student shall be removed from class more than six times in any year, nor more than twice in one week unless such student is referred to the building principal, or his/her designee, and granted an informal hearing as set forth in section IV C of this policy.
- B. Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee as to the name of the student against whom such disciplinary action was taken and the reason therefor.

III. Standards Governing Suspension and Expulsion

- A. Conduct on school grounds or at a school sponsored activity as set forth in Section C, herein, or that is otherwise prohibited by Board policy or by any code of student conduct in effect in the schools, that is:
 1. Violative of a publicized policy of the Board, or
 2. Is seriously disruptive of the educational process, or
 3. Endangers persons or property will be cause for suspension and/or expulsion.

Students

Removal/Suspension/Expulsion

III. Standards Governing Suspension and Expulsion (continued)

- B. Conduct off school grounds as described in paragraph A, above, that is:
 - 1. Violative of a publicized policy of the Board, and
 - 2. Seriously disruptive of the educational process will be cause for suspension and/or expulsion.
- C. The following exemplifies student conduct that is prohibited and will result in suspension and/or expulsion:
 - 1. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school community, including any teacher, member of the school administration or any other employee, or a fellow student;
 - 2. Use of physical force against another person which is not reasonably necessary for self-defense;
 - 3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
 - 4. Willfully causing, or attempting to cause, damage to school property;
 - 5. Participation in an unauthorized occupancy of any part of any school or school premises or other building owned by any school district, and failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
 - 6. Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;
 - 7. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
 - 8. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana,
 - 9. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
 - 10. Possession or transmission of any firearm, deadly weapon, dangerous instrument, martial arts weapon, knife, or facsimile of any such weapon or instrument.

Students

Removal/Suspension/Expulsion

III. Standards Governing Suspension and Expulsion (continued)

11. Using or copying the academic work of another and presenting it as his/her own without proper attribution;
12. Possessing or consuming tobacco products.
13. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
14. Intentional and successful incitement of truancy by other students;
15. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property, and;
16. Violation of any other Board policy, rule, agreement, or directive dealing with student conduct, including that dealing with conduct on school buses and the use of school district equipment.
17. Leaving school grounds without permission.

- D. Expulsion proceedings pursuant to section V, shall be required whenever there is reason to believe that any student 1) was in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at a school-sponsored activity; 2) off school grounds, did possess a firearm or did possess and use such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or 3) on or off school grounds, offered for sale or distribution a controlled substance as defined in Connecticut General Statutes, §21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under §21a-277 and 21a-278. A student shall be expelled for a period of one calendar year if the Board of Education finds that the student engaged in any of the conduct described herein, provided the period of expulsion may be modified on a case-by-case basis.

In the event it is determined by the Superintendent that a student issued a threat against a member of the school community as described in paragraph C. 1, above, the matter shall be referred to law enforcement officials for possible criminal prosecution and the Superintendent shall take all available measures to ensure the safety of persons in the school community in the event of the student's return to school.

Students

Removal/Suspension/Expulsion (continued)

IV. Suspension Procedure

- A. The administration of each school shall invoke suspension for a period of up to ten (10) days, or to invoke in-school suspension for a period of up to five (5) days, of any student for one or more of the reasons stated in section III, above, in accordance with the procedure outlined in Paragraph C of this section. Any such suspension shall commence on the day of the infraction that caused such suspension. Moreover, the administration is authorized to suspend a student from transportation services whose conduct while receiving transportation violates the standards set forth in section III, above. The school administration is authorized to immediately suspend any student when there is an emergency as defined in section I, above.

If an emergency exists, the hearing outlined in Paragraph C of this section shall be held as soon as possible after the suspension.

- B. In the case of suspension, the school administration shall notify the Superintendent of Schools within twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason for suspension. Any student who is suspended shall be given an opportunity to complete any class work including but not limited to examinations missed during the period of his/her suspension.
- C. Except in the case of an emergency as defined in section 1, above, a student shall be afforded the opportunity to meet with a member of the administration and to discuss the stated charges prior to the effectuation of any period of suspension or in-school suspension. If at such a meeting the student denies the stated charges he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The school administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the school administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension or expulsion.
- D. No student shall be suspended more than five (5) times or a total of twenty-five (25) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V B. of this policy is first granted.
- E. No student shall be placed on in-school suspension more than five (5) times or a total of twenty-five (25) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V B. of this policy is first granted.

Students

Removal/Suspension/Expulsion

IV. Suspension Procedure (continued)

- F. Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school.

V. Expulsion Procedures

The Board of Education may expel any student for one or more of the reasons stated in section III if, in the Superintendent's judgment, such disciplinary action is in the best interests of the school system. An expulsion hearing is required in any instance in which the Superintendent has reason to believe a student has engaged in the conduct described in section III D. The procedures outlined in Paragraphs A and B, below, shall be followed prior to the effectuation of any expulsion unless an "emergency" as defined in section I, above, exists. If an emergency exists, such a hearing shall be held as soon after the expulsion as possible.

- A. The Board of Education shall notify the student concerned and his/her parents, or the student if he/she has attained the age of eighteen (18), that expulsion is under consideration. Such notice shall contain the information required under Paragraph B of this section. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the Board members sitting in the expulsion hearing vote to expel provided that three affirmative votes shall be required for expulsion.
- B. The procedure for any hearing conducted under this section shall be determined by the hearing officer or Board Chairperson, as appropriate, but shall include the right to:
 - 1. Notice of the proposed hearing which shall include:
 - a. a statement of the time, place, and nature of the hearing;
 - b. a statement of the legal authority and jurisdiction under which the hearing is to be held;
 - c. reference to the particular sections of the Connecticut General Statutes or school policies involved;
 - d. a short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student, the statement so provided may be limited to a statement of the issues involved if it is not possible to state the issues in detail at the time such notice is served. Upon request from the student concerned a more definite and detailed statement of the issues shall be furnished; and

