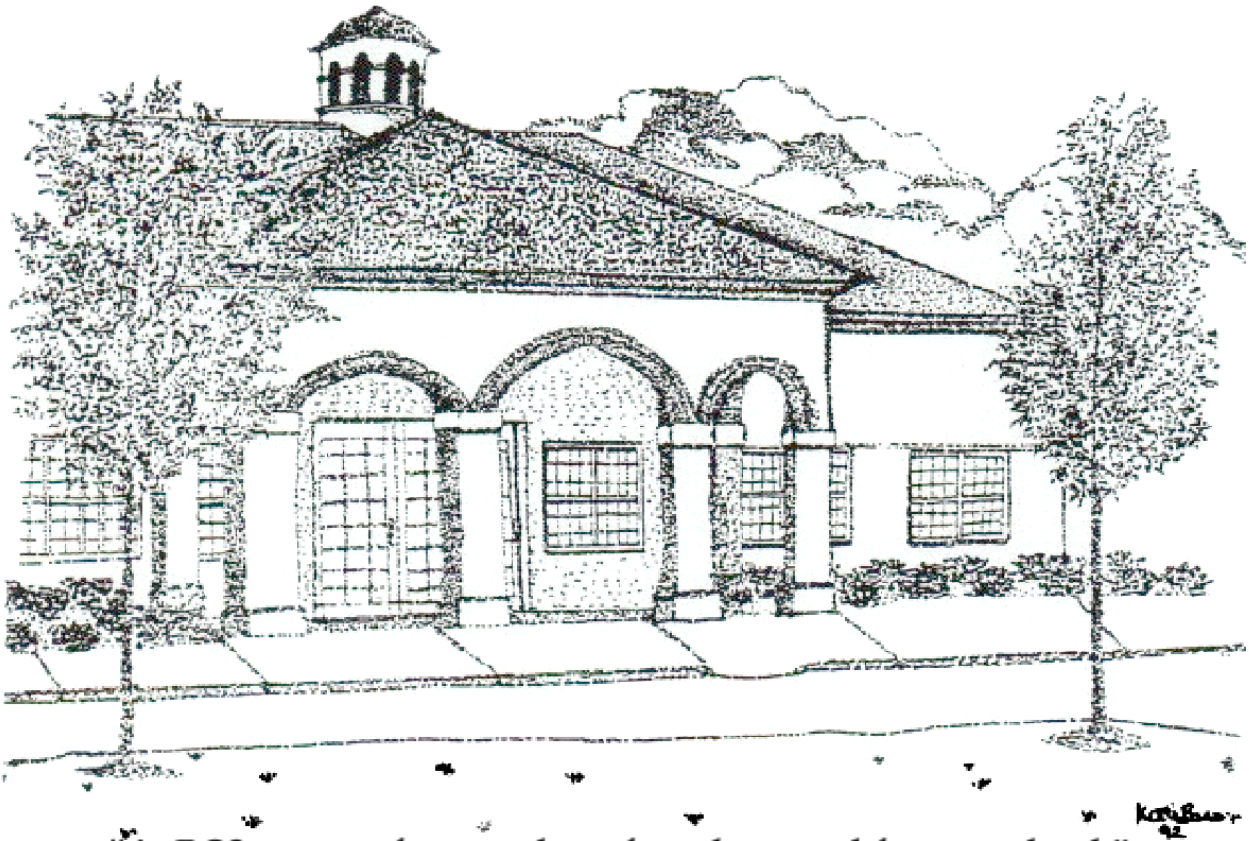
Pomfret Community School



"At PCS we care for ourselves, for others, and for our school."

STUDENT HANDBOOK 2026-2027

Table of Contents

Pomfret Community School Staff 5
Board of Education 6
BOE Mission Statement 7
Preface 8
Equal Opportunity 8
Admission/Placement 9
Asbestos 9
Assemblies 9
Attendance 9
Birthday Party Invitations 11
Bullying 12
Cheating 12
Child Abuse 12
Child Study Team 13
Clubs 13
Code of Conduct/Discipline Policy 13
Common Core State Standards 17
Computer Resources 17
Cultural Arts 18
Curriculum 18
Developmental Math Program 19
Developmental Reading Program 19
Distribution of Materials 19
Dress Code 19
Drop Off/Pick Up 20
Electronic Devices and Games 20
Emergency School Closing 21
English Language Learner (ELL) 21
Exemption from Instruction 21
Extracurricular Activities 21
Facilities 22
Field Trips 22
Financial Assistance 23
Fire Drills & Emergency Prepare 23
Fundraising Information 24
Gifted and Talented 24
Grading System 24
Guidance and Counseling 25
Harassment/Title IX 25
Hazardous Materials/Pest Control 25
Health Services 26
High School Transition Prog. 27
Homeless Students 27
Homework 27
Library/Media Center 28
Lost and Found 28
Lunch Program 29
Make-Up Work 29
Migrant Students 29
NAEP 29
National Jr. Honor Society 29
Notification of Rights under FERPA 29
Parent Involvement/Communication 31
Parent/Teacher Organization (PTO) 31
Pomfret Rec. Dept. 31
Positive Behavior Expectations 31
Peer Mediation 32
Physical Education 32
Pledge of Allegiance 32
Posters 32
Pre-School 32
Promotion and Retention 32
Property, Lockers, Equipment 33
Psychotropic Drug Use 33
Public Complaints 33
Safety/Accident Prevention 33
School Ceremonies /Observances 34
School Climate 34
School District Records 34
Search and Seizure 34
Sexual Harassment 35
Smarter Balanced Assessments 35
Special Education Programs 35
Student Classroom Placement 36
Student Complaints/Grievances 36
Due Process 36
Student Publications 36
Student Records 37
Suicide Prevention 38
Surveys/Student Privacy 38
Teacher / Assistant Qualifications 39
Testing 39
Textbook Care and Obligation 39
Transfers and Withdrawals 39
Transportation by car 40
Transportation Safety Complaints 41
Vacations 41
Video Recorders/Security System 41
Visitors 41
Websites 41
Wellness 42

Pomfret Community School
20 Pomfret Street
Pomfret Center, CT 06259
(860) 928-2718 Office (860) 928-3839 Fax
www.Imschweiler.s@pomfretcommunityschool.org

August 2026

Dear PCS Families,

The Pomfret Community School staff believes that all children are unique with different abilities, needs, and interests. They require a sense of accomplishment and fulfillment, a stimulating and supportive learning environment, and the knowledge and skills necessary to function in an ever-changing society.

This handbook has been prepared to establish a better understanding among students, parents, and staff. We hope that you and your child will find answers in this student handbook to your questions about the educational opportunities offered here, as well as the rules and regulations required for being a good citizen of the school. These rules help all of us to live, learn, cooperate and work together.

We at PCS maintain an "open-door" policy. We welcome your active participation in the school life of your child(ren). We encourage a strong home-school partnership and believe that education is a joint responsibility of home and school. As a team we must work together to achieve our educational goals and help make this your child's best year in school.

Sincerely,

Susan Imschweiler
Principal

"At PCS we care for ourselves, for others, and for our school."



POMFRET COMMUNITY SCHOOL

20 Pomfret Street
Pomfret Center, CT 06259

2026-2027
SCHOOL YEAR

SCHOOL HOURS
Kindergarten thru Grade 8
Daily: 8:30am-3:10pm

Pre-K Session
AM Session: 8:30am-11:20am
PM Session: 12:20pm-3:10pm

2 Hour Delayed Opening: 10:30am (No AM Pre-K)
3 Hour Delayed Opening: 11:30am (No AM Pre-K)

Early Dismissal: 12:30pm
(No PM Pre-K)

Office: 860-928-2718
Fax: 860-928-3839
Email: last name.first initial @pomfretcommunityschool.org
Web Site: www.pomfretcommunityschool.org

Bus Transportation Office: 860-974-1474

Pomfret Community School Personnel

Administration
Dr. Frank Tiano, Superintendent of Schools
Susan Imschweiler, Principal
Jodi Davis, Special Education Director
Michael Galligan, Assistant Principal

Office Staff
Crystal Sutter, Superintendent's Admin.
Assistant/Business Manager
Andrea St. Jean, Grants Coordinator
Sheri Thibeault, Principal's Admin. Assistant
Vivianna St. Jean, Accounts Payable/Payroll
Deborah Morrisette, Special Ed. Admin. Assist.

