

# INSTRUCTION

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Emergency Closings

6110

The Board authorizes the Superintendent to close the schools in the event of hazardous weather or other emergencies, which present threats to the safety of students, school staff members, or school property. The Superintendent shall establish a procedure for notifying parents in a timely manner to the best of our ability. Each school shall adopt a plan.

Policy Adopted:  
September 10, 1963

Stamford Public Schools  
Stamford, Connecticut

Amended:  
September 28, 1976

Readopted:  
July 25, 2000

## Procedures for No School/Delayed Openings and Early Dismissal due to inclement weather

### No School/Delayed Opening

In the event of inclement weather, the Superintendent of Schools will make a decision to cancel school or have a delayed opening early in the morning, after consulting with Transportation and Facilities personnel. Delayed openings are always 90 minutes later than the usual school opening time. Information about no school or a delayed opening is then reported to the district's Status Line (866-600-8222), web-site ([stamfordpublicschools.org](http://stamfordpublicschools.org)), and area radio and TV stations and it is announced to the public no later than 6:00 a.m.

### Early Dismissal

Occasionally, weather conditions may necessitate dismissing school early. If the best available forecast indicates weather conditions will become hazardous by the end of the school day, the Superintendent of Schools will announce an early dismissal by 6:00 a.m. This information is available to the public on the district's Status Line (866-600-8222), web-site ([stamfordpublicschools.org](http://stamfordpublicschools.org)), and area radio and TV stations. If, however, weather forecasts become increasingly hazardous after the school day has already begun, the Superintendent of Schools will make an early dismissal announcement by 10:00 a.m. However, in a rare circumstance, an emergency may present itself after 10:00 a.m., which may necessitate an early dismissal.

### Parent Responsibility

It is the parent or guardian's responsibility to keep informed of the latest weather forecast to determine if an early dismissal has been announced, since schools may not have the wherewithal to contact each parent individually.

School Calendar

6111

Schools shall be in session in accordance with the school calendar as adopted by the Board of Education each year.

Policy Adopted:  
September 10, 1963

Stamford Public Schools  
Stamford, Connecticut

Policy Readopted:  
July 25, 2000

School Day

6112

Daily Sessions

The time of opening and closing daily sessions shall be determined by the Board of Education and no change in the opening or dismissal of any school shall be made without the permission of the Superintendent of Schools, or his/her designee.

Policy Adopted:  
September 10, 1963

Stamford Public Schools  
Stamford, Connecticut

Amended:  
September 28, 1976

Policy Readopted:  
July 25, 2000

School Day

6112R

Teachers are to be in their classrooms or at their assignments at a time designated by the principal before and after each school session in accordance with the collective bargaining agreement. Teachers shall exercise their professional judgment as to when additional time is required.

Regulation Adopted:  
September 10, 1963

Stamford Public Schools  
Stamford, Connecticut

Amended:  
July 25, 2000

Drills for Emergencies

6114

Fire Drills

There shall be a fire drill in the Stamford Public Schools at least once each month in accordance with Connecticut General Statutes Section 10-231..

Principals shall maintain records showing dates on which fire drills were held.

Policy Adopted:  
September 10, 1963

Stamford Public Schools  
Stamford, Connecticut

Policy Amended:  
July 25, 2000

InstructionCeremonies and Observations**Flag Display**

A United States flag shall be displayed in every classroom and in the school auditorium.

A United States flag shall be displayed on all school buildings or school grounds on all school days and on legal holidays when the weather will permit. It shall also be displayed on the inside of the school building.

**Pledge of Allegiance**

Each school day shall begin with the Pledge of Allegiance. Students may choose not to recite the Pledge of Allegiance. Students who choose not to recite the Pledge of Allegiance shall not engage in any disruptive behavior during the period of time set aside for the recitation of the Pledge of Allegiance.

**Holiday Observance**

In recognition of our diverse school population and to allow each student the opportunity to preserve the integrity of his or her religious training, the Board encourages holiday programs and activities that are as secular as possible, while still appreciating art, music and literature that have contributed to American culture.

**Legal References:** *Connecticut General Statutes Section 10-230(a) and (c), Flags in schoolrooms and schools. Policy on the reciting of the "Pledge of Allegiance"*

Policy Adopted:  
September 10, 1963

Stamford Public Schools  
Stamford, Connecticut

Amended:  
October 11, 1988  
July 25, 2000  
November 23, 2004

Ceremonies and Observances

Holiday Observance

Education is a part of life and not just a preparation for life itself; hence, in motivating children in their learning in all areas and in providing rich living experiences which orient children to many aspects of our diversified cultures, the Board of Education approves of appropriate recognition of religious, civic and cultural holidays and events that have significance in out-of-school life.

