

BROAD BROOK ELEMENTARY SCHOOL

SCHOOL – STUDENT – PARENT HANDBOOK

SCHOOL YEAR 2008 - 2009

**“Education is not a preparation for life;
education is life itself.”**

John Dewey

Reaching the potential in all of us

Mission Statement

The East Windsor Public Schools provide a climate that inspires the school community to achieve their full potential through continuous improvement, mutual trust and respect. A rigorous curriculum taught by outstanding educators motivates students to acquire fundamental, critical thinking, and problem solving skills necessary to become life-long learners and productive members of a global and diverse society.

**BROAD BROOK ELEMENTARY SCHOOL STAFF
2008 - 09**

Jeanne McCarroll
Laura Foxx
Arlene Michaud
Denise Zaikarite
Carolyn Raymo
Patricia Zeruk
Judy Destro R.N.
Laurie Sassi L.P.N.

- Elementary School Principal
- Assistant Principal
- Secretary
- Clerk
- Office Aide
- Special Education Clerical Aide
- School Nurse
- School Nurse

Pre-K

New Teacher
New Teacher

Kindergarten

Julie Berry
New Teacher
New Teacher
Stacey Willey

Reading Teacher

New Teacher

Grade 1

Joelle Burgess
Laurie Felber
Marsha Francis
Lynn Greer
Amy Lupoli
Michelle Wylie

Grade 3

William Boyle
Kelly Gaskell
Linda Lanz
Tracy Mercier
Sandra Schwartz
Kathy Senecal

Grade 2

Colleen Bava
Pamela Babut
Erin Edwards
Deborah Goldstein
Jennifer Knisley
Alissa Vanderhoof

Grade 4

Florence Cohen
Tracy Faber
Kathryn LaPorte
Angela Majowicz
Amy Wyse

Specials

Gail Rusiecki - Art
Jamie Henkin - Music
Elissa Daniele - P.E.
Richard Shonty - Band
Mary Helen Smith - Health

Special Education

Nancy Crand - Teacher
Angel Kennedy - Teacher
Denise LaPre - Psychologist
Rebecca Kwasnik - Speech
Tricia Meltser - Speech
Susan Moriarty - Physical Therapist
Laurie Zimmerman - Occupational Therapist

Tutors

Helen Civale
Carol Croft
Elizabeth Evans
Christine Falce
Gretchen Goyette
Elyse Spielberg
Celinda VanVoorhis
Collette Sroka

- Reading/Lang. Arts & Math
- Reading/Lang. Arts
- Reading/Lang. Arts
- Reading/Lang. Arts
- Reading/Lang. Arts
- Reading/Lang. Arts
- Reading/Lang. Arts
- Math

Aides

Brenda Ramsay	- Media Center
Denise Bates	- Special Education
Robert Crand	- Special Education
Nancy Demirigian	- Special Education
Kathleen Eastwood	- Special Education
Theresa Kowalski	- Special Education
Ann Lemieux	- Special Education
Beverly Parker	- Special Education
Colleen Roy	- Special Education
Gretchen Slack	- Special Education
Debora Tyler	- Special Education

Sue Downey	- Kindergarten
Eleanor Hamilton	- Kindergarten
Christine Malo	- Pre-Kindergarten/Kindergarten
Marianne Morgan	- Pre-Kindergarten

Computer Technician

Library Associate

Cathy Mosher

Marion Friedrich

Birth to School Program

Mary Jane Pych	- Director
Noreen Farmer	- Clerk
New Teacher	- Head Teacher

Birth to School Program – Childcare and Teacher Assistants

For list of childcare staff please contact the Director

Cafeteria

Pierrette Kokofsky	- Manager
Leslie Bolella	
Kenlyn Streiber	
Dawn Ward	

Custodians

James Bendak	- Head Custodian
Daniel Bates	
Stuart Clemson	

Fall 2008

Dear Parents,

On behalf of the staff, I would like to welcome your family to Broad Brook Elementary School. This coming school year promises to be an exciting, productive, and very busy year. We will continue to foster a school climate of respect and caring. The Responsive Classroom, an approach to teaching and learning that fosters safe, challenging and joyful classrooms and schools will be part of our school culture.

Last year, as a school, we conducted our first Constitutional Convention to create our school Constitution. Representatives from every classroom used "Hopes and Dreams" and classroom rules to craft the Constitution as follows:

The Broad Brook School Preamble and Constitution

We, the students of Broad Brook School, in order to form a more perfect school create fairness, insure peace, and promote the general happiness and safety to ourselves and future students do proclaim and establish this constitution for the Broad Brook School:

1. Always do your best and help each other to learn.
2. Cooperate and be honest with others.
3. Take care of ourselves and others on the inside and the outside.
4. Take care of our classroom and the school.

The agreement of the representatives of students from Grades Pre-Kindergarten to Grade 4 shall be sufficient for the establishment of this Constitution.

Therepresentatives of all classrooms present this constitution for the Broad Brook School on September 27, 2007.

The staff and I encourage parents to form a partnership with us and to become actively involved in your children's education. Research has shown that when a member of a child's family takes part in his/her school life in a positive manner, self-esteem soars. Positive participation send a message to your children that school is important and the family endorses their work. The way children feel about themselves and their sense of competence in learning impacts every activity. Opportunities for family involvement are outlined beginning on Page 13 of this handbook. Please make sure to return your Parent Volunteer Survey, which is included at the end of our handbook, by the end of September. The East Windsor Public School reaches out to all parents and community members to work together with us to build a strong foundation for our children's future educational experiences. With your interest, involvement and cooperation we look forward to a happy and productive school year.

After reviewing this Handbook with your child, please sign and return the blue forms provided on the last five pages.

Sincerely,

Jeanne McCarroll, Principal

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**STUDENT SCHOOL SCHEDULES
2008 - 09**

A.

Regular School Days

	<u>Starting Time</u>	<u>Dismissal</u>
East Windsor High School	7:30 a.m.	2:05 p.m.
East Windsor Middle School	8:10 a.m.	2:45 p.m.
Broad Brook Elementary School	9:05 a.m.	3:40 p.m.
A.M. Pre-K and Kindergarten	9:05 a.m.	11:55 a.m.
P.M. Pre-K and Kindergarten	12:50 p.m.	3:40 p.m.

B.

Scheduled Half Days

	<u>Starting Time</u>	<u>Dismissal</u>
East Windsor High School	7:30 a.m.	12:00 p.m.
East Windsor Middle School	8:10 a.m.	12:45 p.m.
Broad Brook Elementary School	9:05 a.m.	1:30 p.m.
A.M. Pre-K and Kindergarten	9:05 a.m.	11:15 a.m.
P.M. Pre-K and Kindergarten	11:15 a.m.	1:30 p.m.

One Hour and Two Hour Delays

	<u>One Hour</u>	<u>Two Hours</u>
East Windsor High School	8:30 a.m.	9:30 a.m.
East Windsor Middle School	9:10 a.m.	10:10 a.m.
Broad Brook Elementary School	10:05 a.m.	11:05 a.m.
A.M. Pre-K and Kindergarten	10:05 a.m.	NONE
P.M. Pre-K and Kindergarten	12:50 p.m.	12:50 p.m.

EMERGENCY EARLY DISMISSAL – Dismissed in the following order:

- 1. Senior High School**
- 2. East Windsor Middle School**
- 3. Broad Brook School**

1.

C. EMERGENCY SCHOOL CLOSING, LATE OPENINGS, AND EARLY DISMISSAL

If it should be necessary to close school or open late for any reason (the most common being extreme weather), a no-school or late opening announcement will be made over area radio stations between 6:15 A.M. and 8:00 A.M. Students and parents should listen for such announcements on stations WTIC - FM 96.5, WTIC – AM 1080, WDRC – AM 1360 or FM 102.9, WKSS – FM 95.7, WHYN – AM 560 or WFSB (TV 3) and WVIT (TV 30) and are requested not to call the school, radio station or television stations. If there is no announcement of the closing of schools or late opening in East Windsor, it means school will be in session for a normal school day.

Should it be necessary to close school early once classes have started, announcement will be made over the same radio and television stations. Information and authorization from parents must be on record if parents want their children to change buses on days of early dismissal. In any event, parents are responsible for children upon school dismissal and transportation to designated areas.

If in doubt, please call the main ParentLink line at 623-6071 or check the website at www.eastwindsorschool.org.

D. Children should not arrive at school before 8:50 A.M. as supervision is not available before that time.

ATTENDANCE POLICIES/PRACTICES

A. Introduction

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

Students in the East Windsor Public Schools, by Connecticut State Statute, are required to attend school regularly during the hours and days the public school is in session. State Board of Education Definition of being "in attendance." A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

It is the intent and purpose of the Board of Education to develop and foster the maximum potential in each and every student.

B. Procedures

1. Parents or guardians shall notify the school by telephone when their child will be absent. Such notification is to include the day(s) of absence and the reason for it. Calls should be made to the ParentLink number **(623-6071 - Box #205)** which is available for use 24 hours per day. For parents who do not have a touch tone telephone, call the school office (623-2433) between 8:30 and 9:30 a.m.
- 2.. Parents/guardians are required to furnish the school with home, work or other emergency telephone number(s) where they can be contacted during the school day. (This has already been done if current Emergency Information Cards kept at school for each child are valid.) Please update this information as soon as possible if it changes during the school year.

C. Absences

It is our belief that successful performance in school is closely related to regular attendance. When a student is absent, he/she misses the important interaction that occurs in the classroom. For that reason, the East Windsor Public Schools establishes the following procedures and regulations, which are aimed at the prevention and evaluation of absences for unexcused reasons.

