

**BROAD BROOK ELEMENTARY SCHOOL**

**SCHOOL – STUDENT – PARENT HANDBOOK**

**SCHOOL YEAR 2004 – 2005**

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

**John Dewey**

Fall 2004

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 by continuing our Rules of Respect, Second Step curriculum and Don't Laugh at Me activities throughout the school. Good character will be recognized through our Wall of Honor that builds on the Pillars of Character: *CARING, CITIZENSHIP, TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, and FAIRNESS*. Please review the Student Discipline/General Conduct section of this handbook with your child.

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 sends 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 11 of this handbook. This year we will continue a Parents' Advisory Council to solicit parents' input and planning ideas. The council will meet three times a year. 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 Schools reach 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

**BROAD BROOK ELEMENTARY SCHOOL STAFF**  
2004 - 2005

Jeanne McCarroll	- Elementary School Principal
Debbie Kaprove	- Assistant Principal
Kimberly Dessert	- Reading Teacher
Arlene Michaud	- Secretary
Denise Zaikarite	- Clerk
Carolyn Raymo	- Office Aide
Patricia Zeruk	- Special Education Clerical Aide
Marsha Ledger R.N.	- School Nurse
Laurie Sassi L.P.N.	- Nursing Assistant

Pre-K

Dina Dufresne  
Amy Lupoli

Grade 1

Dolores Coyle-Quirk  
Laurie Felber  
Marsha Francis  
Lynn Greer  
Jennifer Knisley  
Jane Labbe

Grade 2

Pamela Babut  
Belinda Bendak  
Deborah Goldstein  
Alissa Kasperowski  
Gaenor Larson

Kindergarten

Colleen Bava  
Debra Bechard  
Julie Berry

Grade 3

William Boyle  
Kelly Gaskell  
Lynn Johnson  
Linda Lanz/Stacy Willey  
Sandra Schwartz  
Kathy Senecal

Grade 4

Florence Cohen  
Tracy Faber  
Kathryn LaPorte  
Angela Majowicz  
Amy Wyse

Specials

Gail Rusiecki	- Art
Jamie Henkin	- Music
Elissa Podd	- P.E.
Jack Folan	- P.E.
Dennis Goss	- Band

Special Education

Nancy Crand	- Teacher
Sharon Peck	- Teacher
Betsy Blaisdell	- Community Liaison
Denise LaPre	- Psychologist
Linda Lajoie	- Speech
Rebecca Kwasnik	- Speech
Donna Hathaway	- Physical Therapist
Laurie Zimmerman	- Occupational Therapist

## Tutors

Helen Civale	-Reading/Lang. Arts & Math
Carol Croft	-Reading/Lang. Arts
Christine Falce	-Reading/Lang. Arts
Gretchen Goyette	-Reading/Lang. Arts
Gail Slajda	-Reading/Lang. Arts
Elyse Spielberg	-Reading/Lang. Arts
Celinda VanVoorhis	-Reading/Lang. Arts
Gretchen Slack	-Special Education
Collette Sroka	- Math

## Aides

Brenda Ramsay	-Media Center	Sue Downey	- Kindergarten
Nancy Demirgian	-Special Education	Eleanor Hamilton	- Kindergarten
Alaina Felber	-Special Education	Marianne Morgan	- Pre-Kindergarten
Lynne Goss	-Special Education	Christine Malo	- Pre-Kindergarten
Stephen Peck	-Special Education		
Tedi St.Georges	-Special Education		

Cathy Mosher -Computer Technician

Marion Friedrich -Library Associate

## Birth to School Program

Mary Jane Pych	-Director
Noreen Farmer	-Clerk
Shannon Steere	- Head Teacher

## Birth to School Program - Childcare and Teacher Assistants

For list of childcare staff please contact the Director

## Custodians

Robert Nedjoika	- Head Custodian
Joseph Breton	

## Cafeteria

Pierette Kokofsky	- Manager
Leslie Bolella	

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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. The schedule for late openings is as follows:

Kindergarten and Pre-Kindergarten schedule on 1 hour delayed opening days is as follows:

Morning Session - 10:15 a.m. - 12:15 p.m.