Regulation Adopted:  
September 10, 1963

Stamford Public Schools  
Stamford, Connecticut

Regulation Readopted:  
July 25, 2000

The Stamford Public Schools recognize the worth and dignity of each individual and his or her right to learn. They, therefore, exist to serve students in a manner which will assist their growth toward their fullest potential. More specifically, the schools function to produce constructive, competent citizens who must be able to maintain an attitude of inquiry, have the ability to make sound judgments based upon experience and research, and have the capacity both to communicate and to act upon those judgments.

It is also the responsibility of the schools to evaluate and reevaluate educational objectives, teaching methods and materials in order to meet the changing needs of the students and community. So that these needs are met more effectively, the Board of Education shall set its priorities annually.

Policy Adopted:  
March 10, 1964

Stamford Public Schools  
Stamford, Connecticut

Amended:  
September 25, 1973  
February 8, 1977

Amended:  
July 25, 2000

Goals of the Instructional Program

The mission of the Stamford Public Schools, in partnership with the home and the community, is to educate all students to become responsible, productive citizens in our continuously changing world. The richness of our diversity, the broad array of our educational programs, our safe environment, and the quality of our staff serve to promote the academic, artistic, emotional, physical, and social development of our students.

**Policy Adopted:**  
September 10, 1963

**Amended:**  
September 25, 1973  
February 8, 1977

**Amended:**  
July 25, 2000

InstructionCareer Education

Career education in the Stamford Public Schools is understood as meaning a continuing process which prepares students for, and sensitizes them to the varying dimensions of human productivity.

As such, career education is designed to fuse key concepts of career development and preparation into existing disciplines and educational experiences in order that students may acquire self-knowledge of the world of work and ability to make decisions. Necessary to this acquisition is an ongoing exchange between the educational system and all centers of productivity within the community.

The end product of career education is the successful application of skills learned in school to further learning in both vocational and avocational pursuits.

Policy Adopted:  
June 28, 1977

Stamford Public Schools  
Stamford, Connecticut

Policy Readopted:  
July 25, 2000

InstructionGRADING AND WEIGHTING OF GRADES

Students shall be graded on their work at all levels. For grades 9 through 12, students shall receive grades ranging as follows: A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. Students who receive an F will not earn credit for a course.

AP classes shall be weighted by using a factor of +.070 and all Honors classes shall be weighted by using a factor of .05. Such weighting of grades in AP classes shall occur only for students who take the AP examination. If the student cannot afford to pay related test fees, upon verification of such circumstances the district will pay such fees.

All ungrouped and other level courses (i.e. 1,2,3) shall be given equal weight.

Two sets of class rankings shall be established: weighted and non-weighted. Plus and minus grades shall be included in the computation of grades in accordance with administrative regulation beginning with the 2001-2002 school year.

The Student Handbook in each school that offers honors courses and advanced placement courses shall include this policy and the related Regulations 6146.3R

**Policy Adopted:** STAMFORD PUBLIC SCHOOLS  
March 26, 1985 Stamford, Connecticut

**Amended:**  
June 11, 1996  
July 25, 2000  
December 5, 2000  
March 27, 2001

287982 v.01

Instruction

WEIGHTING OF GRADES/CALCULATION OF GPA

Students will receive two class rankings based on weighted and unweighted grades. Either or both may be used as appropriate except that:

- (1) Student transcripts will include both GPAs and class rankings.
- (2) The list of students to be recognized at graduation for their high level of scholarship shall include the top five (5) percent of students from the weighted and unweighted grade point averages.

The method of calculating the GPA shall be:

1. Calculate GPA

A = 4.0 (93-100), A- = 3.7 (90-92), B+ = 3.3 (87-89), B = 3.0 (83-86), B- = 2.7 (80-82), C+ = 2.3 (77-79), C = 2.0 (73-76), C- = 1.7 (70-72), D+ = 1.3 (67-69), D = 1.0 (63-66), D- = .7 (60-62), F = 0 (59 or Less)

2. Add +.05 for each Honors Course  
Add +.070 for each AP Course. Such weighting of grades in AP classes shall occur only for students who take the AP examination. If the student cannot afford to pay related test fees, upon verification of such circumstances the district may pay such fees.

**Regulation Adopted:**  
January 15, 1990

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

**Amended:**  
June 11, 1996  
July 25, 2000  
December 5, 2000  
March 27, 2001

289255 v.01

Assignment of Students for Instructional Purposes

Pupils in the Stamford Public Schools are placed in classes on the basis of their needs and previous experiences. The specific criteria applied may be included in administrative guidelines. Placement may also take into consideration the professional judgment of the school staff.

Final accountability for placement and any changes thereof shall be that of the school principal.

Policy Adopted:  
September 10, 1963

Stamford Public Schools  
Stamford, Connecticut

Amended:  
May 11, 1976

Amended:  
July 25, 2000

## INSTRUCTION

### FIELD TRIPS FOR STUDENTS

The Board of Education recognizes the value of educational trips which are an inherent part of the curriculum which are designed to supplement the instructional program for students. The Board also recognizes the value of educational trips, which are recreational, and/or cultural in nature and which are designed to supplement the curriculum.

A school sponsored off-campus trip may be taken for the purpose of continuing and extending the program of instruction, or participating in a scheduled athletic, musical, dramatic or other school sponsored event. School sponsored off-campus trips may be taken during the school year or during the school vacation periods. All school sponsored off-campus trips are to be planned with and approved by the building principal. Students on such trips are to be supervised by Board of Education employees and such other designated chaperones approved by a building administrator. A certified staff member from each school location participating in the trip will accompany the students.

The Board of Education hereby acknowledges that it accepts responsibility for those field trips which have been designated as school sponsored and will hold harmless those teachers, Board of Education employees and/or other designated chaperones acting under the approval of a certified administrator of the Board of Education in accordance with Connecticut General Statute 10-235.

The Board of Education assumes no responsibility for non-school sponsored trips and will not indemnify or hold harmless those individuals associated with a trip which has not received prior approval from the appropriate authorities, as previously indicated above. All school-sponsored trips, regardless of the purpose and regardless of time or distance, must comply with established regulations.

Policy Adopted:  
July 2, 1991

Stamford Public Schools  
Stamford, Connecticut

Policy Amended:  
July 25, 2000

INSTRUCTIONFIELD TRIPS

## 1. TRIPS OF UP TO ONE DAY DURATION

School sponsored off-campus trips serve the instructional program by using resources of the community and region which cannot be brought into the classrooms. They must contain educational value; consistent with the aims of the school programs and with the age level of the students involved. Principals and teachers should exert every effort to make off-campus trips as free from hazards as possible.

a. Permission

The teacher initiating the trip must secure written permission from the Principal to organize an off-campus trip.

A signed parent consent form must be received in advance of the trip for each student who plans to attend an off-campus trip. For day trips, a signed parent consent form must be received at least one day in advance. Approval forms are available in the office of the Principal. Students in attendance on the day of the trip who have not submitted a signed parent consent form will remain in a class assigned by the Principal. The permission slip must include a contact phone number that a parent or guardian may use in the event of substantial delay or change of plans. This phone number must be available after hours if the trip warrants it.

b. Chaperonage

The determination of what constitutes adequate chaperonage varies depending upon the purpose and nature of the trip, age of the students, distances traveled and other pertinent factors. Consequently, the Principal is delegated the responsibility to make the determination, subject to the condition that there will be one chaperone for approximately every fifteen (15) students.

c. Insurance

The Board of Education and the City of Stamford will indemnify and hold harmless the teachers, employees of the Board of Education and/or other designated chaperones acting under the approval of a certified administrator of the Board of Education involved in approved field trips from all liability which may arise out of the field trip activity, as provided in Connecticut General Statute 10-235 excluding, however, liability which accrues as a result of grossly negligent or wanton behavior on the part of the above individuals.

d. Transportation

Transportation shall be arranged by the teacher and Principal. The current student transportation contractor or other available services may be contracted to provide bus service for off-campus trips as determined by the Principal. When parent and volunteers' cars are used, a driver's affidavit must be completed and returned prior to the trip. These affidavits shall include such information as the Principal may

require, including proof that all drivers have a valid license, and shall be kept on file in the school. The Board of Education and the City of Stamford will save harmless each parent and volunteer, in accordance with Connecticut General Statute 10-235.

In addition, each volunteer driver will certify that his/her vehicle is properly registered with current insurance required, that the vehicle has a seat belt for each passenger, and that the vehicle is in safe operating order. Furthermore, each volunteer driver will certify that he/she is a licensed driver capable of safely operating the vehicle, and that he/she will obey all traffic signs and laws in the operation of the vehicle.

- e. Medical  
Provisions for a student medical information sheet and medical emergencies must be a part of the proposal submitted.