Classroom Teachers
MiaLesa Breen, Pre-School
Kristen Brindamour, Kindergarten
Darlene Moore, Kindergarten
Francesca Depalma, Grade One
Heather Racicot, Grade One
Alex Aleman, Grade Two
Karen Clarke, Grade Two
Ashley Main, Grade Three
Elliot Lawrence, Grade Three
Karen Hendricks, Grade Four
Kathleen Hildreth, Grade Four
Hollis Abram, Grade Five
Amy Apperson, Grade Five
Ben Gagnon, Grade Six
Lisa Semancik, Grade Six
Mia D'Amico, ELA Grade Seven & Eight
Nicole Ruoppo, Social St., Grades Seven & Eight
Ben Pagliaro, Math, Grades Seven & Eight
Jessica Werstler, Spanish, Grades Seven and Eight
Matthieu Fontaine, Science, Grades Seven & Eight

Custodians
Matt Howard, Supervisor
Amy Phillips
Becky Laitres
Gary Dumas
Cindy Robb

School Lunch Program
EASTCONN Food Services
Katie Haney, Supervisor
Maggie Gagnon, Assistant

Specialty Staff
Michelle Bartholic, Reading/Language Arts Specialist
Susan Bertram, Nurse
Kelsey Butcka, School Counselor
Amy Clark, Special Education
Nicole Marcelynas Speech/Language Pathology
Pam Conrad, Speech/Language Pathology Assistant
Vince Edwards, Social Worker
Ryan Ericson, Physical Education/Health
Melissa Fenner, Math Specialist
Dana Heilemann, Reading/Language Arts Specialist
Shelby Cukurovali, Special Education ILP
Angela Klimaytis, Music
Custom Computers, IT Support
Hilary Smith, Art
Britney Lima, Occupational Specialist
Brian Martel, Computer Science
Ashley McKee, Math Specialist
Nathan Musser, Physical Education/Health
Marla Pokorny, Special Education
Emma Rategan, Special Education
Piper Raymond School Phycologist
Gina Wiese, Library Media Specialist
Amy Clark, Special Education

Paraeducators
Brianna Becotte
Skyla Bromley
Amy Bowen
Kathleen Faherty
Tara Francis
Tanya Gilchrist
Renee Holden
Suzanne Johnson
Maureen Lane
Mchayla LaFontaine
Elena McCusker
Maureen McKeon
Lindsay Moore
Christine Neal
Alyssa Portella
Ashley Sherman
Susan Slicer
Samantha Soper

BOARD OF EDUCATION

Leigh Grossman, Chair
Brent Tuttle, Vice Chair
Peter Lusa, Secretary

Barbara Riley
Kathleen Sposato
Nick Stellitano

BOARD OF EDUCATION MEETINGS
Board of Education meetings are generally held on the last Wednesday of each month at 6:30 PM at PCS. Special meetings are called as required. All meetings are open to the public and meeting dates are posted at the Town Hall and on the school website.

You are always invited to share your views concerning school by speaking during the "Audience of Citizens" portion of the board meeting or by addressing written communications to:

Board of Education
% Superintendent's Office
Pomfret Community School
20 Pomfret St.
Pomfret Center, CT 06259

The Pomfret School District does not discriminate on the basis of creed, race, religion, color, national origin, marital status, sex, sexual orientation, economic status, age or disability in providing education service and provides equal access to the Boy Scouts and other designated youth groups. Jodi Davis has been designated to coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972, as amended. Mrs. Davis has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973.

The Pomfret School District does not discriminate on the basis of disability by denying access to the benefits of district services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact Mrs. Caouette.

Mrs. Jodi Davis
Director of Special Education
Pomfret Community School
20 Pomfret Street
Pomfret Center, CT 06259

Pomfret Community School is an equal opportunity provider.

BOARD OF EDUCATION MISSION STATEMENT*

- Our mission as a community school is to provide an enriching and safe learning environment where all students and staff are challenged to achieve their highest potential and become lifelong learners.

- We are dedicated to promoting academic excellence as measured by established performance standards and real-world applications. We will foster creativity and responsible citizenship so that our students thrive in a changing global community.

WE BELIEVE THAT:

- Open communication, a supportive school atmosphere and volunteer participation between our community and school are essential to fostering lifelong learning.

- A well-designed, safe, flexible, and inviting facility supports academic programs, social and physical development of students, and serves as a center for community life.

- Challenging curriculum, diverse instructional strategies and ongoing assessments maximize each individual's academic success and personal growth.

- The infusion of current technologies is an integral component for the instruction and development of literate and discerning citizens in a global society.

- The social and emotional health of our students is developed through a partnership among parents, school staff, caregivers and community members.

- A community commitment to the development of respect in a diverse society fosters personal growth and civic responsibility.

**Adopted by the Pomfret Board of Education on June 20, 2007.*

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general school information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as "you" but rather as "the student," "students," or "children." Likewise, the term "the student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the School's Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this handbook, will be made available to students and parents through newsletters, web pages, and other communications.

Connecticut State Department of Education (CSDE)

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, Levy.Gillespie@ct.gov.

ADMISSION/PLACEMENT

A student seeking enrollment in Pomfret Community School for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or home schooling must complete enrollment forms and provide proof of residency. A student who is transferring from a non-public school or a school outside of Connecticut will be placed at his/her current grade level pending evaluation and observation of the student. After such assessment and consultation with the parents, the principal will determine the grade placement of the child. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

ASBESTOS

Legislation requires all school buildings to be evaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The district has on file plans showing the location of asbestos in the building and measures undertaken to comply with regulations to maintain a safe school environment. Requests to review these plans may be made in the school office.

ASSEMBLIES

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom.

ATTENDANCE

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school office.

Absence

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school nurse by 9:00 AM on the day of the absence by telephone (860)-928-2718 or email:

Mrs. Bertram: bertram.s@pomfretcommunityschool.org

It is **requested** that the nurse is notified if you are traveling and will be out of school. If time allows, the school nurse will attempt to contact parents for unreported absences.

Attendance Policy

The Connecticut State Board of Education, effective July 1, 2012, adopted definitions of excused and unexcused absences. These definitions are for use by all Connecticut school districts and schools for the purpose of carrying out the provisions in Connecticut General Statute 10-198a and the reporting of truancy.

Parents are required to submit written documentation which includes: name, date, reason for absence and parent signature for an absence to be excused. This means that a phone call or email **without** timely, written follow-up will automatically be coded as unexcused. **Unexcused absences** are considered to be any absences that do not meet the above definition or for which the appropriate documentation has not been submitted

Please do not hesitate to contact Principal Imschweiler or Superintendent Cummings should you have any questions or concerns regarding these definitions.

The Two-level Approach to Excused Absences

The State Board of Education definitions establish two levels of criteria for an absence to be considered an excused absence (see table below).

Level	Total # of Days Absent*	Acceptable Reasons for a Student Absence to Be Considered Excused	Documentation Required within 10 Days
1	One through nine	Any reason that the student's parent or guardian approves.	Parent or guardian note only.
2	10 and above	• Student illness *(Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length).* • Student's observance of a religious holiday. • Death in the student's family or other emergency beyond the control of the student's family. • Mandated court appearances (additional documentation required). • The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason). • Extraordinary educational opportunities pre-approved by district administrators. (Opportunities must meet certain criteria. See below for details).	Parent or guardian note and in some cases additional documentation (see details of specific reason).

** Note: The total number of days absent includes both excused and unexcused absences.*

It is important to note that while the first nine absences in a school year can be deemed excused for any reason the parent or guardian provides, the 10th and each subsequent absence establish a more stringent and specific set of reasons for the absence to qualify as excused. The flow chart (attachment C) offers a visual tool to help determine if an absence is excused or unexcused.

In cases where a student's extended absence crosses levels, the rules should be applied as if there were two separate absences, one under Level 1 and the other under Level 2. For example, if a student is absent for five days on a family vacation and those absences represent numbers seven through 11, absences seven, eight, and nine would fall under Level 1 rules and can be accepted as excused; absences 10 and 11 would fall under Level 2 rules and would not be considered excused.

It is critical for schools to communicate the different levels of criteria to parents and develop feedback methods so parents can track their child's excused and unexcused absences. Schools are strongly encouraged to inform parents when their child has reached his or her sixth and ninth absences and remind them of the stricter rules that apply to absence number 10 and above.

Connecticut State Department of Education, April 2013

Unexcused Absence

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied make-up privileges. Such absences may also be reflected in the student's final grade. Family vacations when the student has exceeded 9 absences are unexcused absences.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards issued in December, March and June. Parents are also encouraged to contact the Teacher, Administrator, Principal's Administrative Assistant or Nurse to get help in verifying attendance and attendance records at any time during the year.

Truancy

A student aged five to eighteen with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Parents have the responsibility to assist school officials in remedying and preventing truancy. The student may be referred to the Youth Services Bureau if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

The responsibility for makeup of work is with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within a minimum of two days of the student's return to school.

Leaving School Grounds/Release Of Students From School

Under no circumstances may a student leave the school or school grounds during school hours without a written, dated and signed note by the parent or legal guardian. In the event it is necessary for a student to be dismissed early, a parent/guardian should send a signed written and dated request to the office. Children of single-parent/guardian families will be released only upon the written request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. **All students must be signed out at the desk in the main lobby**.

If someone other than a parent/guardian picks up the student, the parent/guardian must supply the school office with a dated and signed note granting permission. The person appearing must be prepared to show identification.

Early Dismissal

Early dismissals are neither encouraged nor condoned but reasons may parallel those given for absences. A note from the parent/guardian must be received in the school office prior to the time of dismissal. If a note has not been sent, please call the office **before 2:00 PM** to make arrangements. Students must be signed out and picked up by the parent/guardian or other authorized adult in the school office. **At no time is the parent permitted to go directly to the child's classroom.**

Tardiness

Students who are not in their homeroom by 8:30 AM are considered to be tardy and must report directly to the main office. Students must be signed in by a parent/guardian. Students are allowed to be tardy three times per trimester. Any student who is late more than three times will receive a detention for each tardy beyond three. A detention may be waived by an administrator if the cause of the tardiness is unavoidable.