Afternoon Session - 1:15 p.m. - 3:35 p.m.

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. Every effort will be made to dismiss Broad Brook between the high and middle school.

**If in doubt, please call the main ParentLink line at 623-6071.**

**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. 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;
- 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;
- 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.

## **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.

### **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.

#### **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.

4.

**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.

**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



**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 Behing 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.

**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.

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.

A. 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 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.

B. 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)

### 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 PROGRAM

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), Kids Can Cook 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 and the KIDirectory (telephone directory of community resources), as well as a lending library of books, audio and video tapes, are available to parents.

An extensive community outreach program has been established. Information is disseminated in a variety of ways. A Parent Educator has been hired to provide home visits to families with young children. Welcome Baby Baskets to parents of newborns, media notices including spots on a local TV cable station, monthly newsletters and calendars of events, and write-ups in the weekly school bulletins all serve to publicize the program. Opportunities are offered to build interactive relationship between high school students and teachers and the Birth to School children.

## 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, and two publications distributed to all households; The East Windsor Educational Quarterly and The East Windsor Education Profile, and the 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.  
Power Point Parent Information session during Parent conferences at EWMS.
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, Authors' Day and Science Fair
4. Classroom programs for families
1. Budget Information Meetings
6. Academic and Character Award Programs

### 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.

12.

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	* Bus Concerns - - - - - #210
* Assistant Principal - - - - - #1540	
* Reporting student absences - - - - - #205	* School Bulletin - - - - - #200

C. PARENT DROP-IN HOURS

Monday - 8:30 – 9:00 A.M.	This is a time when parents can
Wednesday - 3:30 - 4:30 P.M.	drop in and meet with the principal.
Friday - 12:00 - 1:00 P.M	No appointment is necessary.

D. 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 picked up in the school office.

E. SCHOOL / CLASSROOM VISITATIONS

Parents and other members of the community are encouraged to visit school during National Education Week 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.

13.

## F. HOMEWORK

Learning is a continuous process which extends beyond the school day. Therefore, East Windsor schools assign homework for the following purposes:

- Reinforcing and/or enriching what has been taught;
- Promoting and maintaining good work habits;
- Developing responsibility.

Student abilities and differences in performance are considered in the assignment of homework. Such assignments will be given at a child’s independent level. The amount of homework should be realistic, taking into account the student’s ability and the amount of homework in his/her total program.

### 1. Kindergarten

Activities for homework in Kindergarten should require no more than ten minutes and consist of activities which present the child with the opportunity to reinforce the concepts and skills that have been developed. At this level, home/study activities should be assigned at the discretion of the teacher.

### 2. Grades 1 & 2

Homework assignments for primary grades should be informal (e.g. literacy activities, simple penmanship or math exercises). Such activities should average about fifteen minutes once or twice a week.

### 3. Grade 3

Up to 30 minutes, not more than three times per week.

Short-term assignments are to be completed by the next class period. They are intended to reinforce academic learning, which has been presented in class. They frequently involve specified reading or drill and practice exercises. Specified reading includes preparation of reports. Topics of mastery and practice exercises provide practical application of this material. Such assignments are often completed during the school day under supervision of the teacher.

Long-term assignments are spread over a number of days or weeks. This type is outlined and explained in school to be completed outside of class hours. Long-term assignments include such school activities as: social studies research, science projects, creative writing and extended reading.

14.

3. Grade 4

2 – 3 hours of homework a week.

30 – 45 minutes each night (except Fridays).

Short-term assignments are to be completed by the next class period. They are intended to reinforce academic learning, which has been presented in class. They frequently involve specified reading or drill and practice exercises. Specified reading includes preparation of reports. Topics of mastery and practice exercises provide practical application of this material. Such assignments are often completed during the school day under supervision of the teacher.

Long-term assignments are spread over a number of days or weeks. This type is outlined and explained in school to be completed outside of class hours. Long-term assignments include such school activities as: social studies research, science projects, creative writing and extended reading.

Periods of Illness

Generally, homework will not be sent home as a means of “making up” assignments related to new material or requiring teacher directed instruction.