1. **Excused Absences**

- a. Personal illness verified by the school nurse or physician; Nurse verification includes: being sent home by school nurse, or communication from the physician.
- b. Emergency family situation;
- c. Observance of recognized religious holidays when the observance is required during the regular school day;
- d. Appointments (legal or health related) that cannot be made outside of regular school hours;

3.

- e. School sponsored activities;
- f. Other situations that are approved by the building administrators.

When a student is out of school or class because of an excused absence, appropriate provisions will be made by school personnel regarding make up of missed assignments, homework, tests and other class activities missed according to the provisions of our Homework Policy. (Please see pages 18 – 20).

2. **Unexcused Absences**

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

D. Dismissals

1. **Dismissal Request by Parents, Other or Outside Agencies**

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

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

In an effort to reduce the interruptions to instruction of all students at Broad Brook School, we record the number of early dismissals on your child's report card.

2. **Dismissals Initiated by School Authorities**

a. Dismissal Because of Sickness of Students

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

If parents can be reached by telephone, they should be notified of the child's condition and inform the school when they will pick up the student. If no contact can be made with the home or the parent, arrangements should be made with one of the emergency contacts where there is a responsible person.

4.

b. Emergency Request for Dismissal

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

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

c. Dismissal for Doctor or Dentist Appointment

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

d. Dismissal for Music, Dance and Other Private Lessons

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

e. Dismissal to Attend Religious Activities

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

f. Students Leaving Grounds

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

g. Excuse from Physical Education

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

E. Truancy

Introduction and Definitions

The District's policy on student truancy shall stress prevention rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted.

“Truant” shall mean a child age five to eighteen, inclusive who has four unexcused absences in any one month, or ten unexcused absences in one school year.

5.

Prevention of Truancy

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

1. Notify parents annually of their obligation under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
3. Establish a system to monitor student attendance.
4. Make a reasonable effort to notify parents or other persons having control of the child when a child does not arrive at school and there has been no previous indication that indicates parents are aware of the absence. (Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)
5. Identify a student as “truant” when the student accumulates four unexcused absences in any month or ten in a school year.
6. Arrange for appropriate school staff to meet with parents of a child identified as truant, to review and evaluate the situation, within ten days of such designation.

Students so identified may be subject to the following:

- a. retention in the same grade to acquire necessary skills for promotion.
 - b. a requirement to complete a summer school program successfully before being promoted to the next grade.
7. Prior to a written complaint to Superior Court a referral will be made to the PPT to determine whether or not an educational evaluation is appropriate.
 8. File a written complaint with the Superior Court alleging that the acts or omissions of a child identified as “truant” are such that the student’s family is a “family with service needs”, if the parent or other person having control of the child fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the child’s truancy problem.

Policy adopted: January 16, 2001

EAST WINDSOR PUBLIC SCHOOL
East Windsor, Connecticut

7.

Instruction

Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students, including all applicable Title programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

Migrant Education Program for Parent(s)/Guardian(s) Involvement

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children

Legal Reference: No Child Left Behind Act of 2001, 1301 et seq., 20 U.S.C 6391 et seq., 34 C.F.R. 200.40 – 200.45.

Policy adopted: June 26, 2003

EAST WINDSOR PUBLIC SCHOOLS
East Windsor, CT

STUDENT SAFETY-SECURITY

The following required procedures are necessary and important for the safety of children attending Broad Brook School. Parents and other involved adults are strongly urged to become familiar with these procedures and to adhere to them at all times. School personnel and the school system can not be held responsible for the safety and security of children under our charge in instances where parents or other adults do not follow required procedures.

A. WRITTEN NOTES - PARENTS

Written correspondence with the school is requested in order to provide clear communication regarding any interruption of the daily or weekly schedule. It is expected that students will participate in all regularly scheduled activities of the school day. Changes will be considered if a written request is received from parents by 9:30 A.M. the day for the request.

B. BUS TRANSPORTATION - DROP-OFF OF CHILDREN

Parents or their designees should meet the bus when children are dropped off. There is **no parking in the front circle** as this is a fire lane.

C. CHANGES IN STUDENT TRANSPORTATION

Children are not allowed to change bus assignments to or from school without prior authorization from the school office. A written request, signed and dated by parents, is required for any change in a child's regular bus assignment. Space permitting on buses, such requests will be honored when received at the school office by 9:30 A.M. Three days written notice is necessary for any permanent bus changes.

DAYCARE CENTER OR PROVIDER TRANSPORTATION

The Board of Education may provide transportation to and from licensed daycare centers or provider in lieu of accommodating students at their residences. Daycare centers or providers which are located along established bus routes will be accommodated under the following conditions:

- a. The daycare center or provider must be located within the Town of East Windsor.
- b. There must be only one pick up location and one drop off location.
- c. Transportation provided to a daycare center or provider is solely at the discretion and convenience of the Board of Education. In no case shall a bus route be extended to accommodate a daycare center.
- d. Unlicensed daycare providers or "baby sitters" will receive no special accommodation for transportation beyond that which would be provided to the residence of currently enrolled students.
- e. Special circumstances must be approved by the Superintendent of his/her designee.

APPEAL

Any parent, guardian, or adult student who is aggrieved by a decision of administrative personnel regarding student transportation shall be entitled to a hearing before the Board of Education and made aware of their right to request a state hearing in accordance with Section 10-186 of the Connecticut General Statutes.

Legal Reference: Connecticut General Statutes
 10-186 Duties of local and regional boards of education
 10-220 Duties of boards of education
 14-275 Equipment and color of school buses

Children are not allowed to ride bikes to school or walk to school without written permission from parents or guardians.

D. DRIVING CHILDREN TO SCHOOL

1. Do not drop off children and allow them to enter the building alone.
2. When children are taken to school they must be walked into the building and signed in at the office by a parent or another adult.

E. TARDINESS TO SCHOOL

1. Students late to school are expected to have a written excuse signed by a parent or guardian.
2. When students are late to school, they must report to the office with parents and sign in before reporting to class.

F. PICK-UP OF CHILDREN - EARLY DISMISSAL

Parents are urged to schedule medical and other types of appointments during after school hours. Early dismissal of children results in interruptions of classes and loss of learning time. Dismissal requests for private lessons such as music, dancing or arts shall not be honored.

If an early dismissal of a child is unavoidable the following procedure is to be followed:

1. The parent/guardian must send in a signed written note stating the necessary dismissal time and person who will pick up the child. This note must be received at the school office by 9:30A.M.
2. A parent or other authorized person must come to the school office and sign out children.
3. Children will then be called to the school office. Please do not go directly to classrooms for children.

G. EMERGENCY INFORMATION CARDS

It is extremely important, and the responsibility of parents, to maintain accurate and updated information cards for each child enrolled in school. Such information is essential to facilitate rapid contact with parents, doctors, or others in cases of emergency.

H. VIDEO SURVEILLANCE

The Board Policy #5131.111 authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment, including buses. Video cameras may be used. The main entrance is monitored by video surveillance. Video tapes are maintained for three days. District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property. Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record and maintenance retention.

I. PHOTOS AND VIDEOS

From time to time various school activities may be photographed or video taped. These pictures may make their way into a local newspaper or cable access channels. We assume your permission to have your child photographed for this purpose is granted unless we hear from you. (See forms at end of handbook)

J. BUILDING SECURITY

In order to provide a safe and secure environment for student all entrances are locked during school hours. All visitors must enter through the main entrance on Rye Street. Visitors can alert the staff of their presence by pressing the white doorbell to the right of the front doors. The office staff will welcome the visitor and ask him/her to state his/her purpose. If the visitor has reason to be in the building he/she will be allowed to enter the building. The visitor will need to report to the main office to sign in.

K. ELECTRONIC DEVICES

Students are not allowed to possess or use paging devices, beepers, laser pointers, or cellular or portable phones inside of any East Windsor Public Schools during the regular school day or before the school day begins. These electronic devices disrupt and interfere with the educational process during the academic day. The following describes the limitation of these devices on school property:

1. Paging Devices and Laser Pointers: Paging devices (including beepers) and laser pointers and attachments, unless under teacher supervision and with prior teacher permission for instructional purposes. A "paging device" is defined as a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Laser pointers and attachments used or possessed without teacher supervision or without prior teacher

permission for instructional purposes will be confiscated and returned only to a parent or guardian.

11.

2. Cell Phones: The use of cell phones (of any type including any personal communication device which has the capability to take photographs of any kind or has the capability of text-messaging) or two-way communication devices during the academic day disrupts and interferes with the educational process and will not be allowed. Students will be subject to disciplinary procedures and confiscation of the device if it is either visible and/or used or if it is "on" during regular school hours. Parents/Guardians, upon appearing at school, will be given the confiscated devices (according to the school's code of conduct).
3. Students are not allowed to use, wear or carry cellular telephones, communication beepers, other electronic communication devices, including all "look a-likes," at school during the regular school day. Any student found in violation of this policy shall be subject to disciplinary action up to and including suspension.
4. If a parent requests that his/her son or daughter be allowed to possess a cell phone or paging device, then the following must be adhered to:
 - a. The parent/guardian must obtain a "cell phone/paging device permission form" which may be obtained from the main office of the school.
 - b. The form must be signed by the parent/guardian, the student and by the principal.
 - c. The student and parent must agree to adhere to all rules stated on the cell phone/paging device permission form.
 - d. If there are any violations to the cell phone and/or paging device permission form, the student will immediately lose the privilege of possessing a cell phone and/or a paging device in school.
5. A staff member who discovers a student in possession of a laser pointer, a beeper, a paging device or a cellular telephone or any other electronic communication devices during the regular school day shall report the violation to a school administrator who shall confiscate the device and contact the parent/guardian. Repeated violation of this policy shall result in confiscation of the device and its forfeiture to the District.
6. Students violating this policy shall be subject to disciplinary action, up to and including suspension and/or expulsion.
7. Student visitors to the schools will not be permitted to carry or possess a cell phone or paging device or any other electronic communication device.
8. The administration shall implement and enforce this policy at the building level.
9. A "portable telephone" is defined as a cellular phone or comparable communication device that is not connected to a standard telephone outlet or permanent connector.