Students

Removal/Suspension/Expulsion

V. Expulsion Procedures (continued)

2. The opportunity to be heard;
 3. The opportunity to present witnesses and evidence;
 4. The opportunity to cross-examine adverse witnesses;
 5. The opportunity to be represented by counsel; and
 6. Prompt notification of the decision of the Board of Education which decision shall be in writing if adverse to the student concerned.
- C. The record of any hearing held in an expulsion case shall include the following:
1. All evidence received or considered by the Board of Education, including a copy of the initial letter of notice of proposed expulsion, if any, and a copy of all notices of hearing;
 2. Questions and offers of proof, objections and rulings on such objections;
 3. The decision of the Board of Education rendered after such hearing; and
 4. The official transcript, if any, of proceedings relating to the case, or, if not transcribed, any recording or stenographic record of the proceeding.
- D. Rules of evidence at expulsion hearings shall include the following:
1. Any oral or documentary evidence may be received by the Board of Education but as a matter of policy irrelevant, immaterial or unduly repetitious evidence shall be excluded;
 2. The Board of Education shall give effect to the rules of privilege recognized by law;
 3. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;
 4. Documentary evidence may be received in the form of copies or excerpts if the original is not readily available provided, however, that any party to a hearing shall be given an opportunity to compare the copy with the original;
 5. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
 6. The - of Education may take notice of judicially cognizable facts in addition to facts within the Board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noted;

Students

Removal/Suspension/Expulsion

V. Expulsion Procedures (continued)

7. A record of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party.
- E. In determining the length of an expulsion, the Board of Education may receive and consider evidence of past disciplinary problems, which have led to removal from a classroom, in-school suspension, suspension, or expulsion.
- F. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
- G. Any student who is expelled shall be offered an alternative educational opportunity consistent with the requirements of state law as set forth in Section VIII of this policy.
- H. Whenever a student is expelled pursuant to the provisions of this policy, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record if the student graduates from high school.
- I. Whenever a student against whom an expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board of Education shall complete the expulsion hearing and render a decision.
- J. The Board of Education may adopt the decision of a student expulsion hearing conducted by another school district, provided that the Board shall hold a hearing pursuant to this policy which shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of the Board of Education. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements and this policy.

Students

Removal/Suspension/Expulsion

V. Expulsion Procedures (continued)

- K. Students requiring special education and related services shall be subject to discipline consistent with state and federal law. Whenever a student requiring special education services is found to have: (1) been in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at school sponsored activity; (2) off school grounds, possessed a fire arm or possessed and used such a fire arm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or (3) on off school grounds offered for sale or distribution a controlled substance as defined in Connecticut General Statutes §21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Sections 21a-277 and 21a-278, said student shall be referred to a planning and placement team (PPT) for a determination of whether the above behavior is a manifestation of the student's disability. If it is determined that the behavior is a manifestation of the student's disability the PPT shall modify the student's individualized educational plan in order to prevent the recurrence of such behavior and to ensure the safety of other children in the school.

VI. Notification to Parents or Guardian

The parents or guardian of any minor student against whom disciplinary action is taken under this policy shall be given notice of such disciplinary action within twenty-four (24) hours of the time the student was excluded.

VII. Alternative Educational Opportunity

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such a student who does not choose to have his or her child enrolled in an alternative program shall not be subject to the provisions of section 10-184 of the General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by the Board of Education. Such alternative may include, but shall not be limited to, the placement of such student in a regular classroom program of a school other than the one from which the student has been excluded and, for students at least sixteen (16) years of age, placement in an adult education program. In determining the nature of the alternative educational opportunity to be offered under this section the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

Students

Removal/Suspension/Expulsion

VII. Alternative Educational Opportunity (continued)

State statutes do not require the Board to offer an alternative educational opportunity to a student between the ages of sixteen (16) and eighteen (18) who has been expelled previously or who is expelled because of conduct which endangers persons and it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) possession on school property or a school-sponsored activity of a firearm, deadly weapon, dangerous instrument, or martial arts weapon or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined in subdivision (9) of C.G.S. §21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C.G.S. §21a-277 and 21a-278. If the Board expels a student for the sale or distribution of such a controlled substance the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If the Board expels a student for possession of a firearm or deadly weapon, the Board shall report the violation to the local police department. The Board shall give the name of the student and a summary of the Board's action in so referring the student, to the Commissioner of Education within thirty (30) days after the student is expelled.

The provisions of this section shall not apply to students requiring special education who are described in subdivision (1) of subsection (e) of Connecticut General Statutes §10-76a.

VIII. Gun Free Schools Act

The Board of Education shall submit to the Commissioner of Education such information on expulsions for the possession of weapons as is required for purposes of the Gun Free Schools Act of 1994, 20 U.S.C. §8921, et. seq.

Legal Reference: Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record, as amended

10-233a through 10-233f Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122, PA 08-160, PA 09-82, PA 09-6 (September Special Session), PA 10-111, PA 11-126, PA 14-229, PA 15- 96 and PA 16-147.

53a-3 Definitions.

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

Students

Removal/Suspension/Expulsion

Legal Reference: Connecticut General Statutes (continued)

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

PA 15- 96 An Act Prohibiting Out-of-School Suspensions and Expulsions for Students in Preschool and Grades Kindergarten to Two.

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

18 U.S.C. 921 Definitions.

Title III - Amendments to the Individuals with Disabilities Education Act. Sec. 314 (Local Control Over Violence)

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

P.L. 105-17 The Individuals with Disabilities Act, Amendments of 1997.

Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.

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

P.L. 108-446 The Individuals with Disabilities Education Improvement Act of 2004

Policy adopted: December 20, 2001
Policy revised: June 19, 2008
Policy revised: October 20, 2016

DERBY PUBLIC SCHOOLS
Derby, Connecticut

A new policy to consider.

Students

Student Handbooks

The administration shall publish and annually revise a handbook containing information about the District and about the individual schools and the rules and regulations with which students are expected to conform. The administration is responsible to ensure that the handbook does not conflict with any district policies or state or federal law. The handbook shall be distributed to all students the first week of each school year and to new students when they enroll.

The administration shall have the handbook and any revisions reviewed by legal counsel. All school handbooks can be found on our website, www.derbyps.org.

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

DERBY PUBLIC SCHOOLS
Derby, Connecticut

Record of Parent Annual Notice

Dear Parent:

It is important that you and your child read and review the contents of this handbook. It contains notices of rights that you and your child have under law. Please sign and return this page to indicate that you have read and reviewed the handbook with your child.