BICYCLES

Students in grades seven and eight are permitted to ride bicycles to and from school with written permission from home. Bicycles must be stored in the bicycle rack and locked. Students should avoid carrying valuable and easily detachable accessories. Students must comply with regulations of the Department of Motor Vehicles regarding helmets and rules of the road. **Connecticut Law, Public Act 18-167, requires that all children under the age of 15 wear properly fitted protective headgear when riding bicycles, skateboarding, roller skating or in-line skating.**

BIRTHDAY PARTY INVITATIONS/CELEBRATIONS

Students may distribute birthday party invitations in school ***only*** if the entire class is being invited. Otherwise, you may bring birthday invitations to the office in stamped envelopes with the list of students you would like to invite and the office staff will address and mail them.

The Federal Healthy Food Guidelines require that all foods **offered** to students (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives) during the school day must meet the

healthy food guidelines. Thank you in advance for your understanding and support in this change. For more information, see https://drive.google.com/file/d/11iZ4mFJm759rrZTUT-JVWNWyBVgxkQLE/view

BULLYING

Bullying behavior by any student is strictly prohibited and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance in the school environment and may include:

A. Physical or emotional harm to the student or damage to the student's property,
B. Places the student in reasonable fear of harm to himself or herself, or of damage to his or her property,
C. Creates a hostile environment at school for the student,
D. Infringes on the rights of the student at school, or
E. Substantially disrupts the education process or the orderly operation of a school.

The school environment means a school-sponsored or school-related activity, function or program, whether on or off school grounds, including at a school bus stop or on a school bus or other vehicle owned, leased or used by a local or regional board of education, and may include other activities, functions or programs that occur outside of a school sponsored or school-related activity, function or program if bullying at or during such other activities, functions or programs negatively impacts the school environment.

Students and/or parents may file a written report of suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request. Students and/or parents may also make an anonymous report alleging bullying to a teacher or administrator.

Parents/Guardians may access our school climate policy on our website through this link: https://drive.google.com/file/d/1pioLE6LFHbZHcP5hVPAxKb_eIVb0OrgH/view

CHEATING

All forms of cheating and plagiarism are not acceptable. The misrepresentation of homework, class work, tests, reports, or other assignments as if they were entirely the student's own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature. Repeated incidents will require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

CHILD ABUSE

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, emotional abuse, cruel punishment, neglect or deprivation of necessities are also considered child abuse.

Teachers, principals, coaches of intramural or interscholastic athletics, paraeducators and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the appropriate social agencies and parents in all cases. Please see Board of Education Policy 5141.4

PCS will provide required training for all staff on recognizing, preventing, and reporting child sexual abuse and misconduct; understanding mandatory reporting requirements; responding appropriately to suspected abuse; maintaining professional boundaries and appropriate interactions with students; following District policies related to sexual abuse and misconduct; and identifying available support resources and follow-up care for affected students.

CHILD STUDY TEAM

The goal of the Child Study Team (CST) is to improve student performance through early identification, accurate assessment of problems, and proactive efforts to assist students. The Child Study Team utilizes a holistic approach to student development and is concerned with social, emotional, physical and intellectual growth of the child. A referral to a CST meeting can be made by staff members or parents. A typical team meeting might include the following people: Principal, School Psychologist, School Counselor, School Social Worker, Speech and Language Pathologist, Math and/or Reading interventionist(s), and classroom teacher(s) and parents/guardians. The CST develops teaching and learning strategies and supportive services to benefit the student so that learning progress and success can be achieved. If these strategies and support services are not successful, the team may refer to the Planning and Placement Team (PPT).

CLUBS

We have a variety of clubs for students that meet either during the school day or before or after school. These clubs include: Art Club, Eagle's Eye, Student Council, Math Olympiad, and Math Counts. On occasion, these clubs raise money throughout the year for charitable contributions.

CODE OF CONDUCT/DISCIPLINE POLICY

Pomfret Community School, for 2026- 2027 will continue to build a foundation for restorative practices to build relationships and community. These practices help to prevent challenging behaviors and to repair relationships after harm. Restorative practices focus on understanding and solving problems with open communication, accountability, and mutual respect. Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct, regardless of time or location.

A student who violates the district's code of conduct may be subject to disciplinary action. The Pomfret Community School disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, in-school suspension and expulsion. Disciplinary measures will be appropriate for the age of the student and the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately.
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

After School Detention

Students may receive an after-school detention for inappropriate behavior. A detention may be given by the administration or faculty. The student will meet with the administration or teacher to understand the reason for the detention. A detention may be served in the teacher's classroom or in the office. Parents/guardians will be notified of the reason for the detention and to assure transportation. As a rule, the detention will be served the day following the infraction. Parents/guardians may not excuse their son/daughter from detention. Detentions will end at 4:15PM and students are to be picked up promptly.

Failure to attend the detention will result in a second detention. Failure to attend the second detention will result in an in-school suspension. A student may be placed on restriction by the principal after three office detentions or suspensions.

Actions Leading To Disciplinary Action, Including Removal Form Class, Suspension And/Or Expulsion

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy) includes conduct on school grounds or at a school-sponsored activity (including on a school bus), and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.

2. Theft.

3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.

4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.

5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.

6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.

7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.

8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.

9. A walk-out from or sit-in within a classroom or school building or school grounds.

10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).

11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. This includes the possession and/or use of any object or device that has been converted or modified for use as a weapon.

12. Possession of any ammunition for any weapon described above in paragraph 11.

13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.

14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.

15. Unlawful possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), vapor products, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term "electronic nicotine delivery system" shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device. For the purposes of Paragraph 15, the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such a product. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.

16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant,hallucinogenic or mind-altering effect.

17. Unlawful possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.

18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.

19. Accumulation of offenses such as school and class tardiness, class or study hail cutting, or failure to attend detention.

20. Trespassing on school grounds while on out-of-school suspension or expulsion.

21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.

22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.

23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.

24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.

25. Leaving school grounds, school transportation or a school- sponsored activity without authorization.

26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.

27. Possession and/or use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.

28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.

29. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.

30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.

31. Hazing.

32. Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying directed at another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:

a) causes physical or emotional harm to such student or damage to such student's property;

b) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;

c) creates a hostile environment at school for such student;

d) infringes on the rights of such student at school; or

e) substantially disrupts the education process or the orderly operation of a school.

Bullying includes, but is not limited to, repeated written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.

35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.

36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.

37. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.

Suspension

Suspension means an exclusion from school privileges or from transportation services, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. All suspensions shall be in-school unless the administration determines for any student in grades three through twelve that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student (grades three to twelve) shall be excluded from school during the period of the suspension, or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary issues that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary issues through means other than out-of-school suspension or expulsion, including positive support strategies. An out-of-school suspension for students in grades 3-12 shall not exceed ten days. An out-of-school suspension imposed for children in preschool to second grade shall not exceed five days.

The Board of Education policy on the suspension process may be accessed at:
Pomfret5114 Suspension and Expulsion.docx.pdf

Expulsion

Expulsion shall be defined as an exclusion from school privileges for any student in grades three to twelve, inclusive, 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 that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such a period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year. To be expelled, the student's conduct must be found to be both violative of a Board policy and either seriously disruptive of the educational process or endangering persons or property.
The Board of Education policy on the expulsion process may be accessed at:
Pomfret5114 Suspension and Expulsion.docx.pdf

It shall be the policy of the Board to expel a student, grades preschool, and kindergarten to twelve, inclusive, for one full calendar year if:

The student, on grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921*, as amended from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined in C.G.S. 53A-3; or the student, off school grounds, did possess such firearm in violation of C.G.S. 29-35 or did possess and use such a firearm, instrument or weapon in the commission of a crime; or the student, on or off school grounds offered for sale or distribution a controlled substance, as defined in subdivision (9) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. 21-277 and 21a-278.

COMMON CORE STATE STANDARDS

The Common Core State Standards initiative was designed to provide a set of clear and consistent educational standards in math and English language arts that will prepare students with the knowledge and skills they need to succeed in college and the workforce. For more information please visit: http://www.corestandards.org./

COMPUTER/INTERNET/NETWORKS USE/ RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly technological society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students in grades K-8, and parents, will be asked to sign a user agreement regarding appropriate use of these resources. This agreement will be explained to the students and sent home by the Computer Education teacher. Violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students in grades 5 – 8 will be assigned a Chromebook for in-school use.

Students and parents should be aware that e-mail communications using district computers are not private and may be monitored by authorized school personnel.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

The Board of Education believes that the use of the Internet and other local and/or wide area networks will further education by promoting the exchange of information and ideas and by providing intra- and inter-district, statewide, national, and global opportunities for staff, students, and the community. Students will be able to access the Internet under the supervision of their teachers. Individual student accounts and email addresses will not be provided. The user will be allowed to access a personal email account to send and receive instructional materials with the permission and supervision of a trained staff member.

Since the Internet constitutes an unregulated collection of educational resources which change constantly, it is not possible to predict or control exactly what resources users may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials which a student may encounter. Students will be supervised; however, it is not possible to constantly monitor individual students and what they are accessing. Students will not intentionally access and/or download any text, picture, or on-line conferencing that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations. Students will not solicit or receive any information or service which could result in unauthorized expense to the district.

Precautions will be taken to ensure that the Internet is a safe learning environment. In addition to supervision of students while using the Internet, software which attempts to filter access to objectionable material will be installed on computer networks used by students.