G. Report Cards

		<u>From</u>	<u>To</u>	<u>Report Cards Issued</u>
1 <sup>st</sup>	Marking Period	09/01/04	- 11/05/04	11/16/04
2 <sup>nd</sup>	Marking Period	11/08/04	- 01/28/05	02/08/05
3 <sup>rd</sup>	Marking Period	01/31/05	- 04/08/05	04/15/05
4 <sup>th</sup>	Marking Period	04/11/05	- 06/22/05	Last day of school

Elementary Conference Dates

Fall	November 17*, 18, 19	*Evening Conferences
Spring	April 27*, 28, 29	*Evening Conferences

A. 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)

I. 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 2<sup>nd</sup> 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 1<sup>st</sup>, 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.

J. STUDENT RECORDS

Student records are maintained for each child at the school he/she is attending. Types of records which 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.
1. 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.

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**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 competent and caring 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/Booster Club membership/monthly meetings
  - l. East Windsor Public School Website ([www.ewindsor.k12.ct.us/home](http://www.ewindsor.k12.ct.us/home))
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.
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 show interest in the child's school work
  - b. To provide the time, materials and space for homework

- c. To monitor student homework
  - a. 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.

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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**

Birth to School Director: Mary Jane Pych\*  
Birth to School Parent: Teri Moreno\*  
Pre-K Parent: Anne O'Neill\*  
Broad Brook School Title 1 Parent: Donna Librizzi  
Broad Brook School Principal: Jeanne McCarroll\*  
Broad Brook School Assistant Principal: Debbie Kaprove\*  
East Windsor Middle School Interim Principal: Peter Micari  
East Windsor Middle School Lead Teacher: Margaret Zagorski\*  
Broad Brook School Lead Teacher/Chairperson: Kimberly Dessert\*  
Curriculum Coordinator: Shary Marshall\*

\*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

### **STUDENT DISCIPLINE/GENERAL CONDUCT**

Maintaining proper behavior at the elementary level fosters both a positive self-image and an atmosphere conducive to learning. Foremost in importance is the establishment and maintenance of proper respect. Children must learn proper respect for adults, classmates, their environment, and themselves. It is essential that both the home and school work cooperatively for development of respectful attitudes and self-control.

A. Broad Brook Elementary School has adopted the Lee Canter Model of Assertive Discipline. It is based upon the following principles:

1. Assertive Discipline requires teachers to respond to misbehavior in an assertive (calm but firm) manner. Research has shown that teachers who respond to student misbehavior in a calm but firm manner are effective classroom managers.
2. Assertive Discipline requires teachers to communicate their wants and needs to students through reasonable, clearly stated rules. Research has shown that teachers who clearly communicate their expectations to students are effective classroom managers.
3. Assertive Discipline requires teachers to consistently use positive consequences to reinforce appropriate behavior and motivate misbehaving students to change their behavior. Research has shown that praise and closed rewards can positively affect both student behavior and achievement.
4. Assertive Discipline requires teachers to impose disciplinary consequences to stop unwanted behavior. Research has shown that loss of privileges or a similar negative consequence is effective in managing student behavior.
5. Assertive Discipline requires teachers to consistently use a classroom discipline plan made up of rules, positive consequences and disciplinary consequences. Research has shown that rules, positive reinforcement, and disciplinary consequences are most effective when used in combination.

B. **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
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.

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C. DISCIPLINE EXPECTATIONS – 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

- . Use all school time constructively; this includes leisure time as well as study and class time.
- . Take pride in your school work - do your best at all times.
- . Have all written work in on time.
- . Get prior permission from your teacher to use school supplies.
- . Have pencils, pens, books, and other student items ready for use when you need them.
- . Keep your desk and the area around it uncluttered and well organized.
- . 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

- . Walk everywhere within the building without running, pushing, or making unnecessary noise.
- . Keep to the right when walking in the corridors.
- . Dangerous or offensive articles have no place in school and should never be brought to school.
- . Personal property, such as radios, tape recorders, expensive games, etc., are not to be brought to school unless prior permission has been given to you.
- . 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.)
- . Lockers and desks must be kept neat and clean. (Teachers will check periodically.)
- . 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 graces and good nutrition. Hot meals are served each school day in the cafeteria. Milk is also available for those who bring lunch.