I understand and consent to the responsibilities in the District's student behavior policies as outlined in this handbook. I also understand and agree that my child, _____, shall be held accountable for the behavior and consequences outlined in the discipline policy at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the rules established by the Connecticut Interscholastic Athletic Conference is subject to suspension from participation as describe in those rules. I further understand that any student who violates the school's rules of behavior shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. Directory information may be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information within ten school days of the time this handbook was issued to my child. I have marked through those types of directory information listed above that I wish the District to withhold.

Signature of parent/guardian

Date

REFERENCE

Existing policy, presently unnumbered, as taken from "Student and Parent Handbook," 2010-2011 p.3 with addition of legal reference.

Students

Rules Governing Extra-Curricular Activities

1. To be eligible to participate in any extra-curricular activity or sport, including field trips and class trips, a student must be passing at least four full-time subjects. This rule applies to all sports governed by CIAC rules, contests, trips and senior early release program.
2. Any person who is found in possession of, using, or under the influence of intoxicating liquor or drugs at a school affair will be ejected from the premises and will be subject to suspension.
3. Any student who is under suspension will not be allowed to participate in or attend any athletic contest, school rally, concert, dance or any other school sponsored exhibition until reinstatement by administration. If a student returns to a school for any reason while under a suspension, an additional period will be added to his original suspension.
4. Students who are absent or who are not in school by 10:00 a.m., will not be allowed to participate in any athletic event or any school function that day or night, unless prior approval has been obtained from the Principal.
5. Students attending extra-curricular activities are expected to behave in a reasonable manner. The authority of any teachers at those affairs is the same as in school and anyone disobeying them may be asked to leave the premises. Such an occurrence will be followed by disciplinary action by the Principal.
6. Any student who travels with a school sponsored activity must travel to and from the activity/function on the bus unless prior written approval has been granted from the high school Principal and Athletic Director. In case of injury, a coach may turn over custody to a parent, but must remain with the student until the parent arrives.

Legal Reference: Connecticut General Statutes

1-21b Smoking prohibited in certain places.

10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.

10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.

10-220b Policy statement on drugs.

10-221 (d) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs.

21a-240 Definitions dependency producing drugs.

21a-240(8) Definitions "Controlled Drugs," dependency producing drugs.

21a-240(9) Definitions "controlled substance."

Students

Rules Governing Extra-Curricular Activities

Legal Reference: Connecticut General Statutes (continued)

21a-243 Regulation re schedules of controlled substances.

53-198 Smoking in motor buses, railroad cars and school buses.

Federal Regulation 34 CFR Part 85 Drug-free Schools & Communities Act.

20 U.S.C. Section 7181 et.seq., No Child Left Behind Act.

New Jersey v T.L.O., 469 U.S. 325 (1985).

Veronia School District 47J v Acton, 515 U.S. 646 (1995) *Board of Education of Independent School District No. 92 of Pottawatomie County v Earls* 01-332 U.S. (2002).

Derby High School – “Student and Parent Handbook,” 2010-2011, p.3.

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

A new policy to consider.

Students

Suspension from Interscholastic Athletics

The Board of Education believes that involvement in extracurricular activities, including interscholastic athletics, is essential to the development of a well-rounded individual and student, and should be encouraged. However, participation in extracurricular activities, such as interscholastic athletics, is a privilege, not a right. The purpose of this policy is to ensure that any student who represents the District in interscholastic competition demonstrates at all times the characteristics of a good citizen of both the school and the community.

Participation in interscholastic athletics as an extracurricular activity provides students with important skills and habits that can assist in character development and academic proficiency. Students learn such important skills and habits as team building, leadership, self-discipline, healthy competition, integrity and physical fitness. School athletic programs must place the highest priority on academic achievement and character development.

Students participating in interscholastic athletics are expected to demonstrate responsible behavior and high ethical standards at all times. Negative or inappropriate behavior by athletes during the school year, during out-of-school periods and during non-school hours can affect other students' perception of the integrity of an athletic program as well as the public's perception of the ethical standards established by the District/school for all students. Consequently, student athletes shall be subject to athletic sanctions, up to and including dismissal from participation in interscholastic athletics for negative or inappropriate behavior, at any time during a calendar year.

Definitions

1. **"Athletic Suspension"** shall be defined as removal from further participation in a particular athletic program for a period not to exceed the duration of the playing season.
2. **"Emergency"** shall be defined as a situation under which the continued presence of the student in the playing arena or school imposes such a danger to persons or property or such a disruption to the activity involved that a hearing may be delayed until a time as soon after the exclusion of such student as possible.

Athletic Suspension

Because participation in interscholastic athletic programs is a special privilege distinct from basic academics a student may be subjected to an athletic suspension for violation of any of the following standards of conduct as well as for violations of standards cited under policy #5114.

1. All CIAC eligibility rules will be strictly adhered to and enforced during the season.
2. **Academic requirements** - all athletes must maintain at least a "C" average. A student whose average is not at least "C" will be permitted to participate on probationary status for one marking period. At the end of the probationary period, in order for the student to become eligible again, he/she must have attained an average of "C" or better. Tutoring will be made available if a student or his family makes a request for such help.

Students

Suspension from Interscholastic Athletics

Athletic Suspension (continued)

3. **Drinking of alcoholic beverages or drug use or smoking** - complete exclusion will result for the duration of that particular season from the team when ample proof is given at any time during the season. In addition, the requirements specified in policy #5114 shall be followed concerning suspensions, or expulsion.
4. **Student Behavior** - all athletes shall conduct themselves as good school and community citizens. Unsatisfactory behavior may result in complete or partial suspension from the team.
5. **Team Conduct** - all team members must show respect to their opponents, officials, coaches and spectators. Abuse of this may result in complete or partial suspension from the team.
6. **Practice** - no unexcused cuts from practice are permitted. Violation of this rule may lead to complete or partial suspension.
7. **Equipment** - all issued school equipment must be properly cared for by the athlete. Athletes are responsible for all issued equipment, and financially responsible for any missing equipment.
8. **Attendance, Day of Game** - players must attend school on the day of the game unless special permission from the coach, and/or Athletic Director, and/or Principal has been issued. Violation of this rule will prohibit the player's participation in the athletic contest that day.
9. A letter award is given to an athlete upon recommendation of the coach. An athlete must be a member in good standing of the team at the conclusion of the season in order to qualify as a letter winner.

Procedure for Athletic Suspension

1. The administration of each school shall have the authority to invoke an athletic suspension for a period up to the duration of the playing season for one or more of the reasons stated in policy #5114 or the section on Athletic Suspension, above, in accordance with the procedure outlined in this section. The administration shall have the authority to immediately suspend any student when an emergency exists as that term is defined in Athletic Suspension, above.
2. Except in the case of an emergency, as defined in paragraph a, above, a student shall be given the opportunity to meet with the administration and to deny the stated charges prior to the effectuation of any period of athletic suspension. If, at such a meeting the student denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed athletic suspension is based. The administration shall then determine whether or not an athletic suspension is warranted. In determining the length of the athletic suspension the administration may receive and consider evidence of past academic or disciplinary problems which have led to removal from a classroom, in-school suspension, athletic suspension or expulsion.

Students

Suspension from Interscholastic Athletics

Procedure for Athletic Suspension (continued)

3. In the case of suspension, the administration shall notify the Superintendent of Schools within twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason therefore.

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

(cf. 5114.21 – Conduct Code for Participation in Extracurricular Activities)

(cf. 5131.6 – Alcohol Use, Drugs, and Tobacco (including Performance Substances))

(cf. 5131.8 – Off School Grounds Misconduct)

(cf. 5135 – Academic Eligibility)

Legal Reference: Connecticut General Statutes
1-21b Smoking prohibited in certain places
10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.
10-220b Policy statement on drugs
10-221(d) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs
21a-240 Definitions dependency producing drugs.
21a-243 Regulation re schedules of controlled substances.
53-198 Smoking in motor buses, railroad cars and school buses
Federal Regulation 34 CFR Part 85 Drug-free Schools & Communities Act
20 U.S.C. Section 7181 et. seq., No Child Left Behind Act
New Jersey v. T.L.O., 469 U.S. 325 (1985)
Veronia School District 47J v. Acton, 515 U.S. 646 (1995) *Board of Education of Independent School District No 92 of Pottawatomie County v. Earls* 01-332 U.S. (2002)

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

A new policy to consider.

Students

School Census

The school district will conduct an annual census to ascertain and identify the number of school age children in the district in grades kindergarten through twelve.

Legal Reference: Connecticut General Statutes

10-249 Enumeration of children of compulsory school age in school districts and by state departments having jurisdiction over such children

10-250 Report showing number of children

10-251 Penalty for refusing to give age of child

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

A new regulation to consider.

Students

School Census

- I. Annually, during the month of May, Central Office personnel will determine the number of resident students of compulsory school age enrolled in public and non-public schools as of January first of each year in the following manner:
 - A. Determine by grade level actual resident student enrollment of students attending Seymour Public Schools.
 - B. Identify resident students attending non-public schools through utilization of State Department of Education computer listings of said students.
 1. Through personal contact of each non-public school listed for a roster of Seymour students.
 2. Through personal contact of each regional vocational and technical school for a roster of Seymour students.
 - C. Publicize through local media and school newsletters requesting parents to notify the Superintendent's office if they have children between the ages of five and eighteen inclusive who are not attending school.
 - D. Canvass various town offices, community agencies and other local sources to determine the number of new resident families with school age children who may not be enrolled in either the public or non-public schools.
- II. The completed enumeration report and report of children not attending school shall be submitted to the State Department of Education annually, not later than June 15 on a form prescribed by the Commissioner of Education.

Regulation approved:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policy, number 5117 adopted 12/20/01, appropriate as written, and with addition of legal reference.

Students

School Attendance Areas

The Board of Education shall establish attendance zones to facilitate educational programs and to use existing facilities with optimum effectiveness. The Superintendent of Schools shall recommend school attendance areas in accordance with the following criteria:

1. Safety of students;
2. Student educational needs;
3. Educational programs to be housed;
4. Optimum use of existing facilities;
5. Student residential patterns;
6. Ages of students served;
7. Racial/ethnic balance as required by law.

Legal Reference: Connecticut General Statutes
10-55 Pupils to attend regional school.
10-226a Pupils of racial minorities.
10-226b Existence of racial imbalance.
10-226c Plan to correct imbalance.
10-226d Approval of plan by state board.

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

A new policy to consider.

Students

Application and Admission to Magnet Schools

A. Definitions

1. Magnet schools are designed to meet district-wide educational standards through the use of curricula themes and/or alternate strategies.
2. District-wide magnet schools serve students from throughout the district.
3. Zoned magnet schools serve students from designated attendance zones determined by the Board and students from throughout the district.

B. Principles

1. The chief purposes of magnet schools are: a) to stabilize social economics in the Derby Public Schools; b) to manage changes in enrollment; and c) to provide educational choice and offer innovative programming.
2. Magnet schools will be evaluated annually to determine their effectiveness in addressing these purposes. Schools which do not effectively meet these purposes will be designated for corrective action. Schools designated for corrective action will be reviewed annually with the Board to determine the further continuation of the school.

C. Application and Admission

1. The application and admission procedures for magnet schools shall be centralized, shall be determined by guidelines issued by the Superintendent, and shall be managed by the Superintendent or the Superintendent's designee so that all magnet schools and programs are consistent in these procedures.
2. Information will be distributed and notices posted so that students and families may learn of magnet opportunities, of how application is made, and of deadlines related to the process.
3. Application to magnet schools is open to special education students on the same basis as other students in the Derby Public Schools, unless; the child's Individual Education Program (IEP) includes services beyond those required to support the student's placement in regular education.

Students

Application and Admission to Magnet Schools

C. Application and Admission (continued)

4. Magnet schools will not screen applicants or determine admissions by the use of special admissions tests, auditions, or requirements to submit portfolios or collections of past work; or by reference to test scores, academic records, attendance or discipline records, or by use of teacher recommendations, parent letters, or interviews of applicants.
5. Admissions to magnet schools shall be controlled to ensure that magnets are racially integrated and also contribute positively to the integration of the public schools from which their students are drawn.
6. For the purpose of managing enrollments in schools system-wide, keeping integration stable system-wide, and assuring a pool of applicants for all magnets, target recruiting will be utilized to generate applications from selected attendance areas.

D. Priority Admission

1. For the purpose of family convenience, younger siblings of enrolled magnet school students will be granted priority admission status to the magnets attended by their siblings. Such status requires that the magnet school applicant (a) have a sibling who is enrolled in the magnet school to which the applicant seeks admission, and (b) who will continue to be enrolled in the magnet school in the school year when the applicant will be enrolled. For this purpose, "siblings" are defined as children who live in the same household with a common parent or legal guardian. Older siblings may be admitted to the magnet school provided that the admission does not result in a violation of contract limits on class size or the stated purposes for magnet schools.
2. For the purpose of avoiding unnecessary transportation, students who live in close proximity to magnet schools at the elementary level will be granted "proximity priority admission" status to the nearby magnet school provided that such admission does not result in a violation of contract limits on class size or the stated purposes for magnet schools.
3. Sibling priority admissions (see 1 above) will take precedence over proximity priority admissions (see 2 above).

Students

Application and Admission to Magnet Schools (continued)

- E.** Once admitted to a magnet school, students are expected and encouraged to remain in that school at least until completion of their first school year, and they are entitled to remain in the school from year to year without reapplying until they complete the highest grade in the school. However, students who are assigned to a magnet school based on their residence in an attendance area or who gain admission via the “proximity priority admission” procedure (See D. 2 above), and who relocate to a new residence in another attendance area or outside their priority admission area will be allowed to stay at the school as long as there is no violation of contract limits on class size or the stated purposes for magnet schools.
- F.** Discipline policies and practices, including standards and penalties, shall be the same for magnet schools as for other schools.
- G.** Magnet school students shall be eligible to participate in all extracurricular activities offered by the school they attend without special wait periods or requirements.
- H.** Transportation of magnet school students will be provided under the same rules that apply to students in other schools.

Legal Reference: Connecticut General Statutes

10-55 Pupils to attend regional school

10-226a Pupils or racial minorities

10-226b Existence or racial intolerance

10-226c Plan to correct imbalance

10-226d Approval of Plan by State Board of Education

PA 96-213 An Act Concerning School Readiness and Intradistrict Choice

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policy, number 5118 adopted 3/20/08, appropriate as written.

Students

Nonresident Students

Tuition Students

The Board of Education authorizes the Superintendent of Schools to accept qualified, non-resident students in the public schools on a tuition basis when, in the opinion of the Superintendent, staff and school resources are available to meet the needs of such students. The tuition rate shall be determined by the Board of Education prior to the admission of a non-resident student and on a yearly basis predicated on the student's program. In the case of students with special programming needs, tuition shall be established based on the cost to the Board of the student's individual education program. If the needs of such a student changes, the Board may either adjust his or her tuition or determine whether the Derby Public Schools can continue to accommodate such student. Notwithstanding this provision, the Board will not charge extra tuition to qualified students with disabilities except where an additional charge is justified by a significant increase in costs to the Board incurred as a result of admitting and educating such student.

Definition

A nonresident student is a student who:

1. Resides outside of the school district; or
2. Resides within the school district on a temporary basis; or
3. Resides within the school district on a permanent basis but with pay to the person(s) with whom the student is living; or
4. Resides within the school district for the sole purpose of obtaining school accommodations; or is
5. A child placed by the Commissioner of Children and Youth Services or by other agencies in a private residential facility. However, under this circumstance, children may attend local schools with tuition paid by the home district unless special education considerations make attendance in local schools and programs inappropriate. Children not requiring special education who live in town as a result of placement by a public agency (other than another Board of Education and except as provided otherwise in this paragraph) are resident students; those requiring special education may attend local schools (with special education cost reimbursements in accordance with statutes) unless special education considerations make attendance in local schools and programs inappropriate.

Students

Nonresident Students (continued)

Nonresident Attendance Without Tuition

Upon written parental request, nonresident students may be allowed by the Superintendent of Schools to attend district schools without tuition under one or more of the following conditions:

1. A family moves from the district after January 1st of the school year; however, if parents so request, a child may complete the marking period regardless of when the family moves from town;
2. A family residing outside of a district has firm plans to move into the school district by November 1 of the current school year as evidenced by a contract to buy, build, rent, or lease; or
3. A twelfth grade student wishes to complete his or her education in the district.

Non-resident certified employees employed by the Derby Board of Education in a full time position may submit a written request to the Superintendent of Schools that their children be permitted to attend Derby schools without tuition. The Superintendent of Schools is authorized to accept qualified students to the public schools when in the opinion of the Superintendent, staff and school resources are available to meet the needs of such students. Such acceptance to the Derby Public Schools shall be for a period of one school year. Not later than May 1 of each school year, the employee may request a one year extension of the admittance of their non-resident child(ren) to the public schools. In the case of students with special programming needs, tuition shall be established and required for special needs programming. Notwithstanding this provision, the Board will not charge extra tuition to qualified students with disabilities except where an additional charge is justified by a significant increase in costs to the Board incurred as a result of admitting and educating such student.

Students may be terminated by Board of Education action upon recommendation of the Superintendent of Schools.

Nonresident Attendance With Tuition

Nonresident students who do not meet one or more criteria under previous sections of this policy, may attend local schools only with tuition payment. The Superintendent may approve nonresident student attendance with tuition if class size, transportation, and other considerations permit, and shall notify the Board of Education of all tuition approvals. Nonresident approval with tuition shall be for one (1) school year or less. Tuition rates shall be established by the Board annually.

Attendance by a nonresident tuition student may be terminated by Board of Education action, upon recommendation of the Superintendent of Schools, if the Board deems such termination in the best interest of the school district. An adjustment of tuition on a per diem basis will be made in this instance.

Students

Nonresident Students (continued)

Transportation

The parents of all nonresident students shall have full responsibility for the transportation of their child(ren) to and from school. If the parents of a nonresident student fail to properly provide transportation, the privilege of attendance at Derby schools will be revoked.

Evidence of Residency

The Superintendent of Schools or his/her designee may require documentation of family and/or student residency, including a Landlord/Property Owner Certification of Residency form, provided that prior to a request for evidence of residency the parent or guardian, relative or non-relative, emancipated minor, or student eighteen (18) years of age or older shall be provided with a written statement of why there is reason to believe such student's may not be entitled to attend school in the district. An affidavit may require a statement or statements with documentation that there is bona fide student residence in the district, that the residence is intended to be permanent, that it is provided without pay, and that it is not for the sole purpose of obtaining school accommodations.