Students are expected to be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Students must be aware that any message or information posted on or through the computer network may be monitored and accessed by certified staff. Email and downloaded materials will be deleted from the system on a regularly scheduled basis.
Students will be taught the appropriate use of the school network, Internet, copyright laws and Internet etiquette incurred during the use of the services. An Internet/Computer Network use agreement will be signed annually by all students wishing to use the service provided by the school district.

CULTURAL ARTS WEEK

Cultural Arts Week takes place each year the week following Memorial Day. Our Cultural Arts Week tradition has given PCS students the opportunity to learn about the history, culture, and arts of another country for a week every year in their classrooms since 1994. Each year students "visit" a different country through docent presentations. The presentations range from cooking demonstrations to making a traditional craft, reading a story from or about the country, to power point presentations about history or geography. One of the favorite activities every year is the opportunity to visit a traditional marketplace offering food, craft activities, and cultural displays. In order to make this week happen, it requires the efforts of MANY volunteers. Volunteers are needed to be classroom docents who develop and share a presentation and are needed to oversee the marketplace.

CURRICULUM

Pomfret Community School continues to monitor and update curriculum to align with state and national standards. Our curriculum is posted online here.
Please see Board of Education policies 6140, 6142

For students in Grade 8 the school will provide a challenging curriculum for students who meet the necessary criteria
Please see Board of Education policy 6141.52

The Board of Education has a subcommittee on curriculum which meets during the school year. Meeting agendas and minutes can be found on the Board's website

If parents are concerned about some of the topics discussed as part of the adopted curriculum,
please see Board of Education policies 6144, 6144.1, 6144.3

DEVELOPMENTAL MATH PROGRAM

This program supports the Response to Intervention program and seeks to implement the comprehensive mathematics curriculum. Through teacher consultation, analysis of statewide testing, and provision of strategies, improvement in instruction and student understanding of mathematical concepts across the grades are the goals. Students are offered individual, small group and whole class instruction by either Mrs. Fenner or Mrs. McKee.

DEVELOPMENTAL READING PROGRAM

This program focuses on improving the instruction of reading and language arts in all classes and providing reading support services to children. The components of reading include the acquisition of phonological awareness (words, rhyming), phonics (letter-sound relationships), fluency (reading smoothly), vocabulary (bank of words available), and comprehension (constructing meaning). Services provided by Mrs. Bartholic and Mrs. Heilemann include: Response to Intervention, student assessment, individual and small group instruction.

DISTRIBUTION OF MATERIALS

Printed materials may be distributed to parents by students as a means of communication. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations will be referred to the principal to determine whether the request complies with school policy.

The principal or his/her designee may approve such distribution providing:

1. The material is related to the school, community, local recreational or civic activity.
2. The material does not relate to any religious belief or activity, or promote private gain.
3. The material does not promote any outside governmental political party, candidate or position.
4. Does not promote profit making organizations.
5. Does not advocate a position regarding a referendum question.

Materials that have a religious content may be made available to students during non-instructional time. The district has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the district.

Publications prepared by or for the school may be posted or distributed, with prior approval by the principal. Such items include school posters, brochures, school newspapers and yearbooks.

DRESS CODE

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law.

Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, body odor, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited.

- Perfumes, colognes, and aftershave may not be worn due to students and staff with allergies and asthma.
- Shirts and/or blouses, which **reveal the abdomen, chest, cleavage, or undergarments** and see-through clothing, are not allowed.
- Tank Top shoulder straps must be at least 2 inches wide.
- Jackets, coats and hats may not be worn indoors but layered clothing for added warmth is acceptable. Caps or hoods are prohibited anywhere inside the school building unless it is during a school spirit day.
- Shorts (short shorts, cut-off shorts, running shorts, gym shorts), miniskirts, or pants which reveal the upper thigh or undergarments are prohibited.
- Sunglasses (unless required by medical order) are prohibited.
- Footwear which marks/damages floors or is a safety hazard is prohibited.
- Pajamas may only be worn on Comfy/Cozy Days.
- Flip-flops may not be worn during gym, recess, music, or field day.

Failure to adhere to dress code regulations will result in a call home to have the parent bring appropriate clothing to school. The second infraction will also result in an after-school detention.

DROP OFF/PICK UP

Parents dropping off students in the morning should bring them directly to the main entrance door beginning at 8:00 AM. Students should exit their vehicles on the passenger side as quickly and safely as possible to avoid delaying others. Vehicles should not be left parked along the sidewalk or in front of the building. Students should not cross the parking lot unattended. Students will gather in the lobby and groups are escorted to the cafeteria where they will be supervised by school staff.

Parents picking up children at dismissal time should arrive at 3:10 PM and park along the main entrance area. Please be aware this is a fire lane and should only be blocked for a brief time. **All children must have a signed and dated note from their parent/legal guardian if they are being picked up.** All students will be brought to the main entrance at **3:12** PM for pick-up where members of the school staff have been assigned to monitor the pick-up process. **Parents must remain in their vehicle in the pick-up line and wait to have their child placed in the car by PCS staff.** Please be sure students are buckled in before pulling away.

Pick-up Line Procedures

In the interest of SAFETY, please comply with the following procedures at dismissal time **3:12 PM:**

1. Parents must remain in the pick-up line in a vehicle. Do not park your vehicle and walk to get your child, this slows down the process and becomes a safety issue.
2. Children may not be picked up at the front door or in the PCS foyer. Please wait in your car.
3. Parents must stay in their cars while students are getting in.
4. Cars need to pull up to the designated spot indicated by the PCS staff to allow us to fill the maximum number of cars (6 at a time).
5. Students are asked to enter their vehicles as quickly and safely as possible.
6. Children must enter the vehicle from the passenger side. Children are not allowed to go around vehicles to enter.
7. Be sure your child(ren) is buckled in before pulling away. This is a **STATE LAW**.
8. Vehicles in the second line must wait until the first line moves up and exits.
9. Use both parking lot exits to keep traffic flowing. Do not back up from your position to exit from the lot.
10. Do not pass other cars unless directed to do so by a PCS staff member.
11. Children in grades PK-8 are not allowed to re-enter the building for forgotten items. If they need to re-enter, they will be required to wait for a parent/guardian or responsible adult to escort them back into the building after the pick-up line is empty. The parent/guardian will need to park their vehicle in a parking space.
12. Parents who sign out their child(ren) are asked to leave prior to dismissal time to ensure the safety of all.

All students are encouraged to ride the school bus to and from school. All buses are finished with their runs at approximately **4:15 PM**. We urge you to use the pick-up line only when necessary. At **3:30 PM**, the school building and school grounds will be secured and adult supervision will end, except for scheduled after school activities.

ELECTRONIC DEVICES AND GAMES

(Radios, CD Players, Cell Phones, iPods, Smart Watches, etc.)

The use of electronic devices, Cell Phones, Smart Watches, etc is prohibited during the regular school day and on school transportation. These items must be turned off and stored in backpacks **upon entering the building or school bus.** In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet or which has the capacity to take photographs of any kind. Students found to be using any electronic communication devices in violation of Board policy and school rules shall be subject to disciplinary action.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event school is closed because of inclement weather or another emergency, announcements will be made on radio stations WINY Radio (Putnam), WSRS Radio (Worcester), and WTIC (Hartford), and television stations WVIT, WTNH, and WFSB. Parents will also be notified through email, voice mail and text message through Admin Notify, our electronic notification system. PLEASE MAKE SURE THE OFFICE HAS YOUR CURRENT CELL AND HOME PHONE NUMBERS.

ENGLISH LANGUAGE LEARNER (ELL)

Parents of English Language Learner (ELL) students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the ELL program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include English as a Second Language and English immersion. Students after 30 months in a bilingual program will not be offered additional bilingual education. Please see Board of Education Policy 6141.311

EXEMPTION FROM INSTRUCTION

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian.

EXTRACURRICULAR ACTIVITIES

Athletics

Athletics are considered an integral part of the school's educational program. Whether participation is on the interscholastic or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation. Students in grades 6-8, who are in good academic standing may participate in the following interscholastic sports:

FALL	WINTER	SPRING
Boys Soccer	Boys Basketball	Baseball
Girls Soccer	Girls Basketball	Softball
Cross Country*		Track & Field*

**Grade 5 students may participate.*

Student interscholastic activities shall be governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Eligibility for participation is governed by state law as well as the regulations of the CIAC.
Any student athlete who has not reported to school by 11:45am will not be permitted to practice or play that afternoon or evening. Exceptions to this rule will be considered only if the player's parent explains the unusual circumstances to the Principal or designee.

Students who participate in interscholastic sports may be dismissed early from class to participate in a game or to travel to an away game. It is the student's responsibility to complete all class work and homework. Failure to do so may result in removal from the team until all work is completed and submitted to the teacher.

Concussions

The Board of Education recognizes that concussions and head injuries are common in student athletics and can have serious or fatal consequences if not properly identified and managed. All District coaches must complete State Board of Education-approved concussion training before coaching and review current concussion information annually before each season, except in years when a required refresher course is completed. Coaches must complete a State Board-approved refresher course at least every five years to maintain their coaching permit and remain eligible to coach.

Dances for students in grades *6, 7 & 8*

School dances may be scheduled periodically during the school year. Only students enrolled at PCS may attend dances. Students are expected to dress appropriately for all dances. Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance.

During school dances, students may not leave the building unless written permission is received from parents indicating that the parents will pick up the student prior to 9:00 P.M. Students without such written permission will not be allowed to leave and reenter a school sponsored activity. All school rules are in effect during such activity. All students must be picked up promptly at 9:00pm or they will not be permitted to attend the next dance.

FACILITIES

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place. After dismissal and unless involved in a teacher/staff supervised activity, students are expected to leave the school grounds immediately.

FIELD TRIPS

Field trips may be scheduled for educational or cultural purposes. Field trips are an extension of our curriculum and attendance is required. **Therefore, if you choose for your child not to attend a field trip, it is your responsibility to make other arrangements for him/her for the day(s).** While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity. Any student whose behavior is considered detrimental to the well-being of other students may be excluded from participation by a teacher with the approval of the Principal

Field trips that are out of state, require a greater degree of responsibility for teachers and chaperones. Students who have not demonstrated that they can be trusted, exhibit self-control, and respect for others, will be notified in writing of their ineligibility to participate by the Principal. Eligibility criteria will be as stated above. Any student denied permission to attend may petition to an Appeals Board, established and chaired by the Principal, when the student feels that he/she has demonstrated significant growth in the areas of trustworthiness, self-control and respect, and no longer poses an unacceptable risk to the success of the trip.

In the event that your child loses a specific permission slip, he/she will be able to attend if you submit written permission.

Students are expected to start their school day at school for attendance purposes, to gather as a class, and review expectations. If students are not present at school, they are not permitted to participate in the trip.

Chaperone Expectations

1. The purpose of having chaperones on field trips is to ensure the safety and well-being of all of our students. As a chaperone, you will be assigned a small group of students to supervise. Those students must remain with you for the duration of the field trip.
2. A chaperone's job is supervision, therefore we cannot allow any siblings to attend our field trips.
3. Field trips are an extension of our school environment. All students are expected to follow our school and classroom rules on any trip.
4. We need your undivided attention, so please refrain from using your cell phone for calls or texts unless there is an emergency with your group and you need to contact the teacher.
5. Parents who attend a trip and would like to leave directly from the field trip site with their child must provide a written and signed statement of their intent to the teacher prior to the actual trip.
6. Chaperones may not take or post photographs or videos of anyone other than their own child(ren).

We appreciate your participation and thank you for your cooperation in making these events a successful learning experience for our children.

If you plan to chaperone or volunteer at Pomfret Community School at any time, you must submit the **"Volunteer Information Form"** . These forms are on our website. It is required per school policy #1212.

The Pomfret Community School has identified two categories of volunteers: Category I and Category II. If you will be a Category II volunteer, in addition to the Volunteer Information Form, you are also required to complete a DCF background check form.

Category I: Volunteers will be classified in Category I when they assist school staff members with school activities in the presence of a Pomfret Community School employee. Category I volunteers will be required to complete the Volunteer Information Form and may be required to submit to records checks required of Category II Volunteers at the discretion of the administration. Category I volunteers are those who assist school staff members with school activities such as those listed below:

a. Assisting in a classroom, cafeteria, or library when a staff member is present; or
b. Accompanying a class on a field trip during the school day with a staff member; or
c. Helping in the school office during regular school hours; or
d. Assisting in the cafeteria or library during regular school hours; or
e. Assisting during extracurricular events, i.e., dances, fairs, open house, sporting events, etc.

Category II: Volunteers will be classified in Category II when they provide services to students when not in the direct presence of a Pomfret Community School employee. Category II volunteers will be required to complete the Volunteer Information Form and such volunteers will be required to submit to a record check of the Department of Children and Families (DCF) Abuse and Neglect Registry. A criminal background check may be required at the discretion of the administration. Category II volunteers are those who engage in activities such as those listed below:

a. Accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time; or'
b. Chaperoning an overnight field trip; or
c. Working in direct contact with students without the direct presence of a Pomfret Community School employee; or
d. Working as a student intern; or
e. Coaching

FINANCIAL ASSISTANCE

Students will not be denied the opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact the Principal to request confidential help.

FIRE DRILLS AND EMERGENCY PREPAREDNESS

Safety drills are held monthly as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill may be substituted for one of the required monthly school fire drills every three months. Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

The signal for a fire drill is a constant blare of a special alarm. When the alarm sounds, students are to proceed along the posted exit routes in a silent, quick and calm manner. Students should not return to the building until the return signal is given.

FUNDRAISING INFORMATION

Throughout the school year different organizations in the school such as PTO, NJHS, the 8th Grade Class, may have fundraisers to help raise money for activities and field trips.

GIFTED AND TALENTED

Connecticut law requires public school districts to identify gifted and talented students in grades K–12. Each school district decides how to identify these students, but districts are not required to provide gifted education services.

The Pomfret Community School Board of Education is committed to identifying gifted and talented students in kindergarten through grade 8. The identification process will use multiple measures to recognize strengths in intellectual ability, creativity, or specific academic areas. The process will be fair and inclusive, taking into account students' backgrounds, economic circumstances, developmental differences, disabilities, gender, and cultural diversity. The Superintendent or designee will develop and oversee the procedures for this ongoing identification process. For more information please see teh BOE policy linked here: Pomfret6172.1-Gifted and Talented Students Program.pdf

GRADING SYSTEM

Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade. Students who fail to master basic learning objectives at a typical rate will be reviewed by the Child Study Team and/or Planning and Placement Team process for alternate options.

Report Cards

Reporting of student progress will be distributed six times during the school year for students in grades PreK-8. Report cards are issued to students three times a year (December, March, June) with progress reports issued in the middle of each marking term. Report cards are sent home with students.

Scheduled parent-teacher conferences will be held twice during the school year in October and March. Information will be sent home concerning the conference to be held. Parents may arrange for a conference at any time with school staff by sending a note, email, or by calling the school office and leaving a message or voicemail for the teacher. Please make such arrangements in advance, as teachers are generally not available "on the spot." Conferences with the Principal may be made by calling the school office. Parents may also access information about their child's progress through our Parent Portal.

For more information please see the BOE policy linked here Pomfret5124-Reporting to Parents.pdf

Honors/Recognition

Students in grades six, seven and eight must meet the following requirements:

High Honors - All A's (+ or -) in all subjects and 3s or 4s in effort and conduct.

Honors - No grade lower than B- in all subjects and 3s or 4s in effort and conduct.

Recognition - No grade lower than C- in all subjects. Each C+, C or C- must be balanced by an A-, A or an A+ and no more than one 2 in either effort or conduct.

Restriction

All students are initially eligible for participation in afterschool extracurricular activities, i.e. sports, clubs, dances or any other school-sponsored events, as long as they are in attendance at school on the day of the event. Students are expected to maintain appropriate standards for academic progress and behavior. Students who fail to satisfy either standard will be ineligible to participate in extracurricular activities.

Progress Report and Report Card grades will determine if students meet academic eligibility requirements. A student who receives an" F" in any subject will be placed on restriction for a period of two weeks. During that

time, students may participate in athletic practice sessions, but they may not compete or participate in any other extracurricular activities. If at the end of two weeks grades improve, restriction will be removed. If grades do not improve, restriction will continue until the next Progress Report or Report Card is issued and improvement is evident.

Students may also be placed on restriction due to repeated or severe behavior problems as noted by conduct, grades and/or office referrals. A student who receives three 2's or one 1 in conduct will be placed on restriction for a period of two weeks. During that time, students may participate in athletic practice sessions, but they may not compete or participate in any other extracurricular activities. If at the end of two weeks conduct improves, restriction will be removed. If conduct does not improve, restriction will continue until the next Progress Report or Report Card is issued and improvement is evident. Students who are serving an in-school or out-of-school suspension are ineligible to participate in any extracurricular activities during that time period. A second in-school or out-of-school suspension within a 6 week reporting period will result in exclusion from all extracurricular activities for the remainder of that marking period.

GUIDANCE AND COUNSELING

PCS has a School Psychologist, a Guidance Counselor and a Social Worker on staff who provide a multitiered system of support available to all students, including: practices of universal screening (K-8); interventions and progress monitoring for short-term needs; and service in accordance with IEP and 504 plans.

Counseling services are provided to support student success in the school environment, not to replace clinical/therapeutic services needed outside the school day, however, our team will consult with outside providers with signed parental consent. Specific students may be referred to counseling services by the family, teachers, principal, or other school staff and some will be referred through the screening/child study team process. Parental consent is required for students to participate in a cycle of counseling intervention services (when not part of an IEP or 504 Plan, the processes of which include parental involvement and consent). These services may take the form of individual sessions, social skills groups, "lunch bunch" or other service delivery models. At times, typical peers are invited to provide age-appropriate activities and modeling.
If you have questions or concerns about your child's participation, please contact your child's teacher.

HARASSMENT/TITLE IX

The Pomfret Community School Board of Education is committed to providing a safe, welcoming, and respectful learning environment for every student and employee. The Board prohibits all forms of discrimination and harassment, including harassment based on race, color, religion, national origin, sex, disability, or any other protected characteristic. Sexual harassment and sex discrimination in the district's educational programs and activities are strictly prohibited.

Every student has the right to feel safe, valued, and respected at school. Students are expected to treat others with courtesy and respect, avoid behavior that could be offensive or intimidating, and stop any behavior when asked to do so.

Students who experience or witness harassment or discrimination should report it promptly to a teacher, counselor, or the Principal. Parents are encouraged to reinforce the importance of reporting these concerns. The district will promptly investigate all reports and take appropriate action, including disciplinary measures when necessary, to stop the behavior and maintain a safe and positive school environment. For more information please see the BOE policy linked here Pomfret4000- Title IX policy.pdf

HAZARDOUS MATERIALS AND PEST CONTROL

PCS will minimize the use and storage of hazardous materials by using safer alternatives whenever possible.
PCS will also use appropriate pest management practices to protect the health and safety of students, staff, and visitors while maintaining safe school buildings and grounds. For more information please see the BOE policy linked here Pomfret3524-Hazardous Materials in Schools.pdf

HEALTH SERVICES

The school health office is designed to provide care to students who become ill or are injured while in school. If an injury is minor, the nurse will provide treatment. Due to the very busy nature of the school nurse's office, parent contact may not happen until later in the day. **Parents and guardians should only pick up an ill child from school if they have been contacted by the school nurse or an administrator.**

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues upon request.

Administration of Medication

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. All medication must be in the original container with proper labels and be delivered to the school nurse by the parent/guardian. Students may not transport medication. Students are not allowed to carry medication nor self-administer medication in school. The only exception is diabetics and students requiring Epipens (once old enough). All other medications, including cough drops, are dispersed under supervision of the nurse or administrator.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self-testing. Such self-testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

If occasional medication is needed during school hours, the parent/guardian is requested to bring medication in the original container and deliver directly to the nurse with instructions. For more information please see the BOE policy linked here: Pomfret5141.21-Administering Medication.pdf

Infectious Disease

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.
Before a child may return to school after an absence due to such a condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Homebound

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

Illness/Emergency

It is imperative that the PCS emergency contact form is completed and includes telephone numbers to call if we need to reach you during the school day. If your child becomes ill during the school day, he/she can stay in the Health Office temporarily. Students who are sent home early due to illness must be picked up within one hour of notification. All efforts will be made to contact parents/guardians immediately. If the parent/guardian is unable to pick the child up within this time, a designated person should be specified on the emergency contact form. Such decisions are at the discretion of the school nurse. Parents and guardians should only pick up an ill child from school if they have been contacted by the school nurse or an administrator.

Immunizations/Physical Examinations

All students must present evidence of a current physical with immunizations, upon enrollment to the district. (C.G.S. 10-204a) Health assessments are also required in Kindergarten and grade 6. Hearing and Vision screening will be conducted for all students in grades K-3, grade 5 and grade 8.

The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis B, Varicella (Chickenpox), Rubella and Haemophilus, Influenza Type B. If the student should not be immunized due to medical reasons a statement from a physician or the parent as appropriate must be provided.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education, preschool programs, additional immunizations are required for entry into seventh grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

For further information regarding immunizations contact the school nurse or your family physician.

Entering Pre-K

- Influenza vaccine given annually prior to January 1, until age 5

Entering 7th grade

- 2 doses of Varicella vaccine
- Tdap vaccine
- Meningococcal vaccine

HIGH SCHOOL TRANSITION PROGRAM

Eighth grade students and their parents are offered opportunities to learn about high school programs available to them. Individual interviews to assist in the decision-making and important dates for testing and registration are continuously distributed. The Board of Education has adopted Woodstock Academy as the primary designated high school, with students having options to choose Putnam High School, Ellis Vocational/Technical School, Killingly High School, Killingly Vocational Agricultural, Arts at the Capitol Theater (ACT), and Quinebaug Middle College (QMC). Additional choices made by parents at their own expense are private schools such as Marianapolis Preparatory School and Pomfret School. Students are encouraged to "shadow" at the school they plan to attend.

HOMELESS STUDENTS

Homeless students are protected by federal and state legislation, including the McKinney-Vento Act and Every Student Succeeds Act. Students have the right to remain in the school of origin and participate in all programs, services, and transportation as other students. If you have a situation that may be eligible, such as temporary displacement from your home, eviction, or other circumstances, contact the Principal or the Director of Special Education for the district. For further information, visit the CT Department of Education section for Homeless Education on their website.

HOMEWORK

Homework is an integral part of the learning process. The faculty recognizes that it is a necessary reinforcement of classroom instruction as well as a means by which independent study skills and intellectual curiosity can be fostered in the home. Carefully planned homework assignments should promote positive communication among the school, student, and parents. It is also recognized that time is needed for students to pursue social, physical, and recreational activities outside the school. It is our practice to assign homework, depending on the grade level, ranging daily from ten (10) to ninety (90) minutes.

Students who participate in interscholastic sports may be dismissed early from class to participate in a game or to travel to an away game. It is the student's responsibility to complete all class work and homework. Failure to do so may result in removal from the team until all work is completed and submitted to the teacher.

A Teacher's Responsibility is:

- to provide students with a homework policy and a process for carrying out this policy. Deadlines and consequences should be clearly defined.
- to give purpose and value to assignments by having students understand their relationship to what is taught in the classroom.
- to individualize assignments, as necessary.
- to consider the student's total daily workload when deciding upon the duration and content of any assignment.
- to evaluate the homework assignments within a reasonable time.
- to communicate with parents of the children who begin to fall behind in completing homework assignments.
- to assume the responsibility for providing and directing the student to the proper resources and materials.
- to clearly define the assignment.
- to discuss with the student possible modifications of assignments when there has been an absence of more than five (5) consecutive days.

A Student's Responsibility is:

- to understand that there is never a time when there is no homework. He/She may review, preview, or improve the present assignment or read for pleasure and growth.
- to take the initiative in contacting the teachers for those assignments missed when absent from class, (illness, sports, music lessons, etc.).
- to understand the directions, purpose, and requirements of the assignment.
- to budget time realistically.
- to understand that the content, structure, and appearance of all written homework assignments are important in the grading process.
- to assume the initiative in obtaining the proper resources and materials.
- to not receive so much help at home that the value of the homework is diminished.
- to meet deadlines and understand the consequences.
- to record assignments accurately in the student assignment book.

A Parent/Guardian's Responsibility is:

- to provide a quiet, suitable place with adequate space for the student.
- to encourage the student to complete homework assignments.
- to support the value of various types of homework.
- to not give so much help that the value of the homework will be diminished.
- to contact the teacher if problems develop and are not resolved by the student in a reasonable amount of time.

LIBRARY MEDIA CENTER

Students are invited to use the books, magazines, and other materials located in the library media center. Students are responsible for any material they sign out. Materials must be returned to the librarian at the circulation desk. Students must pay for any materials they lose or damage. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until library materials are returned or payment has been received.

Guidelines have been established for the use of computers and the internet. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all students in grades 3-8 must sign an acceptable use policy which indicates that a student agrees to use the computer and internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian. This policy will be sent home at the beginning of the school year.

LOST AND FOUND

A table of lost and found items is located in the cafeteria hallway. Please encourage students who have lost something to check with the office and/or look for items on the table. Periodically, unclaimed items are donated to a charity. The best way to ensure prompt return of lost items is to have them labeled with the student's full name. The school will not assume responsibility for lost or damaged belongings.

LUNCH PROGRAM

EASTCONN Food Services will be providing your children with their meals at school. All public schools in the state of Connecticut will be providing breakfast free of charge to all students for the 2026-2027 school year. EASTCONN Food Services has chosen to participate in the School Meals Assistance Revenue for Transition (SMART) program. This program will provide lunch for free or reduced cost for students that qualify. It is critical that households submit a free and reduced-price meal application as soon as possible to determine a student's eligibility for this school year and avoid unnecessary meal charges. This form must be submitted annually. If you have any questions or concerns you may contact Paula Hanlon, at Eastconn Food Services 860-455-1552 or email at phanlon@eastconn.org.

MAKE-UP WORK

A student will be permitted to make-up tests and to turn in projects due in any class missed because of absence. For any class missed, students may be assigned make-up work based on the instructional objectives of the subject and the needs of the student. The student is responsible for obtaining and completing make-up work within the time specified by the teacher.

Students who participate in interscholastic sports may be dismissed early from class to participate in a game or to travel to an away game. It is the student's responsibility to complete all class work and homework. Failure to do so may result in removal from the team until all work is completed and submitted to the teacher.

MIGRANT STUDENTS

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, language programs, and counseling programs. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

MOTOR VEHICLES

Entrance to the school's main parking area is accessible only from Route 169 (north driveway). All other driveways are **EXIT** only. These regulations are in place year round and will be enforced by the CT State Police. **IT IS EXTREMELY IMPORTANT THAT THIS TRAFFIC PATTERN IS FOLLOWED BY MOTOR VEHICLES OF ALL KINDS (cars, buses, delivery trucks, etc.).**

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

The federal Every Student Succeeds Act requires schools selected to participate in this national testing program to notify the parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments. You will be notified if PCS is chosen to participate.

NATIONAL JUNIOR HONOR SOCIETY REQUIREMENTS (NJHS)

Per National guidelines, at a minimum, students must have a cumulative academic GPA of 85, B, 3.0 on a 4.0 scale, or equivalent. They must also demonstrate the qualities of Service, Leadership, Character and Citizenship.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The Principal [or appropriate school official] will make

arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights.