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

#### 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.

- . Baseballs will not be allowed; softballs will be allowed only during supervised activities.
- . Any recurring activity that endangers the pupil, others, or property will be considered an adequate reason to suspend a child's playground privilege.
- . Throwing of snowballs, rocks or wood chips is absolutely forbidden.
- . 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.

6. CLOTHING

The Board of Education adopted the following dress code on June 20, 1995, revised January 16, 2001.

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:

- a. Coats, jackets or other attire normally worn as outerwear during the academic day;
- b. Head coverings of any kind including, but not limited to, scarves, bandannas, masks, kerchiefs, athletic headbands, hats, caps, or hoods during the school day and at any other school function with the exception of athletic events;
- c. Footwear which mars/damages floors or is a safety hazard during the school day;
- d. Sunglasses (unless required by a doctor's order) during the school day and at other school functions;
- e. "Name" or other oversized metal belt buckles during the school day and at other school functions;
- f. Spiked bracelets, multi-finger rings, belts, or any other article of attire with spikes attached, during the school day and at other school functions;
- g. Attire or accessories which portray disruptive writing or pictures during the school day and at other school functions;
- h. 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;
- i. 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;
- j. Personal communication equipment, i.e., cellular phones, beepers and pagers unless specific permission is granted by the administration during the academic day;
- k. Personal electronic equipment used or displayed during the academic day;
- l. 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 are expected to be left in lockers during school time. Books should be removed from the backpacks and/or book bags in the morning and replaced in the backpacks and/or book bags in the afternoon.

- m. Backpacks and/or book bags are permitted to be carried between classes at East Windsor Senior High School (grades 9-12) but should not pose an obstruction to safe passage in the classroom or in the corridors.

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\* Students who fail to comply with these regulations will be subject to disciplinary action.

\* Consequences for ignoring the dress code will be as follows:

- 1. First Offense - Loss of recess and parents notified
- 2. Second Offense - Loss of two (2) days recess and parents notified
- 3. Third Offense - Two (2) days school suspension

\* 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.  
24.
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>       | Two (2) day loss of recess.  |
| 2. | <u>Second Offense</u>      | Three (3) day loss of recess. Child to contact parent/guardian at home or work from Administrator's office explaining his/her behavior and consequence of third offense. |
| 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.

#### 1. 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.

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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 EXPULSION

1. 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

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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.

- e. **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 recess and/or lunch detentions to expulsion from school. Students who continually violate school expectations will face escalating consequences. Parents of students who have accumulated 6 or more detentions may be requested to come to school to confer with staff and/or administration to address behavioral concerns.

27.

**HEALTH**

A. **IMMUNIZATIONS/PHYSICALS**

1. State law requires that all students receive immunizations against the following diseases: Diphtheria, Pertussis, Tetanus, Mumps, Measles, Rubella, and Poliomyelitis. Students entering school before age five (5) must be immunized against Hemmophilus Influenzae, type B. Students will not be permitted to attend school if they are not properly immunized. Preschool students born after January 1, 1997, must show proof of immunity to chicken pox. Proof of immunity may be documentation of an age - appropriate immunization, statement signed by a physician, physician's assistant or advanced practice registered nurse, or blood test evidence of past infection.

Kindergartners must show proof of having received two doses of measles - containing vaccine, four doses of DPT/DTaP vaccine and three doses of IPV/OPV polio vaccine. One dose must be given on or after the fourth birthday.

Exceptions: Physician's certificate, religious beliefs honored.

2. East Windsor Schools also require that a Mantoux PPD test be done as part of the health assessment required for entry into school. Transfer students must show documentation of a new tuberculin test prior to entering East Windsor schools for the first time.
3. The school should be notified when a child receives immunizations including Tetanus.
4. A health assessment completed within six months of registration or within the current school year and meeting all state regulations shall be required on all transfer students from out of state.
5. It is important that the school be notified of any treatment prescribed for any illