



**BRASS CITY CHARTER SCHOOL**

**STUDENT/PARENT HANDBOOK**

**287 Willow Street, Waterbury, CT 06710**

**[www.brasscitycharter.org](http://www.brasscitycharter.org)**

**(203) 527-5942**

# **BRASS CITY CHARTER SCHOOL**

## **STUDENT/PARENT HANDBOOK**

### **PREFACE**

The material covered within this handbook is intended as a method of communicating to students and parents regarding general information, rules and procedures and is not intended to either enlarge or diminish any Brass City Charter School (“BCCS” or “School”) policy or administrative regulation. Material contained herein may therefore be superseded by such BCCS policy or administrative regulation. Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice.

This handbook is written out for students and their parents. It contains required and useful information. Both students and parents need to be familiar with BCCS’ Student Code of Conduct, which is intended to promote school safety and an atmosphere conducive for learning. The Student and Parent Handbook is designed to be in harmony with BCCS’ policies. 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.

### **MISSION STATEMENT**

Brass City Charter School (BCCS) provides a rigorous academic and holistic social-emotional learning program that will eliminate the achievement gap for underserved students. BCCS enables students to soar academically, develop as people of character, and lead meaningful and productive lives both for themselves and for their community.

### **OUR VALUES**

- We educate the whole child, academically, socially and emotionally.
- All children, regardless of socioeconomic status, race, religion, ethnicity, or gender can grow, achieve, and be successful, happy and healthy citizens.
- Education, incorporating rigor and compassion, is the key to ending the cycle of poverty.
- Coming to school each day and working hard is the path to educational success.
- Ability and competence grow with effort and persistence.
- Parents are vital to their children’s success.
- Community partnerships and involvement are critical to the life of the school.
- The school environment must be safe, calm and responsive.
- *SCHOOL SHOULD BE A JOYFUL EXPERIENCE!*

### **EQUAL OPPORTUNITY**

Brass City Charter School 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), genetic information, status as a victim of domestic violence, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws in the school's programs and activities. Equal access will be granted to the Boy Scouts of America and other designated youth groups.

Any student who feels he/she has been denied an equal opportunity to participate in or benefit from the activities, programs or courses of study offered by the school in violation of this policy should immediately bring his or her complaint to \_\_\_\_\_ or \_\_\_\_\_.

Retaliation against any individual who files a complaint pursuant to the School's policies and regulations is strictly prohibited.

## **CONFIDENTIALITY**

All records for students attending Brass City Charter School are kept on file at the school in a fireproof, locked file cabinet. Teachers and other legally authorized individuals have access to the files. No one else is allowed to examine the records of any student without written consent of the parent or guardian. Parents may see or have a copy of records upon request. This school follows a "Due Process" procedure for any parent who does not agree with the contents of the school records.

## **STUDENT PLEDGE**

I pledge to make the world a better place, starting with me.

I will respect myself and others.

I will be safe and follow the rules.

I will actively participate in my learning.

We are Brass City Charter School – a community of critical thinkers and lifelong learners.

## **SCHOOL PROCEDURES**

### **The School Day**

7:30 – 7:45 Breakfast served in classroom

8:00 - Monday - Friday classes begin

3:30 – Monday, Wednesday, Thursday, and Friday – Dismissal

12:00 - Tuesday - Dismissal

### **Drop Off / Pickup**

Drop off / pick up students at the beginning / end of the school day at the front of the school (Chestnut Avenue side). **Enter school grounds on Willow Street.** Parents/guardians should remain in their cars and proceed in a line to the school entrance where their child will be escorted to the car. Buses will Drop off / pick up students on Ludlow Street.

**Written permission is required for the following:**

1. Going home with someone other than a designated person.
2. Leaving school early.
3. Going home by means other than the usual one.
4. Going to another child's house after school.

**For safety reasons, all parents and anyone entering the school are required to sign in at the office and wear a visitor's pass while in the building.**

## **School Cancellation**

Brass City Charter School follows the City of Waterbury's school closings/delays/emergency dismissals. Otherwise we follow our own calendar. To be sure that you do not miss any notifications, sign up for school closing/delay text alerts at **wfsb.com**.

**\*\*Late Openings:** When the City has a 120 minute delayed opening, **BCCS doors open at 9:30** a.m. and classes begin at 9:30.

**\*\*Early dismissal:** When school is dismissed early for weather the City has assigned BCCS a **12:30 p.m.** dismissal time.

## **Attendance**

**It is very important that your child attends school every day, arrives on time, and remains until the end of the school day.**

If your child arrives at school after 7:45, he/she must sign in at the office before going to her/his classroom and is considered TARDY. Parents should email the school at **attendance@brasscitycharter.org** if a child is going to be absent and explain the reason for the absence. A signed copy of the email must accompany the child when s/he returns.

**A student is considered "truant" who has four unexcused absences from school in any one month or ten unexcused absences from school in any school year.**

**Excused absences:** For the first nine absences in a school year, an absence will be excused when a parent provides a written note within 10 school days approving the absence. For the tenth and further absence to be considered excused, the absence must be for one of the following reasons:

- a student illness with documentation from a licensed medical professional,
- observance of a religious holiday,
- death in a student's family or other emergency beyond the control of the student's family,
- mandated court appearance (written documentation required),
- lack of transportation by a district that normally provides that transportation,
- pre-approved extraordinary educational opportunity,
- visit with parent/guardian who is an active duty member of the Armed Forces (as required by state law, some restrictions may apply);
- up to two mental health wellness days during the school year, which days may not be during consecutive school days.

## **Change of Address or Phone**

You must notify the office immediately if you move, change your home telephone number, or cell number. **We must be able to reach you in the event of an emergency.**

### **School Visits**

Parents visiting the school at any time are reminded to sign in at the office. Visiting your child's classroom **must** be prearranged with the teacher and limited to one half hour.

### **Breakfast and Lunch**

Breakfast is served daily at 7:30 until 7:45. School lunch is prepared for all students. The menu is posted for the month on the website. Please notify us of any food allergies your child has and provide doctor's verification. **Outside food is NOT permitted.**

### **CELL PHONE, ELECTRONIC DEVICE AND INTERNET USE**

**The use of cellular devices and electronic devices other than school provided devices is not permitted from the time the student enters the building to the time that they leave.** Cell phones may be used once the child is outside the building.

Cell phones and other electronic devices can play a vital communication role during emergencies. However, this technology is often used in a manner that is inappropriate and disruptive to student learning. Given their expense and possible misuse, the school strongly urges students not to bring cell phones, computers, tablets and/or other electronic devices to school. *Brass City Charter School is not responsible for any lost, damaged, or stolen electronic device.* Should students and families choose to bring cell phones and devices to school, for safety, security, and a supportive learning environment, this is our policy:

1. Before a student enters the building the cell phone or electronic device (including earbuds and headphones) must be configured to "silent" mode and placed in the student's book bag. Phones may not be taken out until the student is outside of Brass City Charter School. All earbuds, bluetooth headphones, and electronic devices must also remain away.
2. If a cell phone is seen or heard on a student: first offense will result in a Lunch Detention and a second offense will follow by ISS.
3. Headphones with auxiliary connections *only* are permitted and may be taken out and used at the discretion of the staff.
4. Smartwatches must be silenced, and if they become a distraction students may lose their privilege of wearing the watch in school.
5. All students *may ONLY use school issued computers and may not bring any other computer or tablet to school.*
6. Repeated issues will result in further interventions including a mandatory parent meeting.

**Internet Use:** All classrooms have computers that have access to the internet. While the internet can provide students with a vast array of educational and informational resources, it can also be a source of information which is neither pertinent nor appropriate for an educational setting. *The use of the internet is a privilege.*

## **SCHOOL UNIFORM POLICY**

See the school website for the dress code. Gym uniforms are to be worn on gym days. To order uniforms: <https://bccsuniforms.itemorder.com> (code: bccs)

## **SUMMER LEARNING**

In order to address the issue of “summer slide”, we expect all students to participate in a learning program during the summer.

## **SPECIAL EDUCATION / DISABILITY**

Special education is provided to a child with an identified disability who needs specially designed instruction to meet her/his unique needs and to enable the child to access the general curriculum at Brass City Charter School. The City of Waterbury, Department of Special Education and Pupil Personnel Services provides specialized services to Brass City Charter School that includes evaluation, determinations, and a comprehensive set of certified personnel to provide appropriate services. The City of Waterbury, Department of Special Education and Pupil Personnel Services is responsible for retaining all student records pertaining to assessments, and IEP’s and for notifying teachers of a child’s IEP. BCCS understands that it is responsible for ensuring that students receive the services mandated in their Individual Education Program (IEP).

Although special education services are provided by the city of Waterbury, we take very seriously our duty to identify and ensure that students receive services who may be disabled and may need special education and/or related services. BCCS has developed a model for SRBI tiered interventions that has as its focus prevention and early intervention and has three components:

1. High quality, research based instruction in the general education curriculum that is differentiated and designed to meet the diverse learning needs of students.
2. Interventions designed to meet each individual learner’s needs at the onset of concern about student performance.
3. Data-based decision making and regular progress monitoring to ensure effective student progress and fidelity of the intervention. Monitoring is used to make decisions about further needs for intervention.

BCCS has an intervention team to provide both push-in support as well as small group instruction. Data is collected and analyzed from interventions and if a child is not making adequate progress, a referral is made to the special education team to initiate the PPT process.

If a child has a disability that interferes with her/his ability to learn in the general education classroom and does not qualify for special education services, the child may be eligible for a 504 plan. If the child is determined to be eligible, a plan is drawn up at a meeting of the teacher, parent/guardian, and executive director and other knowledgeable individuals and should cover the accommodations, services, and support the child will receive in order to access education at school.

## **ENGLISH LANGUAGE LEARNERS**

Brass City Charter School complies with the Every Student Succeeds Act (ESSA) that requires consistent entrance and exit procedures for English Learners (ELs). We believe that ELs have the same potential as native speakers of English to engage in cognitively complex tasks. Regardless of ELP level, all ELs need access to challenging, grade-appropriate curriculum, instruction, and assessment and benefit from activities requiring them to create linguistic output.

The Connecticut Bilingual Statute requires bilingual education programs to be provided in schools that have 20 or more speakers of the same native language who are identified as ELL students.

**Step 1:** We determine if the student is a potential EL student through completion of the [Home Language Survey \(HLS\)](#).

The three HLS questions are:

1. What is the primary language spoken in the home, regardless of the language spoken by the student?
2. What is the language most often spoken by the student?
3. What is the language the student first acquired?

**Step 2:** If **one or more** questions indicate a language other than English, the student **will** be assessed with an English language proficiency test (Las Links) to determine English learner status.

**Step 3:** If the student's results on the ELP Las Links indicate the student is an English learner (EL), the student is identified. The student's parents are informed of the service options. They are also informed that they may modify their selection at any time. The student's EL status is also reported in the CSDE's Public School Information System (PSIS).

**STEP 4:** EL students are exited from the program according to state criteria. Annually, we assess the progress made by each student toward meeting the state standards using:

- For kindergarten-Grade 2, and Language Assessment Systems (LAS) Links English Proficiency Assessment.
- For Grades 3-8, the Smarter Balance and the LAS Links English Proficiency Test.

## **STUDENT CODE OF CONDUCT**

**Goals:** Teachers and staff at Brass City Charter School work to ensure that:

1. Each child has an opportunity to learn in a safe environment.
2. Each child accepts responsibility for his/her own actions.
3. Courtesy and respect are shown to and expected from all members of the school community.
4. Each child respects and cares for the school building and all school property.

Teachers and staff work to design an environment that fosters academic and social growth and prevents challenging behaviors. Teachers and staff use positive techniques that encourage pro-social behavior and self-control. Consistent, clear rules are developed within each classroom and challenging behaviors managed by the use of techniques such as logical consequences, redirection, problem solving and the reinforcement of good behavior. Teaching staff assist children in resolving conflicts by helping them identify feelings, describe problems and try alternative solutions.

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, engaging in civil discourse.
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. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Possessing prescription drugs which are given to a person other than to whom the drug is prescribed.
19. Smoking or using tobacco products, including electronic nicotine delivery systems (e-cigarettes) and vapor products.
20. Hazing, bullying
21. Behaving in any way that disrupts the school environment or educational process.
22. Using electronic devices during the school day in school buildings, without prior approval of the principal.



23. Violating the school's rules with respect to appropriate internet and device usage.
24. Cheating, plagiarizing, including by electronic means.
25. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
26. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
27. Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property
28. Damaging in a willful manner school electronic equipment and/or software.

Students are urged to participate in efforts to build a positive school climate as well as alternatives to exclusionary discipline such as restorative practices.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Brass City Charter School policy, even if such conduct occurs on school property and during non-school time. In determining whether conduct is "seriously disruptive of the education process" for purposes of suspension and expulsion, the administration in cases of suspension, and the Brass City Charter School Board of Directors or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

## **DANGEROUS WEAPONS AND INSTRUMENTS**

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Directors (unless the Board has delegated authority for readmission decisions to the Executive Director.) The Board or Executive Director, as appropriate, may condition such readmission on specified criteria.

## **BULLYING**

Bullying is unacceptable in our school family.

Bullying is prohibited on school grounds, at school-sponsored or school-related activities, functions or programs whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the school, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board, and outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed or (ii) infringes on the rights of the student against whom such bullying was directed at school or (iii) substantially disrupts the education process or the orderly operation of a school.

“Bullying” means an act that is direct or indirect and severe, persistent or pervasive, which (A) causes physical or emotional harm to an individual, (B) places an individual in reasonable fear of physical or emotional harm, or (C) infringes on the rights or opportunities of an individual at school.

Bullying shall **include, but not be limited to**, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, 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.

“Cyberbullying” means 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;

“Teen dating violence” means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship;

“Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system;

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

“Outside of the school setting” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;

“Positive school climate” means a school climate in which (A) the norms, values, expectations and beliefs that support feelings of social, emotional and physical safety are promoted, (B) students, parents and guardians of students and school employees feel engaged and respected and work together to develop and contribute to a shared school vision, (C) educators model and nurture attitudes that emphasize the benefits and satisfaction gained from learning, and (D) each person feels comfortable contributing to the operation of the school and care of the physical environment of the school;

“Emotional intelligence” means the ability to (A) perceive, recognize and understand emotions in oneself or others, (B) use emotions to facilitate cognitive activities, including, but not limited to, reasoning, problem solving and interpersonal communication, (C) understand and identify emotions, and (D) manage emotions in oneself and others;

“Social and emotional learning” means the process through which children and adults achieve emotional intelligence through the competencies of self-awareness, self-management, social awareness, relationship skills and responsible decision-making.

The Principal of each school (or principal's designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions.

Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous reports shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the report, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee shall then file a written report not later than two (2) school days after making such oral report.

The Safe School Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.

In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

If it is determined that bullying has occurred, the school will take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior. As part of such remedial action, the offender may be subject to appropriate disciplinary action which may include, but is not limited to one or a combination of the following: counseling, awareness training, warning, reassignment, transfer, suspension, or expulsion.

Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding not later than forty-eight hours after the investigation is completed. This notification shall include (1) the results of such investigation and (B) verbally and by electronic mail, if such parents' or guardians' electronic mail addresses are known, that such parents or guardians may refer to the plain language explanation of the

rights and remedies available under sections 10-4a and 10-4b published on the Internet web site of the local or regional board of education pursuant to section 10-222r. This notification shall include a description of the school's response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.

In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall also invite the parents or guardians of the student who commits any verified act of bullying and the parents or guardian of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII.A. The purpose of the meeting is to communicate to parents/guardians the measures being taken by the school to ensure the safety of the student involved and to prevent further acts of bullying. Normally, separate meetings shall be held with the respective parents; however, at the discretion of the Safe School Climate Specialist and with written consent of the parents/guardians involved, the meeting(s) may be held jointly.

If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.

A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.

Discrimination against and/or retaliation against an individual who reports or assistant in the investigation of an act of bullying is prohibited.

## **CHILD ABUSE AND NEGLECT**

If there is reasonable cause to suspect that any child under age 18 has had injury or injuries inflicted upon him/her by other than accidental means or has injuries that are at variance with the reasons given for them or is subject to maltreatment such as malnutrition, sexual molestation, deprivation of necessary food, clothing and shelter, cruel punishment, or access to education then according to Sec. 17-38a(b) of the Connecticut Statutes, school employees are mandated to report suspected child abuse and neglect cases to the proper authorities.

Additional information can be located at the following website: <https://portal.ct.gov/DCF/Mandated-Reporter-Training/Model-Policy-For-Reporting-Child-Abuse-and-Neglect>

## **USE OF SECLUSION AND/OR RESTRAINTS**

In the event that a student demonstrates behaviors causing imminent risk of danger to oneself or others, verbal de-escalation will be used to try and halt the escalation of risk behaviors. However, should the verbal de-escalation techniques not work and the student continues to display unsafe behaviors, school administration and/or clinical staff may authorize the use of seclusion and/or restraint in order to prevent

injury to the student or others.

### **Restraint**

“Physical Restraint” means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head, including, but not limited to, carrying or forcibly moving a person from one location to another. No school employee shall use a physical restraint on a student except as an emergency intervention to prevent immediate or imminent injury to the student or to others, to the extent permitted by law, provided the restraint is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative. ([https://portal.ct.gov/-/media/SDE/Special-Education/guidance\\_related\\_to\\_legislation\\_regarding\\_restraint\\_and\\_seclusion\\_in\\_schools.pdf?la=en](https://portal.ct.gov/-/media/SDE/Special-Education/guidance_related_to_legislation_regarding_restraint_and_seclusion_in_schools.pdf?la=en))

### **Seclusion**

“Seclusion” means the involuntary confinement of a person in a room, from which the student is physically prevented from leaving. “Seclusion” does not include an exclusionary time out. No school employee shall place a student in seclusion except as an emergency intervention to prevent immediate or imminent injury to the student or to others, to the extent permitted by law, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative. ([https://portal.ct.gov/-/media/SDE/Special-Education/guidance\\_related\\_to\\_legislation\\_regarding\\_restraint\\_and\\_seclusion\\_in\\_schools.pdf?la=en](https://portal.ct.gov/-/media/SDE/Special-Education/guidance_related_to_legislation_regarding_restraint_and_seclusion_in_schools.pdf?la=en))

Any use of restraint or seclusion is documented and maintained in our records, as required by the Connecticut State Department of Education.

In the event a student’s behavior remains escalated to the point that he/she is not responding positively to our emergency procedures, Emergency Medical Services and/or EMPS may be called to provide needed support. The Parent/Guardian will be informed immediately should such service be required.

**For more information, please visit:**  
[https://portal.ct.gov/-/media/SDE/Special-Education/guidance\\_related\\_to\\_legislation\\_regarding\\_restraint\\_and\\_seclusion\\_in\\_schools.pdf?la=en](https://portal.ct.gov/-/media/SDE/Special-Education/guidance_related_to_legislation_regarding_restraint_and_seclusion_in_schools.pdf?la=en)

## **TRANSPORTATION**

Waterbury Board of Education policy determines which students who reside in Waterbury are eligible for transportation. The sole purpose of bus transportation is to bring students to school and return them home. ELIGIBLE STUDENTS MAY ONLY RIDE THE BUS TO WHICH THEY ARE ASSIGNED, AND THEY MAY NOT LEAVE THE BUS ON THE WAY HOME FOR ANY REASON (to go to work or visit friends or to attend a club activity, etc.)

For the safety of our children, the importance of proper bus conduct while waiting for, boarding, riding, or disembarking from a bus cannot be overemphasized. Any behavior that distracts the bus driver endangers all. All students should understand, and parents are urged to impress upon their children, the necessity for strict compliance with the following rules:

1. Students are to remain well out of the road while waiting for the bus.
2. Students must take their seat when they enter the bus and remain seated until their designated stop. They should get on and off of the bus only when it is fully stopped.
3. Conversations should take place in a normal tone of voice.
4. Nothing should be thrown in or from the bus.
5. Eating or drinking is not permitted on the bus.

6. Students living on the opposite side of the street shall cross to the other side in front of the bus and only when the bus lights flash red and all traffic has stopped.
7. Students who damage or deface a bus or any equipment on the bus shall be held liable for such damage.

Contact info for bus company: **Durham Bus Company - 203-591-1847**

**Penalties for Violation:** Any student who violates any of these regulations will be issued a bus warning. Depending on the severity of the violation, a student's bus riding privilege may be suspended.

## INTERNET POLICY

As part of your child's education, Brass City Charter School provides filtered and supervised access to the Internet. Students are taught acceptable internet use which prohibits:

- Causing harm to others such as cyber bullying
- Accessing inappropriate websites at school such as chat rooms and social networking sites
- Damaging computer equipment
- Using other's passwords or changing them
- Downloading music and other materials protected by copyright laws
- Using any school computer without permission
- Plagiarism

## PARENT INVOLVEMENT

A child's education is a responsibility shared by the school and family during the entire period the child spends in school. Although our families are diverse in culture, language, and needs, they all share the school's commitment to the educational success of their children. To support the goal of the school to educate all students effectively, the school and parents must work as knowledgeable partners:

- Communication between home and school should be regular, two-way, and meaningful.
- Responsible parenting is required and will be supported.
- Parents play an integral role in assisting student learning.
- Parents are welcome in the school, and their support and assistance are sought.
- Parents are full partners in the decisions that affect children and families.

If parents are separated or divorced, both have equal rights to be informed of their child's school progress unless there is an order from the court to the contrary. Noncustodial parents shall receive written reports and conference notifications upon a request to the school principal.

Every new student will receive a home visit prior to the start of their first school year. The visit will introduce the student and his/her family to the rules and expectations of the school and the importance of regular school attendance and reading.

## PARENT-TEACHER CONFERENCES

Teacher conferences are held four times a year. Parents and students are expected to attend each conference. This is an excellent time to review student progress and set goals for the following term.

## PTO

The PTO is a vital part of our school. All parents/guardians are members of the PTO and encouraged to attend meetings.

### TIPS TO INSURE SCHOOL SUCCESS

- Be sure that your child gets enough sleep each night.
- Limit TV and electronic games.
- Encourage your child to READ - READ - READ. And read to your child regularly!
- Help your child maintain good attendance.
- Keep lines of communication open between you and your child's teacher.
- Support the school philosophy and rules

### SMOKING / DRINKING / DRUGS ON SCHOOL PREMISES

Due to the health hazards associated with smoking, and in accordance with federal and state law, the smoking and all other tobacco use is prohibited in all school buildings, on school grounds, and in any vehicle used to transport children or personnel and/or at any school-related or school-sponsored activity on or off school property. "Tobacco product" is defined to include, but is not limited to, cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products, such as electronic cigarettes.

The School recognizes the importance of maintaining a drug and alcohol-free environment for its students. In compliance with federal and state requirements, employees, families and students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use in all school buildings, on school grounds, and in any vehicle used to transport children or personnel and/or at any school-related or school-sponsored activity on or off school property, any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance.

### HEALTH SERVICES

In accordance with Connecticut General Statutes, each student shall be required to have a health assessment by a legally qualified practitioner or physician, or by an advanced practice registered nurse, registered nurse, or Physician Assistant licensed to practice in Connecticut. This shall occur prior to initial entrance into preschool programs; kindergarten; grade 7; grade 10; and for transfer students, prior to initial entrance into grade 6 or prior to initial entrance into grade 9.

*No student shall be permitted to enter school or continue to attend school until the required health assessment is complete.*

**Immunizations:** Connecticut law mandates that all students be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenzae type B, hepatitis B, varicella and any other vaccine required by the schedule for active immunization adopted pursuant to state law. Students who have not been immunized as required by law will not be admitted to school except in cases where the parent/guardian has provided a certificate from a physician stating that such immunization is medically contradicted or the parent/guardian or child presented prior to April 28, 2021 to a public or private school in Connecticut in which the child was enrolled a statement from the child's parents or guardian that such immunization would be contrary to the religious beliefs of the child or the child's parents, with said statement properly acknowledged and notarized. Homeless children are entitled to immediate enrollment even if the documentation of immunization is not immediately available.



**Medications:** Connecticut state law requires a written order by an authorized prescriber and the written authorization of the student's parent or guardian for school personnel to administer any medicinal preparation including over-the-counter, prescription and controlled drugs. This includes inhalers, epi-pens, and medications such as Tylenol or ibuprofen. Students are not allowed to carry or have medication in their possession unless the student self-administers the medication in accordance with a medication administration plan developed by school personnel in conjunction with the student's parents and prescriber. All medications, except those approved for self-administration, shall be delivered by the parent or other responsible adult to the school nurse or other qualified personnel trained in medication administration. All medications will be administered by the school nurse, or in the absence of such nurse, other qualified personnel. Disciplinary action will result if the proper procedure is not followed.

**Illness and Injury:** In the case of illness, it is in the best interest of the child to stay home and, therefore, children *should be picked up if* they have: a fever of 100°+, more than one bout of diarrhea, vomiting, displaying signs of communicable diseases, constant cough, pink eye, or rash. *Children may return to school if* they are free of fever, vomiting and diarrhea for 24 hours, have been treated with an antibiotic for 24 hours, are able to participate comfortably in all activities, with a doctor's note stating the child is no longer contagious if the child had a communicable disease, and/or if they are free of an open skin condition (or have a doctor's note stating it is not contagious and it can be covered).

If your child contracts chicken pox, keep him/her home for seven days from the appearance of the first lesion or longer if the initial crusts are still present.

Headlice is a common problem among school children. When a child is identified as having head lice, the parent will be asked to take the child home. The child will not be able to return to school until the child is "nit free".

Students who are evaluated by the school nurse and found to have symptoms/illness that will/and or may interfere with a student's ability to participate in classroom and/or school activities, may be excluded from school by the school nurse.

School nurses will notify parents of their assessment for exclusion and students must be picked up from school in a timely manner.

**Hygiene:** To contain the spread of illness, it is expected that all staff, children, parents, and volunteers wash their hands frequently. Handwashing is the single most effective method in reducing illness and the spread of germs. Children in lower grades are instructed and assisted to wash their hands regularly.

## **PESTICIDE MANAGEMENT**

Please contact the Building Principal for any specific information about concerns with Pesticide Management.

## **LIFE THREATENING ALLERGIES AND GLYCOGEN STORAGE DISEASE**

### **Individualized Health Care Plans and Emergency Care Plans:**

- If the school is provided with medical documentation that a student has a life-threatening food allergy, GSD or diabetes, the school shall develop an individualized health care plan (IHCP) for the student. Each IHCP should contain information relevant to the student's participation normal



school activities as well as school-sponsored extracurricular activities. The IHCP should be developed by a group of individuals, which shall include the parents/guardians and appropriate school personnel.

- The IHCP should be distributed to all school staff who have responsibility for the student with life-threatening food allergies or GSD.
- IHCPs are developed for students with special health care needs or whose health care needs require daily intervention. Information contained in the IHCP includes (1) functional health issues (nursing diagnoses), (2) student objectives (expected outcomes) for promoting self-care and age-appropriate independent; and (3) responsibilities of parents, school nurses, students, administration or other school staff as appropriate.
- Considerations within the plan may include:
  - Classroom environment (such as including allergy-free areas in the classroom for students with allergies or allowing students with GSD to have food or dietary supplements when needed in the classroom);
  - Cafeteria safety, including allergy free tables or zones;
  - Participation in school nutrition programs;
  - Snacks, birthday and other celebrations;
  - Alternatives to food rewards and incentives;
  - Hand-washing;
  - Locations of emergency medication;
  - Risk management during lunch and recess times;
  - Classroom projects (such as science activities that may involve food or allergen products);
  - Classroom jobs (such as, feeding fish, washing tables, etc.);
  - Special events (such as cultural programs, science programs);
  - Field trips, fire drills and lockdowns;
  - Staff education and training;
  - Who will provide emergency and routine care in school;
  - Substitute staff notification and training (including nurses, teachers, specials, student teachers, cafeteria staff, school bus drivers and others as appropriate);
  - School transportation;
  - Transition to after-school programs;
  - Athletics and extracurricular activities;
  - Individualized adaptations of district parental notification letter (if necessary);
  - Parent/Teacher Organization or Parent/Teacher Association sponsored events for students; and
  - Transition between grade levels and school buildings.
- Additional considerations may include:
  - Transportation on sports team buses;
  - Biology labs;
  - Open campus and extended study periods;
  - Vending machine options; and
  - Culinary arts programs.
- IHCPs may also include a summary of nursing assessments.
- A review of the IHCP should occur at a minimum:
  - Annually with the school team, parents/guardians and when appropriate students;
  - More frequently if there are changes in the students' ECPs, self-monitoring, competency levels, self-care abilities, school environment or whenever an adjustment to the plan is necessary;
  - After each emergency event involving the administration of emergency medication (such as EpiPens or Glucagon).
- In addition to the IHCP, the school shall also develop an Emergency Care Plan (ECP) for each

child identified as having a life-threatening food allergy. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. The ECP should include the following information:

- o Name of student and other identifying information (such as date of birth, grade, photo);
- o Disease or disorder specific information (such as the specific allergen);
- o Signs and symptoms of an adverse reaction (such as accidental exposure to an allergen or hypoglycemic reaction);
- o Location and storage of emergency medication;
- o Who will administer the medication (including self-administration options);
- o Follow-up plans (such as calling 911, contacting the school nurse and/or calling parents/guardians or physician); and
- o Emergency contacts for parents/guardians and medical providers.

## **SEARCH AND SEIZURE**

To protect the safety of students and school personnel, school authorities may search students and their belongings and may seize contraband materials discovered in the search in accordance with Connecticut law and the authority and guidelines established by the United States Supreme Court, and other Federal and State laws.

## **HARASSMENT AND COMPLAINTS OF DISCRIMINATION**

### **Prohibition of Unlawful Harassment**

Harassment is a form of discrimination. It is the policy of the administration to maintain a working and learning environment that is free from all forms of unlawful harassment based upon a student's race, color, national origin, ancestry, sex, disability, religion, sexual orientation, gender identity or expression, genetic information or any other basis prohibited by law.

Students are also prohibited from harassing teachers, administrators or other school personnel on the basis of race, color, national origin, ancestry, sex, age, disability, religion, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, ancestry, genetic information or any other basis prohibited by law.

### **Definition of Unlawful Harassment**

Unlawful harassment means unwelcome and offensive conduct that has the purpose or effect of unreasonably interfering with a student's performance and/or learning opportunities or that is sufficiently severe, pervasive or persistent so as to create an intimidating, hostile or offensive educational environment. All forms of harassment are prohibited whether verbal, written, visual or physical and regardless of the medium through which it occurs.

### **Definition of Sexual Harassment**

Unwelcome conduct of a sexual nature including physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education;

- Submission to or rejection of such conduct by a student is used as a basis for educational decisions affecting that student's education;
- Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance, and/or is sufficiently severe, pervasive or persistent that it creates an intimidating, hostile or offensive educational environment.

A harasser may be a student, school employee, or any other person involved in or present for school-sponsored events or programs. All members of the school community are responsible for helping to assure that sexual, racial and other unlawful harassment is avoided. Any student who feels that he/she has been harassed should immediately report it to any of the following: Counselor, Building Principal, and/or the Executive Director. Any person who has observed or otherwise become aware of conduct prohibited by this policy should bring the matter to the immediate attention of the building principal.

### Complaints of Discrimination and/or Unlawful Harassment

For complaints of discrimination or harassment with regard to disability, please contact Counselor, Building Principal/Coordinator, and/or Director of Regional and Transition Initiatives or Executive Director. [bruggiero@brasscitycharter.org](mailto:bruggiero@brasscitycharter.org) For all other complaints of discrimination or harassment (including sexual harassment), please contact: [bruggiero@brasscitycharter.org](mailto:bruggiero@brasscitycharter.org)

She will further inform (and assist) you with respect to the procedures for investigating and addressing discrimination and harassment complaints.

All complaints will be promptly investigated in as confidential a manner as practical and appropriate corrective action will be taken when warranted. Any employee, student, volunteer or other individual under the control of Brass City Charter School who is determined, after an investigation, to have engaged in harassment in violation of this policy will be subject to discipline, including possible dismissal or expulsion.

PLEASE NOTE: These handbook provisions are a summary of Brass City Charter School Policies and Administrative Procedures covering discrimination and harassment. As with all other policies covered by this handbook, you may contact the Executive Director for a copy of the full policies and procedures.

## NOTIFICATIONS

### **School records and confidentiality**

Consistent with the Family Educational Rights and Privacy Act (FERPA), the student records policy affords parents of students and students over 18 years of age ("eligible students") certain rights with respect to education records. They are:

1. The right to inspect and review the student's education records. Parents of minor or dependent children and eligible students are entitled to review educational records upon request made to the school principal.
2. The right to request the amendment of the student's education records when the parent or eligible student believes such records are inaccurate, misleading or otherwise in violation of the student's privacy rights. A request for an amendment to educational records should be made in writing to the school principal and identify the record(s) at issue and the reason for the request.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records except to the extent that the law authorizes disclosure without consent. For example, written consent prior to disclosure is not required in the following

circumstances:

- To other school officials who have legitimate educational interest. A school official is a person employed by the BCCS or a contracting school 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 Directors; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, bus contractor, medical or educational consultant or therapist); or a person serving on a Board committee, or as a hearing officer in discipline cases, or assisting another school official in performing his or her tasks. A school official has the ability to review an education record in order to fulfill his or her professional responsibility.
  - Upon request to officials of another school district in which a student seeks or intends to enroll.
  - To comply with a judicial order or lawfully issued subpoena, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena prior to compliance therewith.
  - To parties in a health or safety emergency.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by school officials to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **NOTIFICATION OF RIGHTS UNDER (“PPRA”) THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (i.e. students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include:

- The right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
- The right of a parent to inspect, upon request, any survey concerning one or more of the following confidential topics: 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 relationships, such as those with lawyers, doctors, physicians, or ministers; g. Religious practices, affiliations, or beliefs of the student or the student’s parent; or h. Income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs;

- The right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum;
- The right of a parent to inspect, upon request, any instrument used in the collection of personal information from students gathered for the purpose of marketing, selling or otherwise providing that information to others for that purpose. Personal information means individually identifiable information including, a student or parent's first and last name, a home or other physical address; a telephone number or a social security number;
- The right of a parent to be notified of the specific or approximate dates of the following activities, as well as the right of a parent or eligible student to opt-out of participation in these activities: a. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose); b. The administration of any survey containing confidential topics (see #2, above, a-h); or c. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and unnecessary to protect the immediate health and safety of a student. Such examinations do not include a hearing, vision, or scoliosis screening or other examinations permitted or required by State law. Parents and eligible students may not opt-out of activities relating to the collection, disclosure, and/or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing education products or services for, or to students or educational institutions, such as the following: a. College or other post-secondary education recruitment, or military recruitment; b. Book clubs, magazines, and programs providing access to low-cost literary products; c. Curriculum and instructional materials used by elementary and secondary schools; d. Tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students; e. The sale by students of products or services to raise funds for school-related or education-related activities; f. Student recognition programs.

To protect student privacy in compliance with the PPRA, BCCS has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:

Family Policy Compliance Office U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-4605  
 Reference: 20 U.S.C. § 1232h

## CODE OF CONDUCT AGREEMENT

I have read the *Student Code of Conduct* and reviewed what constitutes misconduct, principles of good conduct, and procedures and policies of intervention and/or discipline for disruptive behavior, and I hereby agree to abide by the Student Code of Conduct.

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Student Name (please print):

Date

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Student Signature

As parent/legal guardian of the student signing above, I have read the *Student Code of Conduct* and reviewed what constitutes misconduct, principles of good conduct, and procedures and policies of intervention and/or discipline for disruptive behavior; I have helped my child/children understand what constitutes acceptable and unacceptable behavior, and I hereby agree to support the school in holding my child responsible for complying with the Student Code of Conduct.

Parent/Guardian Name (please print):

Date

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Parent/Guardian Signature

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