Removal of Nonresident Student From District Schools

If after a careful review of the Landlord/Property Owner Certification of Residency form and other available evidence, the Superintendent of Schools or his/her designee believes a student is not entitled to attend local schools, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be informed in writing that, as of a particular date, the student may no longer attend local schools. If after review district residency is established by the evidence, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be so informed.

If a student is removed from a district school for residency reasons the Superintendent of Schools or his/her designee shall: 1) inform the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of hearing rights before the Board of Education and that the student/s may continue in local schools pending a hearing before the Board of Education if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older, 2) that upon request, a transcript of the hearing will be provided, 3) that a local Board of Education decision may be appealed to the State Board and that the student/s may continue in local schools pending a hearing before the State Board if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older, 4) that if the appeal to the State Board of Education is lost, a per diem tuition will be assessed for each day a student attended local schools when not eligible to attend.

Students

Nonresident Students (continued)

Board of Education Hearing

Upon written request, the Board of Education shall provide a hearing within ten (10) days after receipt of such request. If there is a hearing, the Board shall make a stenographic record or tape recording of the hearing; shall make a decision on student eligibility to attend local schools within ten (10) days after the hearing; and shall notify the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of its findings. Hearings shall be conducted in accordance with the provisions of Sections 4-177 to 4-180 inclusive of Connecticut General Statutes.

The Board shall, within ten (10) days after receipt of notice of an appeal, forward the hearing record to the State Board of Education.

Student Tuition Calculation

Tuition students residing outside of Derby will be billed for tuition on a quarterly basis with each quarterly payment payable in advance BEFORE the first school day of the quarter in question. If the payment is not received by that date, the Student will not be allowed to register for the succeeding quarter.

The Business Manager shall, each July, calculate the tuition amount and submit it to the Board of Education for approval each August according to the following formula:

For the previous school year

Total Expenditures (ED001 Line 1217/1) Special Education Costs (ED001 Line 1216/1) less Total Current Transportation Costs for Regular Education (ED001 line 505/3) less Adult Education expenditures (ED001 Line 902/1) Divided by Number of Pupils on October 1 of the same year times the percentage increase in the following year's budget.

Special Education costs will be billed extra according to the Student Individual Education Program on a cost per service basis. These fees will also be paid in advance by Quarter.

Legal Reference: Connecticut General Statutes
4-176e through 4-185 Uniform Administrative Procedure Act.
10-186 Duties of local and regional Boards of education re school attendance. Hearings.
Appeals to state Board. Establishment of hearing Board.
10-253 School privileges for students in certain placements...and temporary shelters.

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

DERBY PUBLIC SCHOOLS
35 Fifth Street Derby, Connecticut 06418
Landlord/Property Owner Certificate of Residency

Date: _____

As part of our residency process, we are requesting that you, as the landlord/property owner of the residence located at _____ in which the following family has indicated they reside at, provide this notarized statement verifying that:

Name of Student(s) _____

Name of Parent(s) _____

Reside at the following address: _____

I, _____ certify that the named student(s) and parent(s) live/rent, or reside with me at the above-listed address, in a home-owned or occupied by me in the Town of Derby.

I realize that if I make a false statement as to residency, I may be held liable for a share of the cost for the education of said student if they, in fact, do not reside in Derby.

I agree to immediately notify the Derby Public Schools if this student ceases to reside at this address.

I understand that my failure to respond to this request, or that a perjured or fraudulent statement may lead to the disenrollment of the above-named student(s). In addition, the parent(s) may be prosecuted under the criminal statutes of the State of Connecticut. I also understand that this document may be used as evidence in a court of law. **In addition to the imposition of civil penalties, perjured or fraudulent statements could lead to possible criminal prosecution.**

Landlord's Name: _____ Address: _____

Telephone Number: _____ Email Address: _____

Signed: _____ Date: _____

Signed and sworn to before me this _____ day of _____, 20__

Notary Public _____

My Commission Expires: _____

A new policy to consider.

Students

Homeless Students

The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment and eliminate existing barriers to their education, which may exist in district policies or practices, in compliance with all applicable federal and state laws.

Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. Homeless students, as defined by federal and state statutes, residing within the district or residing in temporary shelters in the district are entitled to free school privileges.

Homeless students within the district not placed in a shelter remain the district's responsibility to provide continued educational services. Such services for the child may be:

1. continued in the school ("school of origin") that the student attended when permanently housed or the school of last enrollment; or
2. provided in the school that is attended by other students living in the same attendance area where the homeless child lives.

To the extent feasible, a homeless child will be kept in the school of origin, unless it is against the wishes of the parent/guardian.

Homeless children shall be provided educational services that are comparable to those provided to other students enrolled in the district, including but not limited to, Title I, transportation services, compensatory educational programs, gifted and talented, special education, ESL, health services and food and nutrition programs.

The Superintendent of Schools shall refer identified homeless children under the age of eighteen who may reside within the school district, unless such children are emancipated minors, to the Connecticut Department of Children and Families.

The district administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors and youth eighteen years of age:

1. The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted to obtain records.
2. Other enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the Superintendent. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
3. Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived at the discretion of the Superintendent.

Students

Homeless Students (continued)

4. Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student's school of origin in compliance with federal and state regulations.
5. Official school records policies and regulations shall be waived at the discretion of the Superintendent, in compliance with federal statutes.
6. The district shall make a reasonable effort to locate immunization records from information available. The District's liaison shall assist the parent/guardian in obtaining the necessary immunizations and records. The District shall arrange for students to receive immunizations through health agencies and at District expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of Board of Education policy on immunizations.
7. Other barriers to school attendance by homeless children or youth may be waived at the discretion of the Superintendent of Schools.

The District's educational liaison for homeless children is Dina Gotowala.

Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. The district so notified may choose to either:

1. continue to provide educational services, including transportation between the temporary shelter and the school in the home district; or
2. pay tuition to the district in which the temporary shelter is located.

The Superintendent shall develop regulations, to ensure compliance with applicable statutes in the implementation of this policy.

(cf. 5141.3 Health Assessments and Immunizations)

(cf. 5141.4 Child Abuse and Neglect)

Legal Reference: Connecticut General Statutes
 10-253(e) School privileges for children in certain placements, non resident children and children in temporary shelters.
 17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surrounding without court order.
 17a-106 Cooperation in relation to prevention, identification and treatment of child abuse and neglect.
 46b-120 Definitions.
 McKinney-Vento Homeless Assistance Act, (PL 107-110-Sec 1032) 42 U.S.C. §11431-11435

Policy adopted:

DERBY PUBLIC SCHOOLS
 Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

DERBY PUBLIC SCHOOLS
Derby, Connecticut

Homeless Students Questionnaire

The following questions are intended to address the McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §11431, *et seq.* Your answers to the following questions will aid school district staff to determine whether your child may be eligible for services under this Act.

1. Is your child's current address a temporary living arrangement? Yes No

2. Is this temporary living arrangement due to loss of housing or economic hardship?
Yes No

If you answered yes to the above questions, please complete the remainder of this form.

3. Where is the student presently living? (Please check one)
 - In a hotel/motel
 - In a shelter
 - With more than one family in a house or apartment
 - Moving from place to place
 - In a place not designed for ordinary sleeping accommodations, such as a car, park or campsite
 - Other: (please specify) _____

4. When do you anticipate that your child's temporary living arrangement will change?

In signing this document, I understand and acknowledge that I am representing that my child is entitled to free school accommodations from the City of Derby by virtue of their having a legal residence at the above-named address. I understand that if the information provided in connection with this questionnaire is determined to be false or misleading, resulting in the child/children named above to not be legally entitled to attendance in the Derby Public Schools, the school district may take legal action to recoup valid tuition charges and legal fees. I understand that if it is determined that I have defrauded the Derby Public Schools, I may also be subjected to the pains and penalties of perjury and false statement and such other remedies as may be available under law.

Signature of Parent/Guardian

Date

Signature of Witness

A new policy for your consideration.

Students

Educational Opportunities for Military Children

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the *Interstate Compact on Educational Opportunity for Military Children*. The Board of Education believes it is appropriate to remove barriers to educational success imposed on children of military families because of their parents' frequent moves and deployment.

Definitions

Children of military families means school aged children, enrolled in kindergarten through 12th grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve.

Deployment means the period one month before the service members' departure from their home station on military orders through six months after return to their home station.

Education(al) records means official records, files, and data directly related to a student and maintained by the school including, but not limited to, records encompassing all the material kept in the student's cumulative folder.

The requirements, applicable to eligible students, which must be fulfilled, are listed below. Eligible students are those who are children of active duty personnel, active duty personnel or veterans who have been severely injured and medically discharged, and active duty personnel who die on active duty within one year of service. Students are not eligible for the provisions of the *Compact* if they are children of inactive Guard or Reserves, retired personnel, veterans not included above or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Simultaneously, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).

Students

Educational Opportunities for Military Children (continued)

- Receiving schools must honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school.
- In compliance with federal law, special education students must be placed by the existing IEP with reasonable accommodations in the receiving school.
- The District will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as deemed appropriate.
- Students of active duty personnel shall have additional excused absences at the discretion of the District for visitations relative to leave or deployment.

Alternate language for above:

- ~~A one day absence is provided for students when their parent/guardian is deployed into active military service.~~
- ~~A one day absence is provided for students when their parent/guardian returns from active military service or deployment.~~
- ~~A student whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to; a combat zone or combat support posting shall be granted additional excused absences at the discretion of the Superintendent or his/her designee.~~
- ~~Absences related to a student visiting with his/her parent related to leave or deployment activities may be excused by the District. The district will permit no more than ___ excused absences per year for this purpose. (Note: The local district may specify in their policy how many excused absences are permitted)~~
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to attend the school in which he or she was enrolled while living without the custodial parent without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed in order to facilitate the on-time graduation of the student in accordance with Compact provisions.

Students

Educational Opportunities for Military Children (continued)

- (cf. 5111 – Admission)
- (cf. 5113 – Attendance and Excuses)
- (cf. 5123 – Promotion/Retention)
- (cf. 5125 – Student Records; Confidentiality)
- (cf. 5141.3 – Health Assessments and Immunizations)
- (cf. 6146 – Graduation Requirements)
- (cf. 6171 – Special Education)

Legal Reference: Connecticut General Statutes

10-15f Interstate Compact on Educational Opportunity for Military Children

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policy, number presently numbered 5118.1, adopted 12/20/01, appropriate as renumbered, and with update to legal reference.

Students

Tuition Students

I. Tuition Students Enrolled on an Individual Basis

The Board of Education authorizes the Superintendent of Schools to accept qualified, non-resident students in the public schools on a tuition basis when, in the opinion of the Superintendent, staff and school resources are available to meet the needs of such students. The tuition rate shall be determined by the Board of Education prior to the admission of a non-resident student and on a yearly basis predicated on the student's program. In the case of students with special programming needs, tuition shall be established based on the cost to the Board of the student's individual education program. If the needs of such a student changes, the Board may either adjust his or her tuition or determine whether the Derby public schools can continue to accommodate such student. Notwithstanding this provision, the Board will not charge extra tuition to qualified students with disabilities except where an additional charge is justified by a substantial increase in costs to the Board incurred as a result of admitting and educating such student.

Non-resident students may be accepted under the following conditions:

1. A non-resident student shall apply to be admitted in writing on a form supplied by the Superintendent and shall state the reason for seeking admission with a description of the applicant's proposed academic program.
2. The applicant shall be interviewed for admission by the principal or assistant principal.
3. The student shall be capable of performing at or above grade level or in an established program of the Derby Public Schools.
4. Semi-annual tuition must be paid in advance on or before August 15 and January 15. In the event a student withdraws from the Derby Public Schools, tuition for the semester in progress will not be refunded.
5. Courses of Derby students will be scheduled before those of tuition students.
6. A student may continue as a tuition student from year to year unless notified in writing by the Superintendent of Schools that attendance will be terminated.

Non-resident students or their parents or guardians shall provide all necessary transportation to and from school.

In the event of a dispute concerning the student's education, the written decision of the Board of Education concerning such education shall be final. A non-resident student's continued enrollment in the Derby Public Schools will be contingent upon compliance with all academic and disciplinary requirements, satisfactory academic progress, exemplary behavior, and the availability of staff and resources.

Students

Tuition Students (continued)

II. Tuition Students Sent by Other Boards of Education

The Board of Education, at its discretion, may enter into an agreement with another local or regional board of education to accept such local or regional board's seventh through twelfth grade students on a tuition basis. Prior to entering into an agreement to accept such students, the Superintendent of Schools shall file with the Board of Education a written recommendation on the enrollment of students based on the following factors:

1. The impact on boards of education currently having an arrangement with the Derby Board of Education.
2. The proposed method of transporting tuition students.
3. The impact on resident students.
4. Impact on staffing and instructional materials.
5. Impact on facilities.
6. The need and costs for related special services.
7. Information regarding student educational placement.
8. Any other factors deemed relevant.

After the Board has tentatively approved the acceptance of students under the jurisdiction of another Board of Education, the Superintendent shall submit to the Board for approval a proposed written agreement establishing the terms and conditions under which students from another jurisdiction will be enrolled in the Derby Public Schools.

Legal Reference: Connecticut General Statutes
 4-176e through 4-185 Uniform Administrative Procedure Act,
 10-186 Duties of local and regional Boards of education re school
 attendance. Hearings.
 Appeals to state Board Establishment of hearing Board.
 10-253 School privileges for students in certain placements...and
 temporary shelters.

Policy adopted:

DERBY PUBLIC SCHOOLS
 Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policy, number 5121 adopted 12/20/01, modified.

Students

Examination/Grading/Rating

Through instructional performance objectives, the district shall establish student standards which promote educational achievement and excellence.

Issuance of regular student grades promotes continuous student evaluation and informs students, parents, and counselors of student progress and encourages improvement in student performance, if improvement is needed.

Students in grades 4, 6, 8 and 10 **3 through 8 inclusive** shall take Connecticut Statewide Mastery Tests provided by and administered under the supervision of the State Board of Education. Satisfactory achievement on the mastery tests shall be only one criterion for promotion or graduation.

(cf. 6141 Curriculum Design/Development)

(cf. 6154 Graduation Requirements)

(cf. 6146.2 Statewide Proficiency/Mastery Examinations)

(cf. 6180 Evaluation of the Instructional Program)

Legal Reference: Connecticut General Statutes
 10-14n Statewide mastery examination.
 10-14q Exceptions. (Students to whom provisions do not apply)
 10-221a High school graduation requirements.

Policy adopted:

DERBY PUBLIC SCHOOLS
 Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policy, presently unnumbered, date of adoption unknown, as taken from Derby High School "Students and Parent Handbook," appropriate as written.

Students

Honor Rolls

High Honors

Every grade is at least ninety (90) regardless of academic level. High Honors will also be granted to students when the total quality points a student receives averages at 12 or higher, with no more than one grade between 80-89 in any one honors or AP level course. No grade below 80 is acceptable.

Honors

A student receives a grade point average of at least eighty (80) in every subject regardless of academic level. Honors will also be granted to students when the total quality points a student receives averages at 10.5 or higher, with no more than one grade between 70-79 in any one honors or AP level course. No grade below 70 is acceptable.

Legal References: Connecticut General Statutes

10-221 Boards of Education to prescribe rules, policies and procedures.

DHS "Handbook for Students and Parents," 2010-2011, p.13.

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

Existing policy, number 5122 adopted 12/20/01, appropriate as written.

Students

Assignment to Teachers and Classes

Pending observation and evaluation by school personnel, children who, with prior approval, transfer from one school to another within the district normally will be placed at the grade level in which they were enrolled elsewhere - or if transferring during the summer break, in the grade they would have entered the next school year. If the student is identified as a special education student, a Pupil Placement Team meeting shall review grade placement. If following staff observations and evaluations, a different grade placement is indicated, the principal will make a new grade placement decision subject to review by the Superintendent of Schools upon parental request.

Legal Reference: Connecticut General Statutes

10-221(b) Boards of education to prescribe rules

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

A new policy to consider.

Students

Assignment of Former Home-Schooled Students to Classes

Placement of resident home-schooled students who seek to be readmitted to the District's schools will be determined by the Principal who shall consult with members of the professional staff to the extent appropriate. The Principal may direct that a test or tests be administered to help determine grade level. In addition, the Principal is authorized to collect from parents/guardians actual samples of coursework as he/she deems necessary in order to make the determination that the requisite academic standards have been met. The decision of the Principal may be appealed to the Superintendent. In the event that the parent/guardian is still dissatisfied, the assignment may be appealed in writing to the Board of Education. (~~Alternate language: The Superintendent's decision will be final.~~)

A home-schooled student seeking admission to a District school must meet all residency, age, health examination, immunization and other eligibility prerequisites as mandated by State law and regulations.

Home-schooled students who wish to attend school in the District must be tested by an appropriate guidance counselor/teacher/department chairperson/etc., to determine grade level placement. The school officials shall make grade placement after consultation with the parents/guardians, guidance personnel, involved staff members and the Principal or designee. Criteria for final placement shall include past educational experience and successful performance and/or examination at the level of initial assignment. Grades earned during home-schooling shall not be used in determining grade point average, National Honor Society Membership, or valedictorian/salutatorian honors.

A previously home-schooled high school level student may be awarded credits towards high school graduation by demonstrating mastery of the course outcomes by:

- Successfully passing an appropriate challenge examination;
- Providing portfolio/work sample evidence which demonstrates equivalent knowledge or skill;
- Providing documentation of prior learning activities or experiences (e.g., certification of training, hours of instruction, letters, etc.); and/or
- Passing a performance instrument or test administered by the respective Department Chairperson. The standards for designing and passing the performance instrument shall be set sufficiently high to ensure credits earned by such means shall be equivalent to those offered by the District in the framework of the Carnegie unit. Commercially available instruments may be used if they adequately cover course objectives. Credit for such classes shall be awarded only on a pass/fail basis.

Students

Assignment of Former Home-Schooled Students to Classes (continued)

Credit approval shall be granted when the student has demonstrated by clear and convincing evidence that he/she has achieved the same level of knowledge or skill as would have been accomplished by successful completion of the District's course(s) for which credit has been requested.

(cf. 5111 – Admission)

(cf. 5122 – Assigning Students to a Teacher and Classes in Grades K-12)

(cf. 5123 – Promotion/Retention)

(cf. 6146 – Graduation Requirements)

Legal Reference: Connecticut General Statutes

10-221(b) Boards of education to prescribe rules

Policy adopted:

DERBY PUBLIC SCHOOLS
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)