Parents or eligible students may ask the District to amend an education record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights.
Parents or an eligible student should write the school Principal [or appropriate school official], clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the agency that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student, without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, and the most recent previous school(s) attended. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection. An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled.

The written objection to the disclosure of directory information shall be good for only one school year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one school year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

PARENT INVOLVEMENT/COMMUNICATION

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents are urged to encourage their children to put a high priority on education and to make the most of the available educational opportunities. Parents should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in parent organizations, attendance at Board of Education meetings and being a school volunteer are strongly encouraged. We communicate with families through our monthly newsletter, weekly emails, backpack notices and our Parent Portal.

PARENT-TEACHER ORGANIZATION (PTO)

The PTO is an active group of parents who work diligently to support programs and activities, whether it is through fund-raising, volunteer assistance, or offering social events for parents to get to know each other. Over the years, because of the PTO's continued support, numerous programs such as assemblies, outdoor education, field trips, and cultural arts were able to continue during budget cutbacks. All parents and teachers are encouraged to join and attend meetings and events. The PTO meets in the PCS cafeteria typically the first Monday of the month from 6:30pm – 7:30 pm.

POMFRET RECREATION DEPARTMENT

The Pomfret Recreation Department offers a variety of activities at PCS including before school morning sports. To sign up for these activities you must go onto the Pomfret Recreation website: www.pomfretct.gov. The forms will also be on the PCS website, on a table in the front lobby, and in our monthly newsletter.

POSITIVE BEHAVIOR EXPECTATIONS

As a school, we have established a set of clear and consistent expectations about how students should behave in different settings (Cafeteria, Hallway, Bathroom, Playground, and Bus.)

At the start of school, we will teach expected behaviors and provide a common language for everyone in the building, and, throughout the year, we will consistently reinforce expected behaviors. Students have the opportunity to earn positive office referrals for meeting these expectations but also for showing kindness, teamwork, and effort. The following chart outlines the behavior expectations that will be expected and consistently followed by all staff and students.

Behavior Expectations					
At PCS we care for….	Cafeteria	Hallway	Bathroom	Playground	Bus
Ourselves	• Wash your hands • Use inside voice • Eat with manners	• Voices off • Walk on the right side • Arrive at destination on time	• Flush toilet • Wash hands • Use inside voice	• Stay in appropriate area • Move safely	• Sit properly in assigned seat • Use inside voice • Keep food and drink in backpack
Others	• Eat your own food • Listen to adult • Be respectful • Keep hands and feet to yourself	• Voices off • Keep hands and feet to yourself	• Respect others' privacy and personal space • Keep hands and feet to yourself	• Play fairly • Share equipment • Be respectful • Keep hands and feet to self	• Keep backpack on lap • Keep hands and feet to yourself
Our School	• Keep area clean • Follow clean up procedures	• Keep hallway clean • Open and close lockers quietly • Be respectful of personal and school property	• Put trash in trash can • Turn off water • Treat property with respect • Check cleanliness of area	• Follow playground equipment rules	• Be respectful of bus • Follow bus driver's directions

PEER MEDIATION

Student volunteers are trained, through the peer mediation program, to assist other students in resolving conflicts. Mediation is a process used in which a neutral third party helps disputing parties find their own solutions to conflicts. For more information, please contact our school counselor, Mrs. Butcka at butcka.k@pomfretcommunityschool.org.

PHONE CALLS

If a student needs to contact his/her parent or guardian during the school day, they may use the phone designated to do so in the main office. Students are *not* permitted to use their cell phones during the school day.

PHYSICAL EDUCATION

Physical Education is an integral part of the school's educational program. Classes are scheduled for all students and held on a regular basis. All students are required to wear sneakers and clothing appropriate for movement.

PLEDGE OF ALLEGIANCE

PCS provides time each school day for students to recite the Pledge of Allegiance. Participation is voluntary. Students who choose not to participate may remain seated quietly and use the time for silent reflection. All students are expected to respect the beliefs and choices of others during the Pledge. For more information please see the BOE policy linked here Pomfret6115- CABE Pledge of Allegiance.pdf

POSTERS

Signs and posters that students wish to display to promote special activities, fundraisers or positivity must be approved by the Principal. Posters displayed without authorization will be removed.

PRESCHOOL

The preschool program operates five days a week as either a morning or afternoon session and provides services in an inclusive setting for three and four-year olds with disabilities; these services are at no charge to the families. In addition, spaces are available for typical peers to attend preschool, and tuition is charged for these children. Parents who are interested must register, in writing, with the Office of Pupil Services to be considered for the lottery, which is held each spring.

Screening

A developmental screening is held annually in the fall of each year at Pomfret Community School for Pomfret children ages 3-5. The screening checks a child's development skills, answers questions about growth,

development and speech in young children, and identifies children who may be in need of further evaluation and special services.

PROMOTION AND RETENTION

Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade. Students who fail to master basic learning objectives at a typical rate may be considered for retention. Retention decisions are the responsibility of the teaching staff and Principal, after prior notification and discussion with parents. The final decision rests with the school Principal.

Students must demonstrate attainment of the basic skills needed for graduation based on the district's assessment program. A failure to attain these skills may necessitate involvement in additional courses, special help programs, summer school, retesting, etc.

PROPERTY AND EQUIPMENT

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.
Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate. In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until payment for damages has been received.

Each student is assigned a desk, books and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, and should be kept in good order and not abused. Searches of desks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk.

Students should not attempt to repair school equipment but should notify the office immediately if it isn't functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

PSYCHOTROPIC DRUG USE

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, district medical advisors, school psychologists, and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

PUBLIC COMPLAINTS

The right of community members to register individual or group concerns about district instruction, programs, materials, operations and/or staff members is recognized. Complaints and grievances will be handled and resolved as close to their origin as possible. Complaints will be referred back through the proper administrative channels before investigation or action by the Board of Education unless the complaint concerns Board of Education actions or operations. The proper protocol is: Teacher, Principal or Director of Special Education, Superintendent, Board of Education.

SAFETY/ACCIDENT PREVENTION

Student safety school related events are a high priority of the District. While safety procedures have been implemented, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.

- Follow the school's code of conduct.
- Remain alert to and promptly report safety hazards, such as intruders in the building.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.

SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Veteran's Day, Thanksgiving and Presidents' Day are encouraged. PCS reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

- school and class plays shall not be overly religious, and church-like scenery will be avoided;
- religious music shall not entirely dominate the selection of music; and
- program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Non-participants are expected to maintain order and decorum appropriate to the school environment.

SCHOOL CLIMATE

Pomfret Community School is committed to creating a safe, supportive learning environment where all students can succeed academically and socially, have a voice, and build skills for lifelong success. When student behavior affects this environment, staff use age-appropriate restorative practices to help students take responsibility, repair harm, and grow. This approach guides how the school responds to behavior and helps maintain a positive school climate. The policy provides a process for improving school climate through ongoing planning, evaluation, action, and implementation, in alignment with Connecticut School Climate Standards. The assistant principal serves as both the school climate coordinator and climate specialist. For more information please see the BOE policy linked here: Pomfret5131.911 Connecticut School Climate Policy.pdf

SCHOOL DISTRICT RECORDS

Interested persons may inspect "public district records" which are maintained in the main office, during normal hours of business. Copies of records, permitted by law to be disclosed, may also be attained.

SEARCH AND SEIZURE

The right to inspect desks and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's desk under the following conditions:

- There is reason to believe that the student's desk contains contraband material.
- The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein. Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that

a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. An item in the classroom to which a trained dog alerts may be searched by school officials.

SEXUAL HARASSMENT

The District wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The school will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the Principal or designee.

SMARTER BALANCED ASSESSMENTS

The Smarter Balanced Assessments include computer adaptive and performance tasks in English language arts/literacy and math which will be administered during the last 12 weeks of school to students in grades 3-8.

SMOKING

No person shall smoke, vape or use tobacco products on school property, on transportation provided by the Board of Education, or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

SPECIAL EDUCATION / STUDENTS WITH DISABILITIES

In accordance with federal and state laws and local policy, the District provides services for students with disabilities, whether through IDEA (special education services) of Section 504 of the Rehabilitation Act. A student or parent with questions about these programs should contact Jodi Davis, Director of Special Education, to answer questions about matters such as the procedural safeguards, the identification process, eligibility requirements, and the programs and services offered in the school or by other organizations.

Any child identified as possibly needing special education and/or related services must be referred to a Special Education Planning & Placement Team for evaluation (PPT). The PPT includes parent/guardian, students (generally grade 6 and up), and school staff, for communication and shared decision making about the student's needs. Written parental/guardian consent is required prior to evaluation and prior to the start of services. An Individualized Education Plan (IEP), based upon the diagnostic findings of the evaluation, will be developed by the PPT. For eligible students, PPT meetings are held at least annually for review/revision of the IEP; re-evaluations must be considered/conducted at least every three years.

Some students with disabilities may be served through 504 Plans; again, a team will convene to review the referral and determine any necessary evaluations, eligibility, and necessary accommodations and services. For more information please see BOE policy 6171.

The District has obligations to conduct "CHILD FIND" activities to identify any students with disabilities living within the town, from ages 3-21. In the majority of cases, those activities are accomplished through the school's multitiered system of supports, such as general education assessments, teacher reports, intervention services, and

ongoing assessments of progress. In addition, referrals may come from the Birth-to-Three system or from the family of students who are not currently enrolled in our school. Though such referrals can be made at any time,

- A developmental screening is held annually in the fall of each year at Pomfret Community School for children ages 3-5 who reside in Pomfret. The screening checks a child's developmental skills, answers questions about growth, development and speech in young children, and identifies children who may be in need of further evaluation and special services. A mailing is sent based upon records from Town Hall; if you have a child in this age range but did not receive such a mailing, please contact Debby Morrisette, Administrative Assistant, or Jodi Davis, Director of Special Education.

Disabilities

Pomfret Community School will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

Paraeducators Providing Special Education Support

Parents of students receiving special education services have the right to request that their child's assigned paraeducator attend and participate in Planning and Placement Team (PPT) meetings. If requested, the District will provide the paraeducator with advance notice of the meeting and, if needed, training on their role. After the meeting, the paraeducator may review the student's educational program and, as needed, the student's Individualized Education Program (IEP) with a supervisor to ensure services are provided appropriately.

STUDENT CLASSROOM PLACEMENT

In an effort to provide the best education possible, the Principal, Director of Special Education and teachers consider many factors before making student placements. These factors include class size, number of students, ratio of boys to girls, student abilities and special needs, personality of teachers, students who should be separated, and parental input. Final decisions in placement rest with the Principal. When making requests, the following guideline should be observed. **A letter from the parent for class placement must be submitted in writing to the Principal by the first school day of May in the current school year. Reasons for the placement must be clearly stated.**

STUDENT COMPLAINTS/GRIEVANCES: DUE PROCESS

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal should be requested within five calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the superintendent or designee can be requested within five calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education, in accordance with Board policy.

A student and/or parent with a complaint regarding possible discrimination on the basis of gender should contact Susan Imschweiler, Principal. A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with Jodi Davis, Director of Special Education.

STUDENT PUBLICATIONS

Students have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting.

The school encourages student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views and a means of communicating both within and beyond the school community.

All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, also statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted.

Expressions of personal opinion must be clearly identified as such and must bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers must be provided.

In addition, student newspapers and/or publications which are paid for by the school district and/or produced under the direction of a teacher as part of the school curriculum are not considered a public forum. In such cases, the Board of Education reserves the right to edit or delete such student speech which is inconsistent with the district's basic educational mission.

SUBSTANCE ABUSE

As stated in the Conduct section of this handbook, the Board of Education prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to disciplinary action.

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages is considered grounds for expulsion.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

In such cases, the decision to involve the parents/guardians will be arrived at jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

STUDENT RECORDS

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Principal is the custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be

reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the Principal's or Superintendent's office.

Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents of the student authorize the record transfer in writing, the sending school is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

SUICIDE PREVENTION

The Board of Education recognizes that suicide is a complex issue and that, while the school may recognize a potentially suicidal youth, it cannot make a clinical assessment of risk and provide

in-depth counseling. Instead, the Board directs school staff to refer students who may be at risk of attempting suicide to an appropriate service for assessment and counseling. For more information please see the BOE policy linked here Pomfret5141.5-Suicide Prevention and Intervention.pdf

SURVEYS OF STUDENTS (Student Privacy)

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes.
No student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analysis, or evaluation that reveals information concerning:

A. Political affiliations or beliefs of the student or the student's parent;
B. Mental or psychological problems of the student or the student's family
C. Sex behavior or attitudes;
D. Illegal, anti-social, self-incriminating, or demeaning behavior;
E. Critical appraisals of other individuals with whom respondents have close family relationships;
F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
G. Religious practices, affiliations, or beliefs of the student or student's parents/guardians; or
H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program without the prior written consent of the student's parent/guardian). For the purpose of this policy, "instructional material" does not include academic tests or assessments.

All instructional materials, regardless of format, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any such survey, analysis, or of the student, if he/she is 18 years of age or older. Academic tests and assessments are not included. A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution. Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law, a student's parent/guardian will be notified and given an opportunity to opt their child out of the exam. Hearing, vision and scoliosis screenings are not subject to prior notification.

TEACHER QUALIFICATIONS

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have.

TESTING

All students in grades 5 and 8 will participate in the Next Generation Science Standard (NGSS) test for science and grades 3 thru 8 will participate in Smarter Balance Assessment (SBA) program for language arts and math. Special education students participate in the NGSS and SBA program except in the rare case when participation in an alternate assessment is detrimental to the student's IEP.

Students attending a district school identified under the Every Student Succeeds Act (ESSA) for improvement, corrective action or restructuring may, as required by law, may transfer to another district school and/or receive supplementary educational services at district expense in compliance with federal legislation.

TEXTBOOK CARE AND OBLIGATIONS

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed for damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library books or other educational materials.

TRANSFERS AND WITHDRAWALS

Students withdrawing from school must notify the office one week in advance of their last day. At that time, they will be given forms for their parents to complete. Included will be a formal written statement of withdrawal and release of records form.

TRANSPORTATION

- Flashing red lights on a school bus mean STOP in whichever direction you are traveling. Failure to do so may be reported to the CT State Police.
- All preschool through 4th grade students are to be dropped off to a visible parent or approved adult. If no one is there they will be returned to the school's main office.
- M&J's bus policy states that parents/guardians may not board the bus and students are to get on/ off their designated bus at their designated stop.
- Students need to be waiting at their bus stop at least 10 minutes prior to their designated pickup time.
- All items in student's backpacks are to remain in their backpacks while riding the school bus to and from school.
- All students may only ride the bus to which they have been assigned.

Roads Unsafe for Bus Travel in Pomfret

At its regularly scheduled meeting of April 27, 2016 the Pomfret Community School Board of Education requested that the First Selectmen, as the Safety Officer for the Town of Pomfret, declare the roads listed below as unsafe for travel by school buses. At its regularly scheduled meeting of May 16, 2017 the Pomfret Board of Selectmen unanimously approved this request and declared the following roads as unsafe for travel by school buses in Pomfret, CT.

- Bradley Road off Route 169
- Clapp Road
- Carter Road between Route 97 and Brooklyn Road
- Cooney Road between Kearney Road and Searles Road
- Cotton Bridge Road off River Road
- Duffy Road off Hampton Road
- Grosvenor Road between Wrights Crossing Road & Route 169
- Holmes Road between Modock Road & Wrights Crossing Road
- Kings Highway Between Route 97 and Route 169
- New Swedetown Road
- North Road between Peterson Road and Route 97
- Paine Road from Route 44 to #210 Paine Road
- Rich Road between Route 97 and Drown Road
- Seth Kimball Road
- Tyott Road between Quassett Road & Angel Road
- Wetherbee Road
- Wolf Den Drive - go as far as campground

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

The following rules shall apply to student conduct on school transportation:

1. Follow the driver's directions at all times.
2. Board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Do not stand while the bus is in motion.
4. Keep books, instrument cases, feet, and other objects out of the aisle of the bus.
5. Use of electronic devices, including cell phones is prohibited.
6. All toys and stuffed animals are to be kept in a backpack.
7. Do not deface the bus and/or its equipment.

8. Do not extend your head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
9. Do not smoke or use any form of tobacco.
10. Do not eat or drink on the bus.
11. Classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
12. Upon entering or leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
13. Students must ride the bus to which they are assigned.
14. The school office must be notified if someone other than a parent/guardian is getting student(s) off the bus.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. First offense: The child will see the school Principal or designee and parents will be notified.
2. Second offense: The parents will be notified that their child will receive a two-day bus suspension.
3. Third offense: The parents will be notified that their child will receive a five-day bus suspension.

A copy of all bus offenses and suspension forms will be maintained by the school Principal or designee.
Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).
Appeals regarding bus suspension may be made through the office of the Superintendent.

In the event of an emergency, your child should know:

- his/her full name
- his/her age and birthday
- his/her parent/guardian full names
- his/her phone number
- his/her full address

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation safety are to be made to the M & J Transportation Coordinator, Evie at 860-423-9552. A written record of all complaints will be maintained and an investigation of the allegations will take place.

VACATIONS

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Family vacations taken during school time are considered to be unexcused absences when the student has exceeded 9 absences and teachers are not required to provide make-up work on these occasions. Such absences may also be reflected in the student's final grade.

VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL GROUNDS/SECURITY SYSTEM

Digital video recording equipment is installed on school buses to monitor school transportation and discipline. Videotaping will occur during the school year, students will not be notified when a recording device is in use on their bus. Videos will be viewed by the administration when needed. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videos shall be treated as protected student records under the Family Educational Rights and Privacy Act (FERPA).

Digital video recording equipment is also used to monitor activity inside and outside of the school building. All doors are locked during school hours and due to our security system all visitors must ring the buzzer by the main door before being allowed to enter the building.

VISITORS

Please remember to bring your driver's license when you come to PCS to volunteer or for a meeting. We scan all driver's licenses through our Raptor system. Raptor not only prints visitor badges, the system also instantly screens each visitor's government-issued ID card against the sex offender registries in all 50 states

WEBSITE

School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. Daily homework is posted on teacher web pages. The Principal or her designee will approve all material posted on the school's web page. Students maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions. The school website can be found at **www.pomfretcommunityschool.org.**

WELLNESS

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided, in addition to time in the elementary school day for supervised recess.