## 2. TRIPS OF LONGER THAN ONE DAY DURATION

School sponsored off-campus trips may extend beyond the one-day duration period. Included here are those trips related to the school programs to destinations in the United States and/or throughout the world. In these situations, the regulations for the one-day trip are to be observed, plus the following:

- a. Approval  
In addition to the prior approval of the Principal, approval is also required by the Superintendent of Schools. Approval by the Board of Education is required for field trips out of the country. A written proposal is to be submitted to the Superintendent of Schools at least ninety (90) days prior to the departure date for any trip out of the country. Approval is not automatically renewed from one year to the next for these trips.
- b. Objectives and Plans  
The objectives and plans for these trips are to be submitted in advance to the Principal and are to include the rationale for taking the trip, the objectives to be achieved from taking it, and the specific procedures to be followed as outlined previously in these regulations. This information shall be shared with parents.
- c. Attendance  
For regularly scheduled, curriculum related trips which include a class or several classes; no student should be denied the opportunity to participate because of an inability to pay. Consequently, fund raising activities for said trip should take this into account. It is understood that trips of a recreational and/or cultural nature which involve the voluntary participation of a limited number of students are dependent on student funding.
- d. Permission Procedures  
Overnight trips require a signed parent consent form three (3) days in advance of the trip; trips of two or more nights require a signed parent consent form seven (7) days in advance of the trip. Students who have not submitted a signed parent

consent form will remain at school during the days of the trip in a class assigned by the Principal.

e. Costs

The costs for such trips are the responsibility of the group planning the trip. Fund raising activities are recognized and accepted. Other forms of approved funding would-be the assessment of students, contributions by the PTO's, clubs, student government or parents' organizations.

f. Chaperonage

To a large degree the number of chaperones needed is related to the nature of the trip. Certainly, overnight trips require more chaperones and more supervision than day trips. To assure effective supervision, it is required that plans relating to same be submitted in advance to the Principal and that the plan be approved by the Principal prior to the submission of the written proposal to the Superintendent. There will be a minimum of one chaperone for every ten (10) students for overnight trips.

g. Medical

Provisions for a student medical information sheet and medical emergencies must be a part of the proposal submitted.

h. Pupil Behavior

Guidelines for pupil behavior and provisions for contacting parents must be included in the trip proposal submitted. Copies of these forms should be kept available in the office for the duration of the trip.

Regulation Adopted:  
October 7, 1991

Stamford Public Schools  
Stamford, Connecticut

Regulation Amended:  
December 3, 2002

SCHOOL TRIP PERMISSION SLIP

School \_\_\_\_\_

Departure Date \_\_\_\_\_

Return Date \_\_\_\_\_

Mode of Transportation \_\_\_\_\_

Person in Charge \_\_\_\_\_

Contact Person at School \_\_\_\_\_

Phone Number \_\_\_\_\_

Please Return by: \_\_\_\_\_

Return this form to the teacher.

Keep the second copy for your information.

School \_\_\_\_\_

I HEREBY GIVE PERMISSION FOR MY SON, DAUGHTER, WARD \_\_\_\_\_  
TO PARTICIPATE IN THE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

PLEASE INDICATE ANY PARTICULAR MEDICAL PROBLEMS SUCH AS  
MEDICATIONS BEING TAKEN, ALLERGIES, ETC. IN ORDER THAT THE PERSON IN  
CHARGE AND/OR ANY ATTENDING MEDICAL PERSON SHOULD BE AWARE OF:

I give my permission for any medical treatment that may be necessary in case of an emergency.

\_\_\_\_\_  
Signature

STAMFORD PUBLIC SCHOOLS  
STAMFORD, CONNECTICUT

DRIVER'S AFFIDAVIT FOR SCHOOL TRIPS

\*\*\*\*\* PART I - DRIVER INFORMATION \*\*\*\*\*

Driver's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ State of: \_\_\_\_\_  
Driver's Insurance Company: \_\_\_\_\_ Policy No. \_\_\_\_\_  
Vehicle Identification No. \_\_\_\_\_

REGISTRATION INFORMATION: State Registered: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
License Plate No. \_\_\_\_\_

DRIVER'S CERTIFICATION:

I certify that vehicle is currently registered with current insurance required, that the vehicle has a seat belt for each passenger, and is in safe operating order. Furthermore, I certify that I am a licensed driver.

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* PART II - FIELD TRIP INFORMATION \*\*\*\*\*

Destination: \_\_\_\_\_ / \_\_\_\_\_  
CITY STATE

Date of Departure: \_\_\_\_\_ Departure Time: \_\_\_\_\_  
Date of Return: \_\_\_\_\_ Time of Return: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF SCHOOL STAFF MEMBER WHO HAS VERIFIED THE ABOVE INFORMATION

(DRIVER.AFFIDAVIT.TRIPS)  
6/00

RATIONALE: Certification concerning adequate seat belts and safe operating order has been added.

InstructionHomework

The Board endorses homework as an integral part of student learning.

Homework assignments should be designed to:

- Reinforce skills taught in the classroom
- Increase student knowledge
- Develop reasoning
- Promote good study habits
- Enhance the desire to learn
- Be completed within a reasonable amount of time.

Homework assignments should never be used punitively.

Teachers should:

- Be certain that students understand how to do each assignment
- Keep accurate records of all homework assignments and grades
- Be prepared to review all assignments with students, parents and administrators
- Return corrected assignments.

Building administrators should at the beginning of each school year:

- Review this policy with all teachers
- Inform each student's parent(s)/guardian in writing of this policy.

Building administrators should monitor the implementation of this policy.

Policy Adopted:  
September 10, 1963

Stamford Public Schools  
Stamford, Connecticut

Amended:  
February 8, 1977  
September 9, 1986

Readopted:  
July 25, 2000

COMPUTERS: WEB SITES/PAGES:

The Board of Education allows the district and the schools within the district to create and maintain world wide web sites for educational purposes. Web sites are avenues for educating, providing information, communicating and expressing creativity. District and individual school web sites shall be used to share information about school curriculum and instruction, school-authorized activities, and other information relating to our schools and our mission. Web sites shall also provide instructional resources for staff and students.

Materials displayed on web sites are published on the Internet. Therefore, the content should be professional quality and consistent with the education mission of the school system. Web sites created and maintained under the authority of the Stamford Public Schools shall adhere to ethical and professional standards applicable to information and technology as determined by the Board, acting through its Administration. The Board retains the right to control all content of any web site subject to this policy for legitimate pedagogical reasons. Pages shall reflect an understanding that both internal and external audiences will be viewing the information.

Therefore, any pages or links representing the school district shall follow guidelines and responsibilities pertaining to content standards, student records, copyright, and technical standards that are contained in the administrative regulations that accompany this policy. Publishing privileges are provided to students and staff through the web producer authorized by the Public Affairs Officer.

Policy Adopted:  
July 22, 1999

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Amended:  
June 25, 2002

**COMPUTERS: WEB SITES/PAGES:****Subject Matter**

All subject matter on the school district web pages and their links must relate to curriculum and instruction, school-authorized activities, or information about the District or its mission. Staff or student work may be published only as it relates to a class projects, courses, or other school-related activity. Students, staff, or other individuals may not use the district's web pages to provide access to their personal pages on other servers or online services.

**Quality and Pre Approval**

All work must be free of any spelling or grammatical errors. Documents may not contain objectionable material or point directly to objectionable material. Prior to submission to the Public Affairs Officer, all building level material must have pre-approval of the appropriate building principal. All district level material must have pre-approval of the appropriate district administrator, for example, Director of Curriculum for curriculum materials. Determination regarding whether material is objectionable shall be made on a case by case basis by either the appropriate building principal for building level materials or by the appropriate district coordinator for district level materials.

**Privacy and Student Safety Issues**

- Documents shall not include any personally identifiable information regarding students, other than information that has been designated "directory information" by the Board through its Student Records policy (policy #5115), unless prior written consent has been obtained from the parent or guardian or eligible student (18 or older). Published e-mail addresses shall be restricted to those of staff members.
- Student photographs are defined as directory information and may be published on district web site(s) unless student's parent or guardian or eligible student him/herself has objected in writing in accordance with policy #5115 to the use of the student's photograph(s) in a school publication.
- Student work shall not be published without prior written consent of the student and his/her parent or guardian, and a member of the central staff administration.

**Technical Standards:**

Each school web page shall contain a disclaimer statement similar to the following: "We have made every reasonable attempt to insure that our web pages are educationally sound and do not contain links to any questionable material or anything that can be determined in violation of the Acceptable Use Policy." All pages should adhere to the following:

- Conventional length is three standard screens length unless content is suitable for longer.
- Links to commercial sites are prohibited.
- E-mail links are for professional use only.
- All copyright laws must be adhered to. Authors and sources should always be cited.
- Pages should be submitted on a Windows formatted disk, in one folder, and also in hard copy, with the signed pre-approval form included.
- The folder should be entitled: schoolinitials.html (i.e. shs.html)

- The folder for school content pages should be entitled: schoolinitials.content.html
- The folder for school graphics should be entitled: schoolinitialsgraphics.html

**Links:**

The districts' web sites contain links to other sites on the web. The inclusion of such links is governed by the following criteria:

1. Links may be provided to other libraries and municipal web sites for the City of Stamford.
2. Links may be provided to other public educational institutions' sites.
3. Links may be provided to state and federal agencies' sites.
4. Links will not be provided to commercial sites or private individuals.

The Board of Education maintains the sole discretion to select sites for inclusion on the district's web sites, and to remove such links from the district's web sites.

The Board of Education recognizes that link sites may lead individuals to materials that does not further the educational mission of the Stamford Public Schools, and may not be appropriate for all users. While particular sites will be reviewed at the time of inclusion to determine the appropriateness of such inclusion, it is impossible for the Board to monitor and/or control the content of such linked sites. Accordingly, the Board takes no responsibility for materials posted on other sites, even if such materials could be accessed through a link with the Stamford Public Schools' web sites.

**Copyright Issues:**

The Internet has grown to a worldwide computer network with many different types of users with many different purposes for their presence. Copyright issues are often brushed aside or completely ignored. As an educational institution, we should be aware of the necessity of conforming to all laws, regardless of how they may be perceived on the Internet. The guidelines stated herein are for our own protection and for teaching by example those principles we wish to instill within our students.

Regulation Adopted:  
June 22, 1999

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Amended:  
June 25, 2002

**Instruction**

**DAMAGED OR LOST INSTRUCTIONAL MATERIALS**

The Principal, or his/her designee, shall enforce the Board's policy on Damaged or Lost Instructional Materials by the following procedure:

1. A student shall be charged for the replacement of lost or destroyed instructional material or textbook at the current price.
2. Reimbursement for lost or damaged books:
  1. Textbooks – lost or destroyed during:
    - A. First year of use – full current replacement cost.
    - B. Second year of use – seventy-five percent current replacement cost.
    - C. Third year of use- fifty percent current replacement cost.
    - D. Fourth year of use – twenty-five percent current replacement cost.
    - E. Beyond fourth year – flat fee determined by the Principal.
  2. Paperbacks – lost or destroyed during:
    - A. First year of use – full current replacement cost.
    - B. Second year of use – fifty percent of current replacement cost.
    - C. Third year and beyond – flat fee determined by the Principal.
  3. Library Books
    - A. Bound Materials – lost or destroyed during:
      - (1) First through sixth year of circulation – full current replacement cost.
      - (2) Beyond seventh year of circulation – fifty percent of current replacement cost.
    - B. Paperbacks – lost or destroyed during:
      - (1) First year of use – full current replacement cost.
      - (2) Beyond second year of use – fifty percent current replacement cost.

3. Money collected will be recorded in a ledger, kept for that purpose, and deposited in the school special account.
4. Books or instructional material and equipment will be purchased annually from money in that account to replace books, instructional material and equipment.
5. The Superintendent, or his/her designee, will be notified in June of money collected and expended during that school year and any remaining balance will be returned to the finance department before June 30<sup>th</sup>.

Legal Reference: Connecticut General Statutes  
10-221 (c) Board of education to prescribe rules, policies and procedures.  
10-222a Boards to have use of funds derived from repayment for school material.

Policy Approved:  
December 5, 2006

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

The Board of Education delegates to the professional personnel of the Stamford Public Schools authority for selection of learning resources. All types of materials for school use shall be recommended for purchases by the professional personnel of the schools. Consultation shall take place with the administration, consultative staff, faculty, and when appropriate with students.

All instructional materials selected shall support stated objectives of school media programs, be consistent with stated Principles for Selection and meet stated specific selection criteria. Gifts to the schools may be accepted only with the understanding that the disposition of such gifts becomes the prerogative of the professional staff.

PRINCIPLES OF SELECTION  
FOR INSTRUCTIONAL MATERIALS OTHER THAN TEXTBOOKS

The Stamford Board of Education and its professional staff endorse and accept the principles incorporated in the School Library Bill of Rights of the American Association of School Libraries which asserts the following responsibilities:

1. to provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning patterns and maturity levels of the pupils served
2. to provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. to provide a background of information which will enable pupils to make intelligent judgments in their daily life
4. to provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media
5. to provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage
6. to place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for users

Given the responsibility for the well-being of all students, however, the Board of Education and the Administration reserve the right to limit access or remove identified materials from the school libraries or other repositories when there is a legitimate pedagogical reason for doing so.

Policy adopted:  
May 14, 1974

Stamford Public Schools  
Stamford, Connecticut

Policy Amended:  
July 25, 2000

## Selection of Instructional Materials Other Than Textbooks

### Race, Religion, Sex, National Origin

Instructional material should be free of any adverse reflection on the dignity of the individual because of race, religion, sex, or national origin.

### Propaganda

Material that is clearly in the nature of propaganda for any political organization or special interest group should be identified clearly in an appropriate manner by the professional staff. It may be used, at the discretion of the classroom teacher, in classes that study propaganda analysis, or to refute the arguments of groups antagonistic to American ideals.

### Gifts

Many schools receive as gifts various kinds of instructional material from individuals and organizations. These gifts should be accepted for use only if, upon examination by the professional staff, they meet the standards described in policy under "Principles of Selection."

### Advertising Matter

It is desirable that the initiative for obtaining such material come from the school. However, the material, whether acquired by solicitation or not, must be examined in light of the Principles of Selection. Although such material containing advertising may meet the standards of selection, the advertising feature should not be blatant.

### Adult Books for Young People

A large body of literature, classical and current, fiction and non-fiction, is intended for adult readings. Much of this can be used to advantage in middle and high schools. It should measure up to the "Principles of Selection."

### Family Living and Health Education

While pupils should have free access to materials in the area of sex and health education these should be chosen with care.

## Appeals

Should a parent, student or other interested party request review of instructional materials other than textbooks, he/she shall address such request to the building principal. Should the party requesting review not be satisfied with the response of the building principal or his/her designee, the requesting party may appeal to the Superintendent. The decision of the Superintendent or his/her designee shall be final.

Policy Adopted:  
May 14, 1974

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Policy Amended:  
July 25, 2000

InstructionAlternatives to Dissection

Dissection is one of many instructional methods used in life science courses.

Students may request alternatives to dissection. Alternatives include such materials as videos, computer programs, films, filmstrips, models, transparencies, charts, diagrams, dissecting microscopes and textbook overlays.

If alternatives to dissection are requested, teacher assistance will be available at all times, and no grades may be adversely affected because alternatives are requested.

Policy Adopted:  
April 21, 1992

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Policy Amended:  
July 25, 2000

Alternatives to Dissection

- 1) A copy of the POLICY ON ALTERNATIVES TO DISSECTION will be posted in every middle and high school science room.
- 2) High School Department chairpersons and Middle School Principals will review the POLICY ON ALTERNATIVES TO DISSECTION annually, at the start of each school year, with teachers of science.
- 3) The POLICY ON ALTERNATIVES TO DISSECTION will appear in the "Program of Studies" in the Science Program section.
- 4) The absolute right of the student to request and receive permission to pursue an alternative to dissection is affirmed, but it is the intent of the Board of Education that the alternative method chosen be equal in rigor and evaluation to regular classroom dissection.

Regulation Adopted:  
June 16, 1992

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Regulation Readopted:  
July 25, 2000

Physical Education

All pupils shall participate in the required Physical Education program unless a valid medical excuse is presented to the school nurse.

Temporary excuses must be approved by the nurse and the principal.

Permanent excuses must be approved by the school medical advisor.

Policy Adopted:  
September 10, 1963

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Amended:  
February 8, 1977

Policy Amended:  
July 25, 2000

Health

The school medical advisor shall take action as necessary for safeguarding the health of pupils, teachers, and other personnel of the schools.

The school medical advisor shall on request confer with principals, teachers, or other health agencies concerning special health programs.

Policy Adopted:  
September 10, 1963

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Policy Amended:  
July 25, 2000

YOUTH SUICIDE PREVENTION AND INTERVENTION

The Stamford Public Schools are concerned about youth suicide. In response to that concern, and in accordance with state law, it shall be the policy of the Stamford Public Schools to establish programs and procedures regarding youth-suicide prevention and intervention for schoolteachers, administrators, pupil personnel staff, and students. The purpose of the programs will be to heighten the awareness of staff and students about the signs of suicide contemplation, the risk factors associated with suicide attempts, and the community resources that are available for student referral. The Board recognizes, however, that suicide is a complex problem, and that the programs established are neither expected nor intended to develop staff expertise in clinical assessment or providing *in-depth* suicide prevention counseling.

Policy Adopted:  
September 14, 1993

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Policy Readopted:  
July 25, 2000

PROCEDURES FOR SUICIDE PREVENTION AND INTERVENTIONPrevention:

1. The Stamford Public Schools, through its administration, will identify social service agencies, mental health clinics, and other community resources that have expertise in youth suicide prevention, for the purpose of developing education and referral sources.
2. In-service program will be developed for teachers, administrators, and pupil personnel staff to enhance their ability to recognize those students who may be contemplating suicide. Training will include: information about factors that increase a student's risk for suicide; recognition of the behavioral signs that indicate suicidal tendencies; information on community resources available for students who may need assistance; and information regarding school procedures for handling a suicidal student.
3. Pupil personnel staff resources are available both for students at risk of suicide themselves, and for all students subsequent to a suicide attempt by one of their peers.

Intervention:

If any member of the teaching, pupil personnel, or administrative staff is confronted by a student who exhibits suicidal tendencies or who makes a statement of suicidal intention, the following procedures must be followed:

1. The principal or designee must be advised immediately. The principal or designee will notify the school nurse and the pupil personnel staff (a counselor, school psychologist, or school social worker), who will immediately meet with the student.
2. The student will be brought to the school nurse's office, pupil personnel staff or the school office. Under no circumstances is the student to be left alone.
3. The student's parent(s)/guardian(s) will be notified.
4. The student's parent (s)/guardian(s) will be referred to a local physician or community agency for emergency intervention and counseling.
5. The parent (s)/guardian(s) will be asked to pick the student up from school. The student will not be allowed to go home alone.
6. The principal or designee will be responsible for following up with the student's parent(s)/guardian(s) to ensure that professional intervention has occurred.
7. The student will be monitored by pupil personnel staff to assess whether or not the threat of suicide continues. Appropriate personnel will maintain contact with the outside agency that is treating the student to support the treatment program.

8. If school staff has reason to believe that the student continues to have suicidal tendencies and no follow-up treatment has been secured by the student's parent(s)/guardian(s), the principal or pupil personnel staff designee will inform the parent (s) /guardian (s) that their failure to secure professional intervention may constitute emotional neglect, and a referral will be made to the Department of Children and Youth Services.
9. In the event any employee becomes aware that a student has attempted suicide and may be in imminent danger, the principal or designee and school nurse are to be notified immediately.
10. If the principal or designee and school nurse determine that the student's medical or emotional condition (with pupil personnel staff consultation as appropriate) requires hospitalization as a result of the suicide attempt, the parent(s)/guardian(s) will be contacted and the student will be transported immediately to an area hospital for medical treatment.
11. The student and his/her parent(s)/guardian(s) will be referred to a local physician or community agency for ongoing counseling.

#### Response To A Suicidal Event

1. Each school will establish a crisis team, composed of administrators, teachers, and pupil personnel staff, to deal with an instance of student suicide. Procedures to provide counseling services for all students wishing such support are to be established in the school.
2. The director of pupil personnel or his/her designee will coordinate the assignment of staff counselors to schools as necessary and arrange for the presence of community-based personnel as required.
3. Phone numbers of school or agency suicide-prevention resources to use in non-school hours should be made available to all students who need or request them.

Regulation Adopted:  
September 14, 1993

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Regulation Amended:  
July 25, 2000

InstructionSunday Interscholastic Sports

Sunday play of postponed regular season games is permitted in accordance with the following:

1. The postponement must be due to severely adverse weather conditions.
2. The two competing schools must agree to Sunday play of a postponed game.
3. No Sunday game may start before 1:30 p.m.

Policy Adopted:  
January 13, 1967

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Policy Readopted:  
July 25, 2000

InstructionFamily Living. Sex Education. and Personal Safety

The Board supports a program of family living, sex education, and personal safety at each grade level and encourages active parental involvement in this effort. The school system seeks to support parents to help their children develop good decision-making skills. A primary goal is to help students develop a positive self-image that will lead to social and sexual behavior which is self-respecting and non-exploitative. This policy respects parental choice. Parents may request that students be excused from participation in accordance with state law.

Policy Adopted:  
January 13, 1967

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Policy Readopted:  
July 25, 2000

Instruction

Parent-Teacher Communication

The Board of Education believes that parents should be knowledgeable about the education that the school district provides to enrolled students. This Board believes that parents are most knowledgeable when they have regular communication with teachers. Therefore, it is the policy of the Board of Education to encourage parent-teacher communication. The Superintendent or his/her designee shall be responsible for developing procedures in furtherance of this policy.

Policy Adopted:  
July 25, 2000

Instruction

Instruction on Acquired Immune Deficiency Syndrome (AIDS)

In accordance with the provisions of Section 10-19(b) of the Connecticut General Statutes, it is the policy of the Board of Education to provide, during the regular school day, planned, ongoing and systematic instruction on Acquired Immune Deficiency Syndrome (AIDS). The Superintendent of Schools shall develop procedures concerning the exemption of pupils from such instruction upon the written request of the pupil's parent or guardian.

Policy Adopted:  
July 25, 2000

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