Board Policy 5131.81

Policy Adopted: June 16, 2005

HOME-SCHOOL COMMUNICATIONS

Communication between parent and school personnel is an essential element in the educational process. Of prime importance is consistent communication between parent and teacher which includes conferences, letters or notes, telephone and school visitations.

Questions or concerns pertaining to student-teacher matters or classroom situations should first be addressed to classroom teachers. The school principal and other school personnel are also available for communication with parents.

A. EAST WINDSOR PARENT INVOLVEMENT POLICY

Families play an important role in their children's success in schools. Effective schools are a result of families and educators working together.

The goal of the East Windsor Elementary Schools is to promote a parent-school partnership by providing parents with information about school programs and activities and encouraging family participation in their child's education both at home and at school. The following programs, policies and communication channels have been created to implement this goal.

BIRTH TO SCHOOL FAMILY RESOURCE CENTER

The Birth To School Program is designed to reach out to infants, toddlers and preschool children and their parents and to assist parents of school age children. The goal is to ensure that children come to school healthy and ready to learn and grow socially, emotionally and intellectually.

The Family Resource Center offers a multiplicity of resources for information and education, such as child development classes for parents and home day care providers, Baby Talk (0-24months), Play groups, Arts and Crafts, Movement to Music, Birthday Parties, Children's Group,(Caregivers) and presentations by professional speakers. These resources all provide opportunities for parent growth and development, peer interaction for both parents and children and interaction between parent and child.

Brochures as well as a lending library of books, audio and video tapes are available in the Family Resource Center Room 2.

An extensive community outreach program has been established. Information is disseminated in a variety of ways. Two Parent Educators provide home visits to families with young children, birth to age 5. Initial contact is made to these families by giving out "Welcome Baby Baskets". Bi-monthly newsletters calendar of events, write-ups, school bulletins and local newspapers all serve to publicize the program. East Windsor high school students enrolled in Child Development classes have opportunities during the school year to spend time in the pre-school classes. The before and after school program has continued communication with parents.

13.

COMMUNICATION

Schools communicate with parents on a regular basis about school policies and rules, student progress, homework assignments, suggested school - home activities, school activities and parent informational meetings.

A number of communication channels have been created to keep parents informed. These include weekly bulletins, Birth to School Newsletters, ParentLink, parent - teacher conferences, progress reports and report cards, Student - Parent Handbooks, The East Windsor Educational Quarterly which is distributed to all households and East Windsor Public Schools Website.

PARENT INFORMATIONAL PROGRAMS

These programs inform parents about the objectives and content of the curricula and offer suggestions as to how parents can help their children at home.

Open Houses and orientation for Kindergarten and the Early Intervention Reading Program are held in the fall. Kindergarten orientation is held in the spring. Information programs are continued throughout the school year. Some examples follow below:

1. Title One Programs: EIRP Parent Orientation and observations.
2. Joint programs with the PTO
 - a. To present information about academic programs and materials, test objectives and results.
 - b. To encourage family reading.
 - c. To discuss issues with school administrators and Board of Education members.
 - d. To present other pertinent parent-selected information.
3. Art exhibits and music programs, and Authors' Day
4. Classroom programs for families
5. Budget Information Meetings
6. CMT information night

PARENT PARTICIPATION

Parents are invited and encouraged to visit classes, to complete a volunteer interest inventory, to volunteer in the schools, to serve on committees and advisory boards, to complete surveys, to attend school events, and to participate in family homework activities.

Participation in these activities enables families to be informed about their children's education and provides them with opportunities to make suggestions and recommendations for enhancing the educational system.

B. PARENTLINK

ParentLink is a computerized “voice mail” system that is available to all parents who have a touch tone telephone. ParentLink is designed to enhance student performance through improved home/school communication. Just call one of the numbers shown below, follow the directions provided on the telephone and enter the ParentLink number of the teacher you wish to contact. You may leave a message for teachers or other staff members.

Through regular use of ParentLink, teachers will keep parents informed about such things as classroom assignments, homework, and other school matters.

ParentLink Numbers

* 623-6071 - 24 hours each day

* 623-3361 - 4:30 pm to 6:45 am - - - - - * 623-4426 - 5:00 pm to 6:45 am

For specific information use the following boxes after dialing the Parentlink Number.

- * Principal - - - - - #1070
- * Assistant Principal - - - - - #1309
- * Reporting student absences - - - - - #205
- * Bus Concerns - - - - - #210
- * School Bulletin - - - - - #200

C. PARENT VOLUNTEERS

Broad Brook School believes that parents are an important part of the school community. We invite all parents to visit the school. Parents and other townspeople are urged to offer their assistance through the volunteer program. The quality of education for children can be enhanced if you devote a small amount of time to a variety of services. A volunteer form can be found at the back of this handbook on page 52..

D. SCHOOL / CLASSROOM VISITATIONS

Parents and other members of the community are encouraged to visit school during National Education Week in November and other appropriate times during the school year. Such visits emphasize the value and importance of education for one’s children.

For the safety of our children all visitors are required to register in the school office upon entering the building. An identification pass will be issued for visits in the building.

Parental visits should be beneficial to children, parents and teachers. Therefore, except during “visitation programs,” parents should call the school office to schedule an appropriate time for a school or classroom visit. Classroom observations should not interrupt the teaching-learning process and are not desirable times for conferences or extended talks with teachers.

15.

HOME - SCHOOL COMPACT OF THE EAST WINDSOR PUBLIC SCHOOLS

The East Windsor Public Schools agree to fulfill these responsibilities:

1. To provide an environment that is conducive to learning and promotes students' health, safety and rights.
2. To provide highly qualified staff.
3. To provide high - quality curriculum and instruction that prepares students to be productive, informed and responsible members of society.
4. To communicate on a regular basis with the family to gather/provide information.
 - a. Weekly bulletins and Birth to School Newsletters
 - b. ParentLink
 - c. Personal notes and phone calls as needed
 - d. Progress reports and report cards
 - e. Parent Information Nights
 - f. Parent - teacher conferences
 - g. Opportunities to be involved in school/classroom activities
 - h. Home / School activities
 - i. Student Parent Handbooks
 - j. Parent surveys
 - k. PTO membership/monthly meetings
 - l. East Windsor Public School Website (www.ewindsorpublicschools.org)
 - m. District and building based volunteer recognition
5. To invite and encourage families to volunteer in the schools, serve on committees and advisory boards and to participate in school programs and events.
6. To provide information and opportunities for families to participate in learning activities at home, throughout the school year and during the summer.
7. To serve as a resource for the information, skills and support needed by families to assist them in promoting the growth and development of their children.

East Windsor families agree to fulfill these responsibilities:

1. To send the child to school well - rested, nourished and appropriately dressed.
2. To send the child to school on time and ensure his/her regular attendance as outlined in the Student/Parent Handbook.
3. To take an active part in the child's learning.
 - a. To value the importance of education
 - b. To show interest in the child's school work
 - c. To provide the time, materials and space for homework
 - d. To monitor student homework
 - e. To consider the quantity and quality of electronic technology being viewed (Video games, T.V., Internet, Video tapes, etc.)

4. To show the child that school is an important place by participating in classroom and school activities, volunteering and/or attending parent meetings.
5. To communicate with school staff and attend parent - teacher conferences during the year in order to obtain information, answer questions and provide input about their child.
6. Be knowledgeable of the resources provided by the schools and use those resources which will assist them in promoting the growth and development of their child.

HOME-SCHOOL COMPACT COMMITTEE

Family Resource Director: Mary Jane Pych*

Pre-K Parent: Jen Syme

Broad Brook School Title 1 Parent: Teri Moreno

Broad Brook School Principal: Jeanne McCarroll*

Broad Brook School Assistant Principal: Laura Foxx*

Broad Brook School Lead Teacher/Chairperson: Kimberly Dessert*

Curriculum Coordinator: Diane Dugas

*in attendance

4/2/97

5/20/97 Revised

5/18/98 Revised

5/18/99 Revised

5/15/00 Revised

5/7/01 Revised

5/6/02 Revised

5/30/03 Revised

6/15/05 Revised

6/08/06 Revised

6/15/07 Revised

E. HOMEWORK

The East Windsor Public School System recognizes that a reasonable amount of study and preparation is necessary for the scholastic growth of students. The responsibility of the school district to educate the student is carried out by the teachers through effective classroom instruction and the use of homework.

The primary value of homework assignments is to provide students with additional opportunities (beyond the classroom) to increase skill and proficiency in academic areas, to develop positive study habits, and to develop deeper learning. Worthwhile homework benefits students by augmenting the classroom learning experience and is an integral part of the student learning process. Homework assignments should be an extension of the class lesson, be clearly understood by students, be well planned and meaningful, and be evaluated. Homework assignments shall be related to the content of the classroom instruction and shall supplement its purpose and objectives. The amount of preparation should increase as the child progresses through the grades. Prior to assigning work at home it is important that students are taught the concepts related to the subject area, as well as the necessary study skills.

Basically, there are three types of homework:

1. **Practice of Skills**
Practice provides students with the opportunity to reinforce and master specific skills presented in class and to review content.
2. **Preparation for Future Classes**
Prepares students for the next class meeting and may include reading, research or collecting data.
3. **Extension of Class Work**
Extension focuses on individual application, research and study; deepens the learning process.

I. Purpose of Homework:

The purpose of a specific homework assignment may be to:

1. Practice and strengthen fundamental skills.
2. Provide an opportunity for creative work.
3. Reinforce and extend skills, concepts, and strategies that have been taught with a focus to deepen classroom knowledge.
4. Help student develop self-reliance, initiative, and life-long work habits.
5. Stimulate and further student interests.

II. Principles of Homework:

Homework assignments shall be planned in accordance with the following principles:

1. Homework assignments will be assigned on a regular and continuing basis in kindergarten through grade 12.
2. The continuous development for study skills and work habits in kindergarten through grade 12 will be an integral component of daily instruction and homework.

3. Homework must be related to what was learned in the classroom and directions must be clearly understood by the student.
4. Homework may be predicated on student needs, interests, learning styles and ability, and will be meaningful and beneficial to students.
5. Homework assignments will include both short-term and long-term assignments. Teachers will reduce daily assignment in some classes when demands for long term assignments in other classes are heaviest.
6. Prior to homework being assigned, students will understand the concepts and directions of the assignment.
7. Homework assignments should make use of a variety of student skills and be consistent with the Board's homework policy.
8. The completion of homework will be monitored and the work reviewed and/or evaluated by the teacher in a timely manner. Such corrections/evaluations shall be shared with the student involved in a timely fashion.
9. At Broad Brook School students are expected to complete homework and return to the teacher by an assigned due date. For most assignments the due date will be the following day. As stated in BOE policy a student's homework is reflected in the work habits section of the report card. The work habits section of the report card reflects the quality of work a student produces as well as the frequency with which he/she completes assignments.
10. When a student grade is being adversely affected by poor homework performance, the teacher will communicate orally or in writing, in a regular and timely fashion with parents/guardians concerning the problem.
11. Homework will be reflected in the child's learning record as follows:
 - * Elementary—reflected in the work habit section of the report card
 - * Middle School—reflected in the work habit section of the report card and carry no more than 15% of the academic grade.
 - * High School—reflected in the work habit section of the report card and carry no more than 20% of any academic grade.

The Board requires that each school principal clearly defines and enforces the homework policy at each East Windsor Public School.

III. Time Expectations for Homework

The amount of required homework and the frequency of homework assignments in grades kindergarten through 12 must be justifiable with consideration given to age, grade, need and ability of the student. The following are guidelines for the amount of homework assigned on a weekly basis as a total from all academic areas:

Grade Level	Reading Time	Average Time (minutes per day)	Average Time (minutes per week)
K	includes independent reading time	(15 minutes)	(50 minutes)
1-2	includes independent reading time	(15-25 minutes)	(75-125 minutes)
3-4	15 min. independent reading	(30 minutes)	(225 minutes)
5-6	30 min. independent reading	(60 minutes)	(450 minutes)
7-8	30 min. independent reading	(60-90 minutes)	(450-600 minutes)
9-12	including reading	(120 minutes per subject per week)	
9-12, AP, Honors	including reading	(180 minutes per subject per week)	

IV. Make-Up Homework

Make-up homework for excused and unexcused absences needs to be completed by student within no more than five (5) school days upon his/her return to school and submitted for full credit. (The administration may extend the deadline in exceptional cases.) Teachers will be available to meet with students to assist in student's understanding of the homework for excused absences. In the case of unexcused absences, teachers may be available.

V. Homework Resources

Homework assignments should not depend on essential resources other than those available in the school. The parent is responsible to provide basic educational supplies (i.e. pencils, paper, and calculator) so that students may complete their homework assignments. However in order to complete homework assignments, the school is responsible to provide equipment and supplies beyond the basics at no cost to the student. Some of these basic supplies include a graphing calculator and textbooks. Teachers can encourage students to complete homework assignments using a specific supply or format (i.e. spiral notebook or 3-ring binder). However a student cannot be penalized if he/she completes their homework using a different supply or format. (i.e. plain pages).

Legal reference: Conn. General Statutes
 10-221 Boards of Education to prescribe rules, policies and procedures
 Board Policy #5113, Attendance and Excuses

Approved: March 16, 2006-07-13 East Windsor Board of Education
 East Windsor, Connecticut

F. REPORT CARDS

		<u>From</u>	<u>To</u>	<u>Report Cards Issued</u>
1 st	Marking Period	08/27/08	- 10/31/08	11/07/08
2 nd	Marking Period	11/03/08	- 01/23/09	02/12/09
3 rd	Marking Period	01/26/09	- 04/06/09	04/13/09
4 th	Marking Period	04/07/09	- 06/17/09	Last day of school

Elementary Conference Dates

Fall	November 17*, 18, 19*	*Evening Conferences
Spring	April 13*, 14, 15*	*Evening Conferences

G. LIMITED ENGLISH PROFICIENCY PROGRAM

In accordance with the Board's philosophy to provide a quality educational program to all students, the District shall provide an appropriate, planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have limited English proficiency (LEP) will be identified, assessed and provided appropriate services. (For further information, see BP 6141.311)

H. RETENTION POLICY

In general, children shall be placed at the grade level to which they are best adjusted academically, socially and emotionally. The education program shall provide for the continuous progress of children from grade to grade, with children spending one year in each grade. Some children, however, may benefit from remaining another year in the same grade.

Whenever such retention is being considered, but no later than the end of the 2nd marking period, the teacher shall confer with the principal, parent and child study team to discuss specific areas of concern. The parents shall then be invited to a meeting with the teacher, and/or principal, and other staff members midway through third marking period, for an updated discussion of the matter. This discussion shall consist of an explanation to the parent of their child's current academic standing in relationship to program objectives and individual ability. No later than June 1st, a subsequent meeting will be held to review the student's progress. At this time, the final decision of retention shall be made by school authorities (principal, classroom teacher and child study team) with parental consultation.

I. STUDENT RECORDS

Student records are maintained for each child at the school he/she is attending. Types of records which may be maintained include the following:

Category A - Administrative Record

Category B – Education and Health Records

Category C - Classified Record

Category D - Personal Professional Record

Parents/legal guardians have the right to examine or receive copies of all data contained in student records.

1. A written request is required by parent(s) or guardian(s) for inspection, review, or copies of records. Such request will become part of the record folder.
2. Compliance with requests for access to records shall be granted within five (5) school days at a mutually convenient time.

Student records are not available for public inspection.

J. OPEN HOUSE AND PARENT ORIENTATION DAYS

1. A school visitation period is scheduled each year before the opening of school.
2. Orientation meetings for parents of pre-k and kindergarten children are scheduled in the spring.
3. Parent-Principal Partnership Meetings

Several meetings will be scheduled during the school year as a means of facilitating home-school communication and parent involvement. Parents are strongly urged to attend these meetings.

STUDENT CODE OF CONDUCT

- A. The Broad Brook Elementary School has adopted the Responsive Classroom approach. This approach offers clear expectations for behavior and actively teaches children how to live up to those expectations. By being aware of their actions children learn they can bring positive and negative consequences to themselves and others. When children break the rules, the teacher helps children recognize and fix the problems their actions may have caused. Teachers and staff demonstrate a firm, kind and consistent approach to rules and rule breaking. Teachers create calm, safe, and orderly classrooms where they can teach and children can learn, while preserving the dignity of each child. Responsive classroom is based upon the following principles:

Guiding Principles

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn: process and content go hand in hand.
- The greatest cognitive growth occurs through social interaction.
- There is a set of social skills children need in order to be successful academically and socially: cooperation, assertion, responsibility, empathy, and self-control.
- Knowing the children we teach-individually, culturally, and developmentally-is as important as knowing the content we teach.
- Knowing the families of the children we teach and working with them as partners is essential to children's education.
- How the adults at school work together is as important as individual competence: Lasting change begins with the adult community.

Teaching Practices

- Morning Meeting: A daily routine that builds community, creates a positive climate for learning, and reinforces academic and social skills.
- Rules and Logical Consequences: A clear and consistent approach to discipline that fosters responsibility and self-control.
- Guided Discovery: A format for introducing materials that encourages inquiry, heightens interest, and teaches care of the school environment.
- Academic Choice: An approach to giving children choices in their learning that helps them become invested, self-motivated learners
- Classroom Organization: Strategies for arranging materials, furniture, and displays to encourage independence, promote caring, and maximize learning.
- Family Communication Strategies: Ideas for involving families as true partners in their children's education.

B. Broad Brook School Preamble and Constitution

In September 2007 a representative group of students from Pre-Kindergarten to Grade 4 met with Mrs. McCarroll and Mrs. Foxx to draft and ratify the Broad Brook School Constitution. The Constitution is a set of "laws" that all members of the school community are expected to follow. These laws encompass all areas of school life and are designed to create and promote a positive learning community. The actual signed document is on display at Broad Brook School.

The Broad Brook School Preamble and Constitution

We, the students of Broad Brook School, in order to form a more perfect school create fairness, insure peace, and promote the general happiness and safety to ourselves and future students do proclaim and establish this constitution for the Broad Brook School.

1. Always do your best and help each other to learn.
2. Cooperate and be honest with others.
3. Take care of ourselves and others on the inside and the outside.
4. Take care of our classroom and the school.

The agreement of the representatives of students from Grades Pre-Kindergarten to Grade 4 shall be sufficient for the establishment of this Constitution.

C. RESOLVING CONFLICTS

To establish a climate of community, CLASS MEETINGS are conducted regularly within the classroom to state problems and brainstorm solutions while maintaining respect for each member of the class. The following are goals of CLASS MEETINGS:

1. Strengthen Social Skills
 - *Listening
 - *Communicating
 - *Taking turns
 - *Helping one another
 - *Taking responsibility for one's behavior
 - *Negotiating
 - *Hearing different points of view
 - *Bully-proofing
2. Strengthen Academic Skills
 - *Oral language skills
 - *Attentiveness
 - *Critical thinking
 - *Problem Solving
 - *Decision making
 - *Democratic procedures
3. Teach empowering skills
4. Teach students to think for themselves
5. Provide students with experiences of belonging and significance

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6. Establish a classroom procedure for dealing with ongoing disciplinary problems

Students will learn that there are 4 steps to solving a school problem

- Ignore it.
- Talk it over respectfully with the other student.
- Agree with the other student on a solution.
- Put it on the agenda.

These steps should direct students to focus on solutions instead of blame.

For conflicts that are not resolved in class meetings, students may be referred to mediation. Mediation can be effectively used for the following problems:

- Conflict between two children
- Physical acts
- Hurtful, name calling
- Racial issues
- Bullying
- Threatening
- Teasing
- Chronic bus issues

Mediation will not be as effective for the following problems:

- Group problems
- An isolated incident
- Breaking school/classroom rules

GROUND RULES

Ground rules set a respectful and cooperative tone for the mediation process. Each child must agree to the following Ground Rules for mediation to occur:

1. Agree to try to solve the problem.
2. Agree to listen.
3. Tell the truth.
4. No name calling.
5. Wait for your turn to speak.

D. DISCIPLINE EXPECTATIONS – Based on the principles of Responsive Classroom teachers have developed their own classroom and school management plans. All teachers will describe the plan and explain its components. All parents will receive a copy of the plan to review with their child. The following is a list of general rules to be followed that should be integrated into management plans.

1. CLASSROOM EXPECTATIONS

- a. Use all school time constructively; this includes leisure time as well as study and class time.
- b. Take pride in your school work - do your best at all times.
- c. Have all written work in on time.

25.

- d. Get prior permission from your teacher to use school supplies.
- e. Have pencils, pens, books, and other student items ready for use when you need them.
- f. Keep your desk and the area around it uncluttered and well organized.
- g. Be responsible for the proper care of the books assigned to you. A replacement charge will be assessed for lost or damaged books.

2. WITHIN THE SCHOOL

- a. Walk everywhere within the building without running, pushing, or making unnecessary noise.
- b. Keep to the right when walking in the corridors.
- c. Dangerous or offensive articles have no place in school and should never be brought to school.
- d. Personal property, such as toys, radios, tape recorders, expensive games, etc., are not to be brought to school unless prior permission has been given to you.
- e. Do not chew gum at any time or in any place during school hours. (The chance that it might ruin school or personal property, such as clothing, shoes, or hair is reason enough.)
- f. Lockers and desks must be kept neat and clean. (Teachers will check periodically.)
- g. Keep the whole school building and grounds clean by not littering.

3. IN THE CAFETERIA

The lunch period is an important part of the school day. It provides students with the opportunity to practice social skills and good nutrition. Hot meals are served each school day in the cafeteria. Milk is also available for those who bring lunch.

- a. Students must eat lunch in the cafeteria unless directed otherwise by the teacher on duty.
- b. Proper handling of food and good table manners are expected at all times.
- c. Loud talking, shouting, or other unnecessary noise is not allowed in the cafeteria.
- d. Unless given permission by the teacher on duty, students are to remain seated at all times.
- e. The scheduled lunch period is sufficient time for eating. Students are encouraged to neither rush their meals nor dawdle at lunch time.
- f. Students are not permitted to take food out of the cafeteria.

- g. Students are responsible for cleaning their section of the table and their chair.

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4. ON THE PLAYGROUND

Recess is a necessary part of children's overall development. All children who are able to attend school are to participate in the outside recess whenever it is offered, except in extraordinary circumstances. If children are not able to go out-of-doors for 15 to 30 minutes, it seems wiser that they not be in school. Any exceptions must be cleared through the building administrator.

- h. Baseballs will not be allowed; softballs will be allowed only during supervised activities.
- i. Any recurring activity that endangers the pupil, others, or property will be considered an adequate reason to suspend a child's playground privilege.
- j. Throwing of snowballs, rocks or wood chips is absolutely forbidden.
- k. Students are to stay in assigned areas – no one is to enter the woods or go outside of the fenced area.

5. ON FIELD TRIPS

Field trips are selected for their cultural and educational value to enrich and expand a child's learning experiences. Various field trips are scheduled throughout the school year. A notice informing the parents of the date, fees, and lunch requirements will be sent home on permission slips for the parent's signature. Parents may be asked to assist the teacher on these trips. As representatives of East Windsor Schools, children should be dressed in a manner that is appropriate for the day. They will be expected to conduct themselves properly at all times. The same daily bus rules of conduct apply on field trips.

If a child continually misbehaves in school, the child may not be included on a field trip. Students who are suspended from school within 30 days of a field trip may forfeit the right to attend that field trip.

Participation in field trips shall not be denied on disciplinary grounds except for those students whose actions may jeopardize the objective of the trip or students who are serving a suspension.

6. DRESS and GROOMING

The Board of Education encourages students to dress in a manner that reflects pride in and respect for themselves, their school and their community. To promote a positive, safe and non-disruptive learning environment, proper attire should be worn. Therefore, the following attire is prohibited from wear in the East Windsor Public Schools during the designated school hours:

- 1. Coats, jackets or other attire normally worn as outerwear during the academic day. Outerwear includes coats and other bulky clothing the administration deems inappropriate. Outerwear shall not be worn, carried or kept in the classroom during regular school hours.
- 3. Head coverings of any kind including, but not limited to, scarves, bandanas, masks, kerchiefs, athletic headbands, visors, hats, caps, hoods during the school day and at any other school function with the exception of athletic events. Approved coverings worn as part of a student's religious practice shall not be prohibited under this policy.

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3. Footwear which mars/damages floors or is a safety hazard during the school day;
4. Sunglasses (unless required by a doctor's order) during the school day and at other school functions;
5. Spiked bracelets, multi-finger rings, belts, or any other article of attire with spikes attached, during the school day and at other school functions;
6. Attire or accessories which portray disruptive writing or pictures during the school day and at other school functions;
7. Attire or accessories which depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages during the school day and at other school functions.
8. Any clothing that, due to its design or fit, is in any way disruptive to the educational process during the school day and at other school functions. This disruptive clothing includes see-through or revealing clothing, exposed underwear or underwear used as outerwear.
9. Shirts or garments which reveal the abdomen (i.e. tops exposing the midriff; tube tops),
10. Shorts, skirts or pants which reveal the upper thigh (shorter than finger-tip length). Pants, skirts and shorts must be worn above the hip bone at all times.
11. Sleepwear such as pajamas and slippers
12. For students in grades K-8, backpacks and/or book bags should be viewed as a means of carrying books to and from school. Backpacks and/or book bags must be left in lockers during school time.
13. Use of backpacks and/or book bags is permitted throughout the day for students in grades 9-12 but should not pose an obstruction to safe passage in the classroom or in the corridors.

Appeal Process

Students or parents may appeal administrative decisions regarding dress code by first discussing the decision with the administrator who made the decision. Any further appeal must be made in writing to the principal and the appeal must demonstrate:

1. A rule being unfairly applied; or
2. A violation or misinterpretation of a policy or rule.

The principal will hear the appeal informally in a timely manner which he/she deems appropriate to the situation. The principal's decision will be final unless the decision is appealed. Any appeal beyond the principal will be conducted at the superintendent's level. The superintendent's decision shall be final.

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- * Students who fail to comply with these regulations will be subject to disciplinary action.
- * Parents will be notified and may be asked to bring change of clothing for students who fail to Comply with these regulations.
- * In addition to the board policy please adhere to the following practices:
- * Boots and warm clothing should be worn in cold, inclement weather so that a child is comfortable out at recess. It is important that children be aware of the importance of covering their hands, feet, head and body while outdoors.
- * Sneakers are a necessity for gym. Children are not allowed to participate in gym activities without sneakers. For safety sake, this rule is strictly enforced.

7. BUS TRANSPORTATION

The primary objective of a bus transportation system is to provide transportation to the East Windsor Public Schools. Courtesy and good manners on the part of the students are essential in achieving this objective. The riding of school buses is a privilege which may be denied for unacceptable behavior.

The East Windsor Board of Education adopted the following policy.

1. Orderly behavior on school buses is essential to safety and health of passengers and driver. Conduct which annoys others, is disruptive, or such as to distract the driver, is forbidden.
2. Smoking is forbidden on school buses.
3. Students shall remain seated while buses are in motion.
4. Toys that are brought to school for Show and Tell or recess are to remain in students' backpacks on the bus.
5. In the event of negative conduct referred to above, the bus driver is to report the offending student to the appropriate school principal.
6. Pupils whose conduct is unacceptable or unusual will be reported as soon as possible to the appropriate building principal.
7. Upon dismissal from school, any student showing unacceptable or unusual behavior shall not leave school property in a bus until approved by the principal.
8. Bus drivers are not authorized to deprive a student from riding a bus.
9. Principals are authorized to suspend a student's bus privileges for unacceptable behavior for a period not to exceed ten (10) school days.
10. No student may be excluded from riding a bus for a period exceeding ten (10) school days except by action of the Board of Education.
11. Any action taken to suspend a student's bus privileges for unacceptable behavior will

be carried out pursuant to Public Act 75-609.

Special Note: Children who may have suffered any injury while on the bus or waiting for the bus will be escorted to the school nurse by the school bus driver. Assistance is to be called for if needed.

The violation of bus safety-behavior rules will result in the consequences listed below. Such violations will be reported in writing by bus drivers after a minimum of one verbal warning. A child's parent will be notified of written warnings issued.

- | | | |
|----|----------------------------|---|
| 1. | <u>First Offense</u> | Phone call to parent and logical consequence for behavior |
| 2. | <u>Second Offense</u> | Conference with parent, child and administrator. Logical consequence for behavior |
| 3. | <u>Third Offense</u> | Suspension of bus riding privilege for three (3) days. Phone Conference with Parent/Guardian. |
| 4. | <u>Fourth Offense</u> | Suspension of bus riding privilege for five (5) days. |
| 5. | <u>Subsequent Offenses</u> | Suspension of bus riding privilege for five (5) to ten (10) days. |

PARENTAL RESPONSIBILITY AND INVOLVEMENT REGARDING BUS SUSPENSION

1. Parents of children suspended from riding a school bus have the responsibility of providing transportation to and from school for their child. School attendance is required during such suspension.
2. Upon consultation with the school principal, parents may be allowed to ride the school bus with their child in place of bus suspension.

8. BULLYING BEHAVIOR IN SCHOOL

In accordance with state law, it is the policy of the East Windsor Board of Education that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is expressly forbidden.

Board Policy #5131.911 regarding bullying on school property or at school-sponsored activities provides that students who believe they have been the victim of bullying (or another person, including parents and/or guardians) may report the matter, orally or in writing, to any teacher or member of the school administration. The policy also provides that students may anonymously report acts of bullying to teachers and administrators. Parents or guardians may file written reports of suspected bullying.

For purposes of this policy, "Bullying" shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are repeated against the same student over time.

For purposes of this policy, "School-Sponsored Activity" shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

9. ZERO TOLERANCE

East Windsor Public Schools enforces Zero Tolerance of all types of verbal and physical abuse and threats. Any comment made which in anyway implies a threat or action leading to any physical abuse won't be tolerated at school. All of our students from Pre-Kindergarten to Grade 12 need to understand that any statement, verbal or written, which implies a threat or danger to others will be taken seriously. No instrument or weapon, including the smallest of knives, can be brought to school. Any physical or verbal threat of abuse or actual physical attack will be treated harshly and swiftly.

All parents and guardians need to discuss these issues with their children. In every case where threats or physical confrontations happen, parents will have to come to school immediately and discuss the issues with their child and school administrators at the very least. We will not hesitate to suspend, expel or refer students to the police if individual cases warrant it.

10. REMOVAL, SUSPENSION, AND EXPULSION1. Authority and Duty of Board of Education

The Board has the authority and the duty to make the rules for the management and discipline of the schools.

Students may be removed, suspended or expelled for conduct on school grounds or at any school sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board. Students may be removed, suspended or expelled for conduct off school grounds if such conduct is seriously disruptive of the educational process, or has the potential to endanger students or staff, or that violates state law.

In order to maintain proper and adequate management and discipline within the schools, the following authority is delegated to the administration by the Board of Education:

1. **Removal of a Student from Class.** A student may be removed from a class by a teacher or administrator if he/she causes a serious disruption of the educational process. When a student is removed by a teacher, the teacher must send the student to a designated area and notify the administrator or his/her designee at once. When a student is excluded from class, he/she will meet with an administrator and will be informed of the reason for disciplinary action, if any, and given an opportunity to explain the situation.
2. **Suspension of Students.** The administrator or his/her designee of the school is authorized to exclude a student from school and/or transportation service for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing.
3. **In-School Suspension.** In-school suspension from regular classroom activities may be imposed for no longer than five (5) consecutive school days and may be imposed by the administrator or his/her designee.

4. **Expulsion of Students.** Unless an emergency exists, no student shall be expelled without a formal hearing before the Board of Education. If an emergency exists, such hearing shall be held as soon after expulsion as possible. The authority to expel students rests solely with the Board of Education

Expulsion Means: The exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one calendar year.

Procedure Governing Suspension and In-School Suspension: The administrator or his/her designee of the school, shall have the right to suspend students for breach of conduct as noted in the school's student handbook or whose conduct on school grounds or at a school sponsored activity endangers a person or property, is seriously disruptive of the educational process, or violates a publicized policy of the Board or violates state law.

Students may be suspended for conduct off school grounds if such conduct is a serious disruption of the educational process or has the potential to endanger students or staff, or violates a state law.

If the administration determines that grounds for suspension do exist, the following procedures will take effect as outlined in Board Policy 5114.

1. The student will be informed of the reason for the disciplinary action and will be given an opportunity to be heard with respect to the alleged offense.
2. The administrator will call the parent and explain the details of the suspension.
3. Written notice will be given/mailed to the parent stating the suspension and duration.
4. The student and parent may have an informal hearing prior to the beginning of suspension period.

11. CONSEQUENCES FOR MISBEHAVIOR

Consequences for misbehavior range from time outs, apology of action, parent conferences to expulsion from school. Students who continually violate school expectations will face escalating consequences. Parents of students who demonstrate repeated misbehaviors may be requested to come to school to confer with staff and/or administration to address behavioral concerns.

HEALTH OFFICE

The school nurse is available during school hours to see students who become ill or need first aid. Confidential health records are maintained in the Health Office for each student.

Please alert the school nurse if your child has a health condition that may require health care services. The school nurse should also be notified during the school year of any changes in your child's health status, including illness, injury, hospitalization, treatments as well as any new immunizations.

A. Physicals / Immunizations

Every student entering pre-kindergarten, kindergarten or from out-of-state must have a physical examination completed within one year prior to entry. The state of Connecticut Health Assessment Form must be completed by a physician and presented to the school nurse before the first day of attendance.

State law requires that all students receive immunizations against the following diseases: Diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis B, varicella, & hemophilus influenza, type B, as well as risk assessment for tuberculosis. The school nurse can provide details about immunization requirements.

Exceptions are: 1. Statement from parents/guardian indicating that immunization would be contrary to religious beliefs. 2. Certificate from physician indicating that immunization is medically contraindicated.

B. Health screenings

All Broad Brook School students receive annual vision and hearing screenings. Parents/guardians of students who need further evaluation by a physician will be notified. Parents should return the referral from to the school nurse after it has been completed by a physician for the student's health record.

C. Medications

Administration of medication by the school nurse is strictly regulated. If a student needs to receive medication during the school day, an authorization form completed by both the child's physician and the parent/guardian is required. This is to be updated yearly or when the prescription is changed. Medication to be administered by school health personnel must be delivered by a parent/guardian directly to the school nurse in the labeled container or package provided by the pharmacy. Over the counter medication must be in the unopened bottle as purchased. Students are not allowed at any time to transport or have on their person prescribed or over the counter medications.

D. Communicable Diseases

In order to identify trends regarding specific illnesses, please review the following list and call the school nurse if your child is out with any of the following communicable diseases or conditons. All information is confidential.

COMMUNICABLE DISEASES OR CONDITONS

The following conditons necessitate exclusion from school.

<u>Disease</u>	<u>Status of Pupil</u>	<u>Readmitted through the Health office With:</u>
Chickenpox	Excluded fro school for one (1) week After appearance of first crop of vesicles Or until scabbed an no new lesions are Erupting.	Doctor's APRN or PA Certification
Fever	The child should be free of fever (less than 100) for 24 hours before returning to school.	Doctor's APRN or PA Certification
Impetigo	Exclude from school for 24 hours after institution of specific therapy.	Doctor's APRN or PA Certification
Infectious Hepatitis	Exclude from school until asymptomatic.	Doctor's APRN or PA Certification
Infectious Mononucleosis	Exclude from school only on doctor's certificate.	School Inspection
Influenza	Exlcude from school until fever is absent and sytoms disappear.	Doctor's APRN or PA Certification
Measles	Exclude from school for five (5) days from time rash appeared.	Doctor's APRN or PA Certification
Mumps	Exclude from school as long as glands remain swollen.	Doctor's APRN or PA Certification
Pediculosis (Lice)	Exclude from school for 24 hours after treatment is carried out. In addition, all nits or egg cases must be removed within 7 days.	Pharmacist's or Doctor's APRN or PA Certificate of treatment
Pinworm	Exclude until under treatment	Doctor's APRN or PA Certification
Pink Eye (Bacterial Conjunctivitis)	Exclude from school for 24 hours after instituion of specific therapy	Pharmacist's or Doctor's APRN or PA Certificate of treatment

Ring Worm	Cover the areas of infection with dressing after institution of specific therapy.	Doctor's APRN or PA Certification
Rubella	Exclude from school for five (5) days from onset of rash.	Doctor's APRN or PA Certification
Scabies	Exclude from school for 24 hours after treatment is carried out and until certification that the child is no longer contagious.	Doctor's APRN or PA Certification
Streptococcal Infections and/or Scarlet Fever	Child must be on antibiotics for minimum of 24 hours, free of fever and clinically improving.	Doctor's APRN or PA Certification
Whooping Cough (Pertussis)	Exclude from school until certification that child is no longer contagious	Doctor's APRN or PA

Other Conditions:

- **Cold:** With running or inflamed eyes, runny nose, frequent coughing or sore throat, keep home until fever free for 24 hours
- **Acute Intestinal Symptoms:** Vomiting and Diarrhea. Keep home until symptom free for 24 hours.
- **Rash of unknown origin:** Check with physician

C. SUICIDE PREVENTION AND INTERVENTION

The East Windsor Board of Education recognizes that suicide has become a leading cause of death among young people and, consequently, is a concern to this school system and the community it serves. The Board recognizes that suicide is a complex issue and that while the school may recognize potentially suicidal youth, it cannot make clinical assessment of risk and provide in-depth counseling but must refer the youth to an appropriate place for such assessment and counseling.

Therefore, any school employee who may have knowledge of a suicide threat must take the proper steps to report information to the building administrator or his/her designee who will, in turn, notify the student's family, appropriate resource services and the Superintendent of Schools. If reasonable attempts to reach the parent, guardian, or other responsible adult in whose custody the student may be released are not successful, the case will be treated as a medical emergency and arrangements may be made to transport the student to an area hospital emergency room or mental health facility.

A Crisis Intervention Team has been established in all district schools and has developed a response plan to help the school community respond to suicide and other crises. If, as a result of suicidal activity, a need exists for changes in the student's program, the school's planning and placement team will convene and consult with the student's mental health professional, the parent(s) or guardian, appropriate outside facility staff members and, if feasible, the student to plan the student's educational program. Failure on the part of the family to take seriously and provide for the safety of the student in case of potential suicide will be considered emotional neglect and reported to the Department of Children and Families.

GENERAL INFORMATION

A. COMMUNITY RELATIONS

Smoke Free Environment

The following rules shall apply to all facilities operated by the Board of Education. As used here, "smoke" or "smoking" shall mean the lighting or carrying of a lighted cigarette, cigar, pipe or similar device, or use of tobacco substance.

Smoking of any kind is not permitted in any building or transportation vehicle under the direction of the Board of Education at any time. Smoking of any kind is not permitted on school property by any one at any time. This prohibition extends to all facilities the District owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children. If violated by a non-East Windsor student, he/she will be warned to cease. If he/she persists, he/she will be prohibited from East Windsor school property for ten (10) days.

Breaks by employees to smoke or use tobacco products are considered recreational activities. If an employee takes a break from work to smoke or use tobacco products or leaves school grounds at any time for any reason other than district business, including to smoke or use tobacco products, he/she will not be considered to be acting within the normal course and scope of employment.

(cf. 1120 – Board of Education Meetings)

(cf. 4118.231 – Drug-Free Workplace)

(cf. 5131.1 – Bus Conduct)

(cf. 5131.6 – Drugs, Tobacco, Alcohol)

Legal Reference: Connecticut General Statutes

21a-242 Schedules of controlled substances.

19a-342 Smoking prohibited in certain places.

PL 107-110, Section 4303, Nonsmoking Policy for Children's Services

Regulation approved:

May 3, 2001

EAST WINDSOR PUBLIC SCHOOLS

Regulation revised:

March 30, 2003

East Windsor, CT

B. SEARCH AND SEIZURE

Desks and School Lockers

Desks and school lockers are the property of the schools. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students, their property, and school property with reasonable care in view of Fourth Amendment rights of students.

District officials may seize any item which is evidence of a violation of law, Board Policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Student Search

A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search must be reasonably related to the objectives of the search and the nature of the infraction.

C. VEHICLE PARKING

1. Parking and standing are not permitted during the following times in the north black top area or in the front circle of the building due to buses.

8:45 - 9:30 A.M.

11:45 - 1:00 P.M.

3:15 - 3:45 P.M.

2. Limited time parking, in posted areas, is available in front of the building for drop-off and pick-up of children. There is no parking in the front circle as this area is a marked fire lane.

D. DAMAGE TO SCHOOL PROPERTY

Students who accidentally damage anything should report the damage to the office promptly so that it may be repaired.

Students who deliberately damage the building or its equipment, will be expected to pay for the damage and will be subject to disciplinary action.

Students who damage or lose textbooks/library books will be expected to pay for replacement books.

E. MATERIALS TO BE DISPLAYED OR DISTRIBUTED

All requests from groups or individuals to have students distribute materials to people in the community, with the exception of requests from school-connected organizations like parent-teacher organizations or Board appointed citizens' ad hoc advisory committees, will be referred to the office of the Superintendent to determine whether the requests comply with overall school purposes and policy. (See Board Policy # 1140.)

F. SURVEYS OF STUDENTS (Student Privacy)

The Board of Education recognizes the staff's need to collect input from students and parents in order to assist decision-making related to curriculum and instruction, program development and operations. To this end, the Board supports the use of appropriate surveys in accordance with the guidelines contained within this policy.

Administrators, with the approval of the Board of Education may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related, to a specific subject or units. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements of Board Policy 6141.11. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

G. ACCIDENTS

All accidents must be reported to the office and school nurse. These include incidents occurring coming to or going home from school.

H. INSURANCE

The East Windsor District makes possible a group insurance policy for school students. For a small fee, a student is insured during school hours, to and from school, and during school sponsored events. A 24-hour protection is also available. All students participating in interscholastic sports are covered by group insurance to the extent of expenses above and beyond what their own personal insurance policies will cover.

I. LUNCH PROGRAM

Hot lunch (\$1.75) snacks, and milk are available for purchase each day. A lunch menu is sent home on a monthly basis and parents are encouraged to review them with their child to help plan lunches to be purchased. Salads may be substituted for a hot lunch.

Parents are requested to have children purchase lunch tickets for hot lunch rather than use money each day. Money can be used to purchase milk or snacks. Lunch tickets are to be purchased the first two days school is in session each week. This should be done in the cafeteria upon arrival at school. Tickets may be purchased for an entire week or for a few days.

Lost/Forgotten Lunches - Lunch Money

A peanut butter-jelly sandwich and milk will be given to all children who lose/forget their lunch or lunch money.

J. FIRE ALARMS

Students must adhere strictly to the following rules

1. Learn the exit procedures for each room to which you are assigned during the day.
2. Stay in single file and remain quiet.
3. If the fire alarm rings when you are not in a classroom, quickly proceed to the nearest exit.
4. If an exit is blocked, raise your right hand and turn around - proceed to the nearest exit.

K. GIFT GIVING AT SCHOOL

Gifts should not be given to teachers and other staff members. The main reason for this policy is to avoid concern or hurt feelings of young children who are unable to give gifts because of difficult family situations. Donations to a worthy charity are suggested in place of gifts.

L. BIRTHDAY POLICIES

Birthday Invitations

The practice of distributing invitations to birthday parties at school can cause hurt feelings and misunderstanding when some children are excluded. Obviously, this is a situation we would want to minimize for young children. Therefore, the staff and school principal have agreed the following practice will be followed and request cooperation of parents.

Invitations for birthday or other similar parties will
not be distributed in classrooms or at school
unless given to all children in a classroom.

Address and or phone numbers of students cannot be given out from the office.

Celebrating Birthdays in School

Birthdays are a special day in school and we love to make your child feel special while we help them celebrate. Due to the number of severe allergies that children are coming to school with, we will no longer be celebrating with food, ie, cake or cupcakes. Strict avoidance is the only way to prevent an allergic reaction. Thye allergy can be life threatening. Here are some suggestions if you would like to send your child in with a special something for their class:

- A book in honor of your child to keep in our class library
- Special pencils or stickers
- An educational game or toy we can use during our year

M. SCHOOL CEREMONIES AND OBSERVANCES

Silent Meditation

The Board directs that the administration shall provide an appropriate period of time for silent meditation at the beginning of each school day for students and teachers.

Pledge of Allegiance

The East Windsor Board of Education further directs that an opportunity to say the Pledge of Allegiance shall be provided each school day. Participation in the recitation of the Pledge is voluntary.

Student participation in both the silent meditation and the Pledge of Allegiance shall be voluntary and the religious beliefs of students shall be respected. Students shall not be required to stand or leave their homeroom as a condition of non-participation. If, because of some personal philosophy or belief, a student has made the personal decision not to recite the Pledge of Allegiance, he/she may choose to remain seated and silent. Students must be courteous and respectful of the beliefs of others.

United States Flag

The Flag of the United States of America shall be raised above each schoolhouse and at other appropriate places during all school sessions, weather permitting. The Flag shall be raised before the opening of school and taken down at its close every day.

The United States Flag shall be displayed in each schoolroom each day school is in session.

Separation of Church and State

It is accepted that no religious belief or non-belief should be promoted by the school district or its employees, and none should be disparaged. Instead, the school district should encourage all students and staff members to appreciate and be tolerant of each other's religious views. The school district should utilize its opportunity to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background or religious beliefs.

In accordance with the mandate of the Constitution of the United States prohibiting the establishment of religion it is the policy of the Board that public schools will, at all times and in all ways, be neutral in matters of religion.

This requirement of neutrality need not preclude nor hinder the public schools in fulfilling their responsibility to educate students to be tolerant and respectful of religious diversity. The district also recognizes that one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural, and historical development of civilization.

Therefore, the district will approach religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and /or non-religious views. In that spirit of respect, students and staff members should be excused from participating in activities that are contrary to religious beliefs unless there are clear issues of compelling public interest that would prevent it.

Holiday Celebration and Observances

The Building Principal is responsible for monitoring compliance with this policy. Pertinent information will be included in the student, parent, and staff handbooks.

Absence for Religious Observation

Student absences for religious observances shall be excused. Furthermore, such absences should not prohibit receipt of attendance related awards nor impact student grades or participation in school events.

Recognition of Religious Holidays

The objective study of religious holidays provides a natural opportunity to promote and appreciation for and respect of diversity. Learning opportunities should extend beyond Judeo-Christian beliefs; reflecting the diversity of global cultures.

1. Recogniton of religious holidays will not dominate the educational program and must support curricular objectives.
2. All religions must be afforded equal dignity, but none advanced nor disparaged.
3. The use of religious symbols/decorations such as a cross, menorah, crescent, Star of David, nativity, symbols of Native American religions or other symbols that are part of a religious holiday is permitted as a teaching aid or resource provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. Included among these holidays are Christmas, Easter, Passover, Hanukkah, St. Valentine's Day, St. Patrick's Day, Thanksgiving and Halloween.
4. Programs should not focus solely on religious themes; however, programs may have seasonal focus for concerts, enrichment programs and Parent-Teacher Organization sales.
5. Music, art, literature and drama having religious themes or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday. However, religious music must not dominate any school program, and program selections should not, by their nature, exclude students from participation.
6. The cafeteria staff will consider religious dietary restrictions when planning menus.
7. Parents/Guardians may exclude their children from programs involving the recognition religious holidays or if celebration is in conflict with family beliefs. A written request for exclusion should be sent to the Principal.
8. Students have the right to express their religious beliefs in school including observing religious holidays, praying voluntarily, carrying a bible or distributing religious literature during non-instructional times on the same terms as they are permitted to distribute other literature that is unrelated to school curriculum or activities.

Legal Reference: Connecticut General Statutes
 10-16a Silent meditation.
 10-29a Certain days to be proclaimed by governor. Distribution and number of proclamations
 10-230 Flags for schoolrooms and schools
 PA 02-119 An Act Concerning Bullying Behavior in Schools and Concerning the Pledge of Allegiance

Policy adopted: June 19, 2002 EAST WINDSOR PUBLIC SCHOOLS
 Policy revised: January 7, 2003 East Windsor, Connecticut
 Policy revises: May 4, 2006

N. HANDICAPPED ACCESSIBILITY

1. Relocation Policy

It is the policy of the East Windsor Broad Brook School to relocate programs and activities offered on the auditorium stage to the floor level of the auditorium when necessary to provide an equal opportunity to handicapped persons to participate in such programs and activities.

2. Plan for Accessibility to Lower Ball Field at Broad Brook School

At least 48 hours in advance, the physical education teacher will inform the principal of intent to use the field. With at least 24 hour notice, the principal will make arrangements with the bus company to provide a fully accessible wheelchair lift vehicle to transport the student back and forth.

O. ANIMAL/PET VISITATION

The Principal/Assistant Principal must approve all animal visits. Parents may be requested to provide a copy of their pet's immunizations for the safety and protection of the children in school.

Due to students' and adults' allergies, the School Nurse must also review all animal visit requests.

Any animal entering the school must be properly caged or leashed, and must be under their owner's control at all times. The school shall accept no responsibility for the behavior of any animal.

No animal, whether caged or not, shall be allowed to ride on an East Windsor school bus.

O. PESTICIDE IN SCHOOL

The intent of this policy is to ensure that students, employees and parents/guardians receive adequate notice, in conformity with applicable statutes, prior to pesticide application in school buildings and on school grounds. Further, effective July 1, 2000, the District will only employ certified pesticide applicators for any non-emergency pesticide use in school building or on school grounds.

The District shall:

- * Provide notice of planned pesticide application to students, parents/guardians and employees in the manner required by law.
- * Post the areas scheduled to receive pesticide application(s).
- * Maintain written records for five years of all pesticide applications.
- * Provide continuing instruction to those students who, based upon written medical request, find it necessary to absent themselves during the period of application.

- * Inform annually parents/guardians and staff of the District's pest application/management policy.
- * Establish a registry of parents/guardians and staff who want to receive advance notice of all pesticide use and provide such notice as required by law.

Pest control applicators employed by the District shall provide the school contact person (Supervisor of Maintenance, Head Custodian) with notice as least seventy-two (72) hours prior to the date and time the pesticide application is to occur, including in such notice the brand name, concentration, rate of application, pesticide label, material safety data sheet, list of the area or areas where the pesticide is to be applied and any use restrictions required by the pesticide label. Prior to the application, the applicator shall provide the school contact person with a written pre-application notification containing the following information:

- * The brand name, rate of application and any use restrictions required by the label of the herbicide or specific pesticide.
- * The area or areas where the pesticide is to be applied.
- * The date and time the application is to occur.
- * The pesticide label and the material safety data sheet.

In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator shall give the school site office oral and, if possible, written notice, with posting of the area to be treated.

The Superintendent or his/her designee may require the pest control applicator to make the required postings in accordance with all applicable statutes and with District policy and regulations. The name and address of the applicator shall be a part of any postings.

Pesticide purchases shall be limited to amounts authorized by the Superintendent or his/her designee for use during the year. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff. They shall be stored and disposed of in accordance with EPA registered label directions and applicable state statutes.

P. TITLE IX

Title IX of the Education Amendments to the Civil Rights Act of 1974, Non-Discrimination on the Basis of Sex in Educational Programs and Activities Receiving and Benefiting from Federal Financial Assistance:

“It is the policy of the East Windsor Public Schools not to discriminate on the basis of sex in its educational program, activities or employment policies as required by Title IX of the 1972 Education Amendment. Inquiries regarding compliance with Title IX may be directed to Carol Fox, Director of Special Education, 70 South Main Street, East Windsor, CT 06088, Telephone 623-3347; or to the Director of the Office for Civil Rights, Dept. of Health, Education and Welfare, Washington, D.C.”

P. EQUITY STATEMENT

It is the policy of the East Windsor Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, mental retardation and past/present history of mental disorder, learning disability and physical disability.

GRIEVANCE PROCEDURE

A. Informal Procedure

If a person feels that he/she may have a grievance, he/she will first discuss the matter with the appropriate administrator in an effort to resolve the problem informally.

B. Formal Procedure

1. Level One

a. If the aggrieved person is not satisfied with the outcome of the informal procedures, the person shall submit such claim as a written grievance to Carol Fox, Director of Special Education, c/o East Windsor Public Schools, East Windsor, CT 06088 (623-3347). The written statement of the grievance shall contain a statement of the facts, the remedy requested and reference to the provision of the Equity guidelines which the person claims has been violated.

b. The Equity Coordinator shall, within five (5) days after receipt of the written grievance, render a decision and the reason therefore in writing to the aggrieved person.

2. Level Two - Superintendent of Schools

a. If the aggrieved person is not satisfied with the disposition of such grievance at Level One, the person shall, within three (3) days after the decision, or within eight (8) days after the formal presentation, file such written grievance with the Superintendent of Schools.

b. The Superintendent, or designee, shall, within ten (10) days after receipt of the referral, meet with aggrieved person for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept by the Superintendent and made available to any parties in interest upon written request.

c. The Superintendent shall, within five (5) days after the hearing, render a decision and the reasons in writing to the aggrieved person.

3. Level Three - Board of Education

a. If the aggrieved person is not satisfied with the disposition of such grievance at Level Two, the person shall, within three (3) days after the decision, or within five (5) days after the final hearing, file the grievance with the Board of Education.

b. The Board of Education shall, within ten (10) days after receipt of the appeal, meet with the aggrieved person for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept by the superintendent and made available to any parties in interest upon written request.

c. The Board shall, within five (5) days after such meeting render its decision and the reasons therefore in writing to the aggrieved person.

4. Level Four - Appeal

If the aggrieved person is not satisfied with the disposition of the grievance, the person may appeal to the Office of Civil Rights, U.S. Department of Health, Education, and Welfare, John W. McCormack Post Office and Courthouse, Room 222, Post Office Square, Boston, MA 02109.

**EAST WINDSOR PUBLIC SCHOOLS
East Windsor, Connecticut**

Record of Parent Annual Notice

Dear Parent,

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

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

According to Board Policy 5145.15 Directory information or class lists of student names and/or addresses shall not be distributed.

Student Name: _____

Teacher: _____

Parent/Guardian signature: _____

Date: _____

EAST WINDSOR PUBLIC SCHOOLS

Participation Certification

Dear Parents,

Family involvement and support are very important factors for a child's success in school. Effective schools are the result of the home and school working together. To foster this partnership, a committee composed of school personnel and Title 1 parents have created a Home-School Compact. Please review the compact on pages 16 & 17.

The compact will be reviewed each year. We Welcome your comments and suggestions.

After you have read the compact, please complete the form below and return the form to your child's school office.

Jeanne A. McCarroll
Principal, Broad Brook School

This certifies we have read and discussed the Parent-Student Handbook.

Parent(s)/Guardian(s) _____
Signature

Student _____
Signature

Classroom Teacher _____

Date:

E-mail address: _____

I/We have read the Home/School Compact on pages 16 & 17.

I/We have read and discussed the Home/School Compact with our children.

Comments/Suggestions:

EAST WINDSOR PUBLIC SCHOOLS
East Windsor, Connecticut

**NOTICE TO STUDENT AND PARENTS REGARDING THE USE OF
VIDEO RECORDERS ON SCHOOL BUSES**

The District has installed video recording equipment on all school buses to monitor school transportation and will be videotaping bus routes at random during the upcoming school year. Each bus has been equipped with a video monitor box, in which a video recording device may be installed. Students will not be notified when a recording device has been installed on their bus.

Tapes shall be reviewed on a routine basis by the principal and evidence of student misconduct will be documented. Students found to be in violation of the District's bus conduct rules, as contained in the student handbook, shall be notified and disciplinary action will be initiated under the guidelines contained in the District's discipline procedures for district-approved student transportation.

Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines shall apply:

1. Tapes shall remain in the custody of the Superintendent or his/her designee.
2. Parents or students who wish to view a videotape in response to disciplinary action taken against a student may request such access under the procedures set out in the Student Records Management policy of the district.
3. Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.

ACKNOWLEDGEMENT

I understand and acknowledge the District's procedures concerning the use of video recorders on school buses. I also understand that my student shall be held accountable for his/her conduct on district transportation and for the consequence outlined in the District's discipline procedures for district-approved student transportation.

Student Name: _____

Teacher: _____

Parent/Guardian signature: _____

Date: _____

EAST WINDSOR PUBLIC SCHOOLS
East Windsor, Connecticut

August 27, 2008

Dear Parents,

Throughout the year the classroom activities will be photographed and videotaped. These photographs and videos may be shared with other parents or throughout the community by way of local newspapers or newsletters.

If you do **not** want your child's photograph taken, please return this letter to school no later than **Friday, September 26, 2008.**

Sincerely,

Jeanne McCarroll
Elementary School Principal

I do **not** wish to have my child photographed or video taped in their classroom setting, during the 2008 – 2009 school year.

Child's Name _____ Teacher _____

Parent/Guardian Signature _____