

**CTECS**

**STUDENT CONDUCT AND DISCIPLINE**

# CODE OF RESPECT

Respect is a mutual process. This means that students will be shown respect and students shall respect the authority of teachers, administrators and all staff members. Respectful behavior is a matter of common sense, doing what you know is right and treating others as you expect to be treated.

# DISCIPLINE POLICY

The Connecticut State Board of Education has a responsibility to provide, and each Connecticut student has a right to receive, an equal opportunity for a suitable program of educational experiences. The Board's responsibility to create a climate for learning can be effectively discharged and students' rights guaranteed properly, if students obey the publicized rules of the school. Such rules are designed to ensure a safe environment conducive to learning.

Students who may be subject to disciplinary action must receive treatment, which is fair, consistent, non-discriminatory and appropriate to the offense; must be informed of school rules and procedures; and are entitled to due process procedures consistent with applicable state and federal laws.

Students are subject to discipline, up to and including suspension and expulsion, for misconduct even if such misconduct occurs off school property and during non-school time. Discipline may result if the off school grounds conduct violates a publicized policy and is seriously disruptive of the educational process. Expulsion, suspension, in-school suspension, or removal from class shall be in accordance with applicable state and federal laws. Penalties range from a minimum of removal from class for a single period, to a maximum of expulsion from school for one calendar year. Penalties vary within this range to reflect the severity of the violation and evidence of past disciplinary problems.

When a student's conduct on school grounds violates state or federal law, the principal may contact the local law enforcement agency for appropriate action. Therefore, in addition to disciplinary action under this policy, the student may be subject to criminal prosecution as a result of his or her misconduct.

## I. DEFINITIONS

- A. Exclusion means any denial of public school privileges to a pupil for disciplinary purposes.
- B. Removal means an exclusion from a classroom or shop for all or part of a single class period, provided such exclusion shall not extend beyond ninety minutes.
- C. In-School Suspension means an exclusion from regular classroom or shop activity for no more than ten consecutive school days, but not exclusion from school provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen times or a total of fifty days in one school year, whichever results in fewer days of exclusion.
- D. Suspension means exclusion from school privileges or from transportation services only for not more than ten consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension is imposed. No student shall be suspended more than ten times or a total of fifty days in one school year, whichever results in fewer days of exclusion unless such student is granted a formal hearing as provided below.

- E. Expulsion means the exclusion from school privileges for more than ten consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school, to which such pupil was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed. Notwithstanding the foregoing, the reassignment of a student from one regular education classroom program in the CTECS to another regular education program in the CTECS shall not constitute a suspension or expulsion.
- F. Emergency means a situation under which the continued presence of the pupil in the school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such pupil as possible.
- G. School means any school under the direction of the Connecticut Technical Education and Career System.
- H. Report means a periodic report to the Board that indicates the number and types of disciplinary actions imposed by each school in the system.
- I. School Days shall mean days when school is in session for students.
- J. School-Sponsored Activity means any activity sponsored, recognized or authorized by CTECS and includes activities conducted on or off school property.
- K. Seriously Disruptive of the Educational Process means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.

## II. SCOPE OF THE STUDENT DISCIPLINE POLICY

- A. Conduct on school grounds or at a school-sponsored activity: Students may be suspended for conduct on school grounds or at a school-sponsored activity that violates a publicized school policy or is seriously disruptive of the educational process or endangers persons or property. Students may be expelled for conduct on school grounds or at any school-sponsored activity that violates a publicized policy AND is seriously disruptive of the educational process or endangers persons or property;
- B. Conduct off school grounds: Students may be suspended or expelled for conduct off school grounds that violates a publicized school AND is seriously disruptive of the educational process.

## III. ACTIONS LEADING TO REMOVAL, SUSPENSION, IN-SCHOOL SUSPENSION, OR EXPULSION

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

1. **Drugs / Alcohol / Tobacco** Unauthorized possession, use, sale, distribution, manufacture, or consumption of alcohol, tobacco, drugs, narcotics, or any item represented to be tobacco or drugs (or any facsimile of alcohol, tobacco, drugs, narcotics, or any item represented to be tobacco or drugs). 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. The term drugs also

include any substance that impairs an individual such as K2. Use includes “vaping” and the use of a hookah or similar device.

2. **Possession of any paraphernalia** used or designed to be used in the consumption, sale or distribution of drugs, alcohol, or tobacco as described in paragraph above, and paraphernalia includes vaporizers and hookahs.
3. **Fighting / Altercation / Physical Attack** Verbal Altercation including participation in an incident involving a verbal confrontation. Physical attack on or assault of a student, a member of the school staff, or other person including willful or reckless acts, or attempt to attack, or willful or reckless endangerment or exposure to harm, homicide, battery or stabbing.
4. **Threatening / Bullying / Hazing** is defined as the expression by word, act, or gesture of the intention to inflict pain, injury, or loss, and may include intimidation and hazing. Such conduct may include, but is not limited to, making false bomb threats or other threats to the safety of students, staff members, and/or other persons. “Bullying” means (A) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student’s property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student (sufficiently severe or pervasive to alter the conditions of the school climate); (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a 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;
5. **Discrimination and/or Harassment** including attempt to tease, irritate, annoy, pester, embarrass, ridicule or torment based on an individual’s perceived characteristics such as sex, sexual orientation, gender identity, race, color, religion, age, disability, national origin, or ancestry, or racial slurs or hate crimes;
6. **Sexual Harassment/Sexual Battery/Other Sexual Misconduct** including consensual sex on campus and dating violence on or off campus. Dating violence includes bullying, harassment and intimidation and 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. Sexual harassment includes unwelcome sexual conduct that has the purpose or effect of creating a hostile working or learning environment;
7. **Weapons** Weapon possession or use or possession or transport of any weapon, weapon facsimile, deadly weapon, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or other dangerous object. This definition may include a tool that is in the possession of the student in an inappropriate area of the campus or a tool that is used inappropriately anywhere. Tasers, electronic defense weapons and pepper spray are included;

8. **Fireworks/Explosive Materials** Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire;
9. **Unauthorized Entrance** into any school facility or portion of a school facility, or aiding or abetting an unauthorized entrance;
10. **Unauthorized and/or Reckless and/or Improper Operation of a Motor Vehicle** on school grounds or at any school-sponsored activity including, but not limited to, trespassing on school grounds while on out-of-school suspension or expulsion;
11. **Misuse of Electronic Devices and Communications** Inappropriate use of electronic devices and communications (including social media and websites) on school grounds or at a school-sponsored activity or off campus, if it results in serious disruption of the educational process. Students recording teachers, staff or other students without their knowledge or opportunity to object (or against their objection) is considered misconduct. Students who have permission to utilize educational supports such as recording of class lectures and class notes to address educational needs do not need to provide notice and opportunity to object and are not engaging in misconduct. This misconduct includes spoofing, defined as a type of scam where a person attempts to gain unauthorized access to a user's system or information by pretending to be the user. The main purpose is to trick the user into releasing sensitive information in order to gain access to one's bank account, computer system or to steal personal information such as passwords. "Electronic Devices and Communications" includes mobile electronic devices or other electronic communications, the Internet, interactive and digital technologies, or cell phones and an electronic communication is any transfer of signs, signals, writing, sound, pictures, data, or other intelligence wholly or partly by wire, radio, electromagnetic, photo-electronic, or photo-optical system. A mobile electronic device is any portable device that can send data between or among users. Examples include phones, text messaging, paging devices, personal digital assistants, laptops, video gaming devices, digital video disk players, and digital cameras;
12. **Unauthorized Use of Computers** Inappropriate use or disruption of electronic information services or equipment including unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property for unauthorized purposes;
13. **Misuse of User ID** and passwords by students with regards to giving them out to others (sharing) or in some cases stealing of usernames or passwords, and on a larger scale, identity theft;
14. **Pornography** Possession, observation, or participation in creation of pornography;
15. **Theft / Stealing / Burglary** or attempt to steal or burglarize school property or other public or private property or robbing or attempting to rob a person or persons;
16. **Vandalism** including arson and/or the intentional or reckless cause of, or attempt to cause, damage to school, private or public property;
17. **Plagiarism** or use or copying of the academic work of another individual and presenting it as the student's own work without proper attribution;
18. **Profanity** including obscene or profane language or gestures;
19. **Insubordination** including defiance of school rules and refusal to comply with a reasonable directive from school staff, law enforcement authorities, school volunteers, or any disruptive classroom behavior. Refusal to comply with a referral to the school nurse is considered insubordination. A school may prohibit possession of water bottles or other containers;
20. **Participating in a Demonstration** that disrupts the educational process including any other violation of school rules, policy, or regulation or a series of violations, which makes

the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property;

21. **Smoking** Use of e cigarettes or other facsimiles is included as a violation. Including e-cigarettes, electronic cigarettes and “vaping;”
22. **Gambling**
23. **Tardiness or Unexcused Absences** including an accumulation of offenses such as school and class tardiness; cutting class, study hall, or shop activity; failure to attend detention; or leaving school grounds without permission, which includes signing out without administrative approval, failing to report to or remain in an assigned area, or participating in an unauthorized “skip” day;
24. **Kidnapping** or abduction including seizing, transporting, or detaining a person or minor without the consent of his/her parent or guardian against their will wither by force or fraud;
25. **Blackmail** including the extortion of money or other valuables from a threat of exposing a criminal act or other discreditable behavior;
26. **Homicide**
27. **Counterfeiting**
28. **Cheating**
29. **Forgery**
30. **Joint Venture** Participating in a joint or cooperative venture to commit conduct that violates school rules, including participation in a fight or riot;
31. **Violation of a Health or Safety Rule**
32. **Violation of Law or Regulation** Any act prohibited by a federal, state or municipal law or regulation, including regulations of local and state health departments, which would indicate that the student presents a danger to any person in the school community or to school property.

## **IV. PROCEDURES GOVERNING EXCLUSION**

### **A. REMOVAL**

1. Whenever any teacher removes a student from the classroom or career technical education classroom, such teacher shall send him or her to a designated area and shall immediately notify the principal or his/her designee as to the name of the student against whom such disciplinary action was taken and the reason therefore.
2. Removal of a student from classroom or career technical education classroom shall not occur more than six times in any year nor more than twice in one week unless such student is referred to the principal or his/her designee-and granted an informal hearing at which the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

### **B. SUSPENSION**

1. Unless an emergency situation exists requiring the student’s immediate removal, no student shall be suspended prior to having an informal hearing before the principal or his/her designee at which time the student will be informed as to the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.

2. In determining the length of a suspension period, the principal or his or her designee may receive and consider evidence of past disciplinary problems that have led to removal from a classroom or shop, suspension or expulsion of such student.
3. By telephone, the principal or his/her designee shall make all possible attempts to immediately notify the parent or guardian of the student about the suspension and state the cause(s) leading to the suspension and offer an opportunity to discuss it. If the parent or guardian cannot be contacted, the student shall be kept in the school and sent home at the regular dismissal time.
4. Whether or not telephone contact is made with the parent or guardian, the principal or his/her designee shall forward a confirming letter to such parent or guardian to the last address reported on school records (or to a newer address if known) offering the parent or guardian an opportunity for a conference to discuss same.
5. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four hours of the time of the institution of the suspension.
6. Notice of the original suspension shall be transmitted by the principal or his/her designee to the Superintendent of schools or his/her designee by the close of the school day following the commencement of the suspension.
7. If a student is eighteen years of age or older, any notice required by this policy shall be given to the student and to the parent as well.
8. Any student who is suspended shall be given an opportunity to complete any work, including, but not limited to, examinations which such student missed during the period of his or her suspension, in accordance with the school's general make-up policy.
9. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school.
10. The decision of the principal or his/her designee with regard to disciplinary actions up to and including suspensions shall be final.
11. During the period of suspension, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities.
12. No student shall be suspended more than ten times or a total of fifty days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing by the Superintendent or his or her designee.

**C. IN-SCHOOL SUSPENSION**

1. No student shall be placed in in-school suspension prior to having an informal hearing before the principal or his or her designee at which time the student will be informed as to the charges and given an opportunity to respond.
2. By telephone, the principal or his or her designee shall make all possible attempts to immediately notify the parent or guardian of the student about the in-school suspension and state the cause(s) leading to the suspension and offer an opportunity to discuss same.
3. Whether or not telephone contact is made with the parent or guardian, the principal or his or her designee shall forward a confirming letter to such parent or guardian to the last address reported on school records (or to a newer address if known) within twenty-four hours of the time of the institution of the in-school suspension.
4. If a student is eighteen years of age or older, any notice required by this policy shall be given to the student and to the parent as well.
5. No student shall be placed in in-school suspension more than fifteen times or a total of fifty days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing by the superintendent or his or her designee.

#### **D. EXPULSION**

1. A principal may request expulsion of a student in a case where the principal has cause to believe the student's conduct violates a school policy AND is seriously disruptive of the educational process or endangers persons or property;
2. A request for expulsion is mandatory if there is reason to believe that the student:
  - a) on school grounds, or at a school-sponsored event, was in possession of a firearm, deadly weapon or dangerous instrument or martial arts weapon as proscribed by law;
  - b) off school grounds, did possess a firearm, as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm, as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or
  - c) on or off school grounds, offered for sale or distribution, a controlled substance as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacturing, distribution, sale prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278.
3. The following definitions shall apply:



- (a) "Dangerous Instrument" means any instrument, article, or substance, which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- (b) "Deadly Weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles.
- (c) "Electronic Defense Weapon" means a weapon, which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious injury.
- (d) A "firearm," as defined in 18 U.S.C. § 921, means:
1. Any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive;
  2. The frame or receiver of any such weapon;
  3. A firearm muffler or silencer; or
  4. Any destructive device, which includes any explosive, incendiary or poisonous gas device.
- (e) A "martial arts weapon" means a nunchaku, kama, kusarifundo, octagon sai, tonfa, or Chinese star.
- (f) When considering whether conduct off school grounds is seriously disruptive of the educational process, the term "weapon" means any BB gun, blackjack, metal or brass knuckles, police baton or nightstick, dirk or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, knife with the edged portion of the blade of which is four inches or over in length, any martial arts weapon or electronic defense weapon, as defined above, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.
4. Requests for expulsion are to be directed to the superintendent or designee as soon as possible. Upon receipt of an expulsion recommendation, the superintendent may conduct an inquiry concerning the expulsion recommendation. If the superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward a notice of expulsion hearing to an Impartial Hearing Officer who will hold the hearing and act upon his/her recommendation.
  5. The expulsion hearing shall be scheduled as soon as possible with notice provided to the parent/guardian and student in accordance with state law.
  6. In the case of a student with an IEP or 504 plan, a PPT or 504 team meeting must be held prior to the hearing to determine the relationship between the misconduct and disability,

to evaluate the IEP to determine if placement is appropriate, and to ensure the safety of other students and staff.

- E. Prior to expelling a student, the Impartial Hearing Officer shall conduct a hearing and issue a written decision in accordance with the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d and the Uniform Procedures Act §§ 4-176e to 4-180a, and § 4-181a.
- F. Expulsion notice: The parents/guardian of any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.
- G. During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational program provided by CTECS in accordance with this policy.
- H. If the superintendent has determined that an emergency exists, then the student may be excluded until the Impartial Hearing Officer renders a decision, however the student must be provided with an alternative education program on the 11th day.
- I. An expelled pupil may apply for early readmission to school. Such readmission shall be at the discretion of the superintendent. The superintendent, as appropriate, may condition such readmission on specified criteria.
- J. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for such offense may be expelled by a local or regional board of education. The period of expulsion shall run concurrently with the period of commitment to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement.
- K. If a student who committed an expellable offense seeks to return to a school district after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement and such student has not been expelled by the local or regional board of education for such offense under subdivision (1) of this subsection, the local or regional board of education for the school district to which the student is returning shall allow such student to return and may not expel the student for additional time for such offense.
- L. Whenever a pupil against whom an expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is completed and a decision rendered, notice of the pending expulsion hearing shall be included on the pupil's cumulative educational record, and the Impartial Hearing Board shall complete the expulsion hearing and render a decision.

## **V. POLICY REGARDING MANDATORY EXPULSIONS**

- A. In accordance with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Connecticut Technical Education and Career System to expel a student for one full calendar year when there is reason to believe that any student:

- a. on school 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 was in possession of a deadly weapon, dangerous instrument or martial arts weapon, as defined in Section 53a-3 of the Connecticut General Statutes;
- b. off school grounds, did possess such a firearm in violation of section 29-35 of the Connecticut General Statutes, or did possess and use such a firearm, dangerous instrument or martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or,
- c. on or off school grounds, offered for sale or distribution a controlled substance, as defined subdivision (9) of section 21a-140, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Sections 21a-277 and 21a-278.

B. The Hearing Officer may modify the term of expulsion on a case-by-case basis.

## **VI. ALTERNATIVE EDUCATIONAL OPPORTUNITY**

Whenever the Impartial Hearing Officer expels a student the superintendent shall offer the student an alternative educational opportunity. The superintendent will designate the alternative education program within 5 days of the written expulsion decision. The parents or guardians of such student have the legal right to reject such a program without being subject to the truancy law, Section 10-184 of the Connecticut General Statutes.

## **VII. PROCEDURES GOVERNING SUSPENSION AND EXPULSION OF STUDENTS IDENTIFIED AS ELIGIBLE FOR SERVICES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT**

### A. Suspension of students with disabilities

Notwithstanding the foregoing, if the administration suspends a student identified as eligible for services under IDEA (a student with a disability) who has violated any rule or code of conduct of the Connecticut Technical Education and Career System that applies to all students, the following procedures shall apply:

1. The administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the suspension was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the Connecticut Technical Education and Career System is not required to provide any educational services beyond that which is provided to all students suspended by the Connecticut Technical Education and Career System.

### B. Expulsions and Suspension that Constitute Changes in Placement for Students with Disabilities

Notwithstanding any provision to the contrary, if the administration recommends for expulsion a student with a disability who has violated any rule or code of conduct of the Connecticut Technical Education and Career System that applies to all students, the procedures described in this section

shall apply. The procedures shall also apply for students whom the administration has suspended in a manner that is considered to be a change in placement under the IDEA, which constitutes a suspension of greater than ten (10) days.

1. The parents of the student must be notified of the decision to recommend for expulsion (or for suspension of greater than ten (10) days) on the date on which the suspension was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to recommend for expulsion (or for suspension of greater than ten (10) days) was made.
2. The school shall immediately convene the PPT, but in no case later than ten (10) school days after the recommendation for expulsion or the suspension of greater than ten (10) days was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or suspension of greater than ten (10) days, in order to determine whether the student's behavior was a manifestation of his/her disability.
  - i. If the PPT finds that the behavior was a manifestation of the student's disability, the administration shall not proceed with the recommendation for expulsion or the suspension of greater than ten (10) days. The PPT shall consider the student's misconduct and revise the IEP to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
  - ii. If the PPT finds that the behavior was not a manifestation of the student's disability, the administration may proceed with the recommended expulsion suspension of greater than ten (10) days.
  - iii. During any period of expulsion or suspension of greater than ten (10) days per school year, the administration shall provide the student with an alternative educational placement in accordance with the provisions of state and federal law.
  - iv. The special education records and disciplinary records of the student must be provided to the Impartial Hearing Board.

C. Transfer of Students with a Disability who have Committed Certain Offenses

School personnel may transfer a student with a disability to an appropriate interim alternative educational setting for not more than forty-five calendar days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. § 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity.

For purposes of this Section, the term "dangerous weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that term does not include a pocket knife with a blade of less than 2.5 inches in length.

## **VIII. PROCEDURES GOVERNING EXPULSIONS FOR STUDENTS IDENTIFIED AS ELIGIBLE FOR EDUCATIONAL ACCOMODATIONS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973**

- A. Notwithstanding any provision to the contrary, if the administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 of the Rehabilitation Act of 1973 (“a Section 504 Student”) who has violated any rule or code of conduct of the Connecticut Technical Education and Career System that applies to all students, the following procedures shall apply:
1. The parents of the student must be notified of the decision to recommend the student for expulsion.
  2. The school shall immediately convene the student’s Section 504 team (“504 team”) for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student’s behavior was a manifestation of his/her disability.
  3. If the 504 team finds that the behavior was a manifestation of the student’s disability, the administration shall not proceed with the expulsion. The 504 team shall consider the student’s misconduct and revise the 504 plan to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
  4. If the 504 team finds that the behavior was not a manifestation of the student’s disability, the administration may proceed with the recommended expulsion.
- B. Transfer of Students with a disability who have committed Certain Offenses:
1. Section 504 allows schools to take disciplinary action against students with disabilities using drugs or alcohol to the same extent as students without disabilities. School personnel may transfer a student with a disability to an appropriate interim alternative educational setting for not more than forty-five calendar days if the student:
  2. Was in possession of a dangerous weapon, as defined in 18 U.S.C. § 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
  3. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity.

For purposes of this Section, the term “dangerous weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that term does not include a pocket knife with a blade of less than 2.5 inches in length.

If an expulsion hearing is pending and the student withdraws from school after notification has occurred but before the hearing has been completed, the impartial hearing panel must complete the hearing and render a decision. The notice and decision must be made part of the student’s educational record.

If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from the school pending completion of the expulsion hearing unless an emergency exists, as defined in Section I. The Connecticut Technical Education and Career System shall retain the authority to suspend the student or to conduct its own expulsion hearing

## **IX. RECORDS/REPORTING**

- A. The notice of expulsion and the conduct for which the student is expelled must be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Connecticut Technical Education and Career System upon high school graduation or as otherwise permitted by law.
- B. If any student has been expelled for possession of a firearm or deadly weapon, as defined in Conn. Gen. Stat. § 53a-3, the violation must be reported to the state police.
- C. If the student is expelled for sale or distributions of a controlled substance, the Connecticut Technical Education and Career System shall refer such student to an appropriate state or local agency for rehabilitation, intervention, or job training and inform the agency of its action.

## **X. EARLY READMISSION TO SCHOOL**

An expelled student may apply for early readmission to school. The authority for readmission decisions rests with the Superintendent of Schools. The parent/guardian or student desiring readmission to school shall direct such a request to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests and may condition readmission on specified criteria.

## **DETENTION PROCEDURES**

Each student who is to be detained will be given written notification one school day preceding such detention. It is the student's responsibility to notify a parent when detention is incurred. Transportation arrangements are the responsibility of the parent and student.

Parental request for postponement of a detention date will be considered if the request is made in writing and states the specific reason for the postponement. An assistant principal prior to the time of the detention must receive this note. Student employment is not a valid reason for postponement of a detention.

Students who miss detention will be referred to the assistant principal.

Detention may be assigned during the lunch period as long as the student is provided with lunch.

## **SEARCH AND SEIZURE**

Connecticut Technical Education and Career System students are subject to reasonable searches.

If there is reasonable suspicion that a CTECS student while on school property or at a school sponsored event is in violation of any laws or school rules, the school administration is authorized to conduct a search of the individual's person, personal property or assigned lockers and other school property with or without the express permission or knowledge of the student or his/her parents. It is desirable that permission be sought or, at the very least, knowledge is given that a search is to take place, however, such permission or knowledge is not necessary.

A search of a student's person or effects may be conducted only if there are **reasonable grounds at the inception of the search** for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school (including but not limited to possession of a weapon, contraband or fruits of a crime or other materials in violation of school policy or state law). Moreover, **the scope of the search shall be reasonably related to the objectives of the search** and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

CTECS administrators are authorized to seize illegal or prohibited materials that are discovered as a result of a reasonable search.

1. There shall be a minimum of two staff persons present whenever a search is conducted;
2. Each year, at the beginning of the school year, the principal will identify staff that is authorized to search students or their personal property or assigned property and a list of such persons will be maintained in each school;
3. The superintendent will provide such persons with annual training on how to conduct a reasonable search;
4. Such persons may search students or their property, when they have reasonable suspicion that a student is carrying some form of dangerous weapon, drugs or anything that may be perceived as illegal, or in violation of school rules;
5. Searches shall be limited to a student's locker, desk, workbench, toolbox, purse, book bag, backpack, pockets, phone, electronic devices or outerwear;
6. A more intrusive search is normally not permitted. Under no circumstances shall school district personnel conduct a "strip" search of a student;
7. A search of an automobile is not permitted unless consent has been obtained in exchange for issuing a permit to park on school property;
8. If a school administrator concludes that a more intrusive search such as that described above is necessary, the parents of the students involved should be called, and suspicions should be reported to the police who shall be responsible for any such search;
9. Teachers in the normal function of their responsibilities may retrieve visible items and materials from students that are in violation of school rules;
10. If a reasonable search has been conducted and items or materials that are illegal or violative of school rules are discovered, the items or materials may be seized; and
11. A log shall be maintained in each school indicating whenever a search has been conducted, who conducted the search, who was searched, the basis for the search and the outcome.

In order to deter the possession, use or distribution of drugs on campus, periodically, a drug sniffing dog may be brought on to school grounds by law enforcement officials. Notice is provided to students and parents before the visit occurs.

## **INSPECTION OF LOCKERS AND OTHER SCHOOL PROPERTY**

1. Desks, lockers, workbenches, Chromebooks, computers and other such property owned by the school district are provided for use by students solely to support the educational experience. Although students are given use of these items, the school retains access and control of all school property and may inspect the interior condition of desks and lockers for proper maintenance, health, safety and other administrative purposes.
2. Students should have no expectation of privacy in the use of any school property.
3. In order to maintain health and safety standards, school property is periodically subject to inspection by school officials. Inspections of school property may be accomplished with or without advance notice to students.
4. The purpose of the inspection of lockers and other school property is to assure the proper use and maintenance of the property in accordance with established rules.
5. In order to facilitate inspection, the school administration shall provide the locking mechanisms for all school property and maintain the lock combination or master key.
6. Conspicuous notice shall be provided to all students that lockers, desks, workbenches and other spaces are school property and shall be inspected from time to time with prior written or posted notice given by the school.
7. It should be noted that the inspection of school property does not include the search of personal property contained in the locker (such as purses, clothing pockets, book bags).
8. School officials may not use periodic inspections of school property as a pretense to search an individual student's locker or desk.
9. However, contraband found in plain view during the inspection, may be seized.

## **PUBLIC DISPLAY OF AFFECTION**

The school campus is a public environment. Excessive display of affection in a school is offensive and embarrassing to others, as well as distracting and disruptive to the educational process. Students are to refrain from any public display of affection that would offend or embarrass others.

## **STUDENT DRESS AND GROOMING INCLUDING UNIFORMS**

In order to maintain a proper and healthy educational atmosphere, students must be suitably dressed and groomed. CTECS encourages students to dress in a manner that reflects pride in and respect for themselves and their community. Restrictions on student appearance may be applied whenever the dress or grooming interferes with the learning process, is disruptive, is unsafe, or is contrary to law.

Students must be properly dressed and groomed in order to promote a positive, safe, and non-disruptive learning environment. Students are prohibited from wearing clothing or other items that interfere with the learning process, are disruptive, are unsafe, or that are contrary to law. Without limitation, the



following are examples of attire that is prohibited from wear in the school buildings during the academic school day or at school-sponsored activities:

1. Coats, jackets or other attire normally worn as outerwear;
2. All head coverings of any kind, including, but not limited to scarves, bandanas, masks, kerchiefs, athletic headbands, hats or caps, unless it is worn for bona fide religious reasons;
3. Footwear that damages or marks floors or that is a safety hazard, including backless shoes, flip-flops and toeless shoes, crocs, heellies or slippers;
4. Sunglasses, unless required by a doctor's order;
5. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article or attire with spikes or studs attached;
6. Attire or accessories that depict logo or emblems that encourage the use of drugs, tobacco products or alcoholic beverages;
7. Attire that can create a hostile school environment or disrupt the educational process such as clothing with harassing symbols, pictures or vulgar, illegal, racial, sexist, or other discriminatory viewpoints which denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual preference or disability;
8. Gang-related attire, including, but not limited, to gang colors, jewelry, emblems, badges, symbols, signs, or other insignia which are evidence of membership in or affiliation with a gang;
9. Clothing that is overly revealing, including, but not limited to shirts and/or blouses that reveal the abdomen, chest, or undergarments; tank-tops; see-through clothing; shorts (mid-thigh shorts are acceptable); miniskirts; or pants that reveal the navel, upper thigh or undergarments. Underwear must be covered. Cleavage must be covered; and
10. All pants must fit and be properly fastened. Students shall not wear pants that when fastened, sag or fit below the natural waist. No sweatpants.

Students are provided with picture identification cards. Such cards shall be visible and worn on a lanyard while on school property or at school-sponsored events. (ID Cards must be tucked into shirts while in shop areas.)

Career Technical Education (CTE) uniforms are required in the CTE cycle and there may be additional restrictions based on specific career pathway environments. Students are notified of these requirements at the beginning of the school year. For example, in Culinary Arts students are required to wear black leather slip resistant shoes and remove jewelry and body piercings because of health and safety.

## STUDENT ACADEMIC UNIFORMS

Dress codes have a positive effect on school pride, identity and safety. Many schools have dress code requirements. If schools have a uniform policy, students must adhere to the policy and wear the approved uniform. There is no opting out on this policy.

A student committee and a faculty committee identify a wide variety of items for purchase. The choices consist of the following items for men or women:

- Polo shirts
- Long and short sleeve dress shirts
- Tee shirts
- Blouses

- Polar fleece tops
- Freshman CTE exploratory tee shirts and sweatshirts
- PE - athletic tee shirts, shorts and sweatpants

A school may designate a dress down day. Parents must be informed in advance and may object to the participation of their child.

## **DISPLAY OF DISRUPTIVE SYMBOLS**

Extremist symbols and logos create a hostile school environment or disrupt the educational process. Therefore the display of harassing symbols, pictures or vulgar, illegal, racial, sexist, or other symbols that represent discriminatory viewpoints are not acceptable on clothing, toolboxes, autos, or other items and may result in disciplinary intervention. Examples of such symbols include, but are not limited to the Confederate flag, swastikas and swastika variants.

## **NO SMOKING OR VAPING ON SCHOOL GROUNDS**

All persons, including students, are prohibited from smoking, using tobacco products, electronic nicotine delivery system or vapor products in school buildings and on school grounds. Students may also be subject to arrest.

## **MOTOR VEHICLES ON CAMPUS – STUDENT USE**

The student use of automobiles on school grounds is a privilege and procedures have been established to assign parking permits when space is limited. Students who are properly licensed drivers may be allowed parking privileges at no cost in a designated area of the school parking lot with the approval of the principal. This privilege may be revoked for improper use of a motor vehicle or disregard for safety.

1. All requests for student parking privileges must be accompanied by proof of proper licensing;
2. If a student's licensing status changes the student must inform the principal;
3. The only automobiles that will be allowed to park on the school grounds, in the area designated for students will be those that have been issued permits
4. A permit will be valid only for the car that it is assigned to;
5. A student who requests a permit to park on school property must agree to allow the vehicle to be searched if deemed necessary by a school administrator;
6. If a student brings any motor vehicle upon school premises school officials may presume consent by the student, parent or guardian, or owner of the vehicle to a search of that motor vehicle;

7. The principal may request a law enforcement officer to search a motor vehicle on school premises;
8. Permits will be for the academic year only, or a shorter period if deemed necessary by the school administrator;
9. Any car found on the school parking lot without a permit will be towed away at the owner's expense;
10. Upon arrival at school students are not to remain in student cars, but are to come directly into the building;
11. Any student abusing the permit privilege will have the permit revoked; and
12. Grounds for Revocation of Permits include but are not limited to the following:
13. Driving at an excessive speed on school grounds;
  - Reckless or dangerous driving on school grounds;
  - Leaving school grounds without permission;
  - Failure to park in the area designated for students;
  - Loitering of students in cars;
  - Failure to maintain a satisfactory level of scholastic achievement, attendance, punctuality, and general attitude;
  - Refusal by a student, parent or guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle; and
  - Possession of alcohol or drugs on campus.

## **IN-SCHOOL SUSPENSION AND OUT-OF-SCHOOL SUSPENSION**

A student who is assigned to in-school suspension, out of school suspension, or is serving a period of expulsion is not permitted to attend or participate in any school-sponsored activities.

## **STUDENT ACHIEVEMENT INTERVENTION LAB (SAIL)**

The Student Achievement Intervention Lab (SAIL) provides a setting for students with potentially serious behavior problems as well as an in-school suspension program. Students who are assigned to the SAIL classroom learn new behaviors and the importance of this knowledge as it relates to school and class attendance, academic achievement and high expectations, self-discipline and appropriate interactions with staff and peers.

The activities in the Student Achievement Intervention Lab are three-fold: disciplinary, tutorial and advisory. The disciplinary activity includes explanation, clarification and enforcement of the rules that have been implemented in the school to ensure the integrity of the in-school suspension program. The tutorial activity includes assisting students with problems they may have in academic areas. Finally, the advisory activity offers students the opportunity to discuss the specifics of the violation(s) that led to the suspension and possible alternative behaviors or solutions that might have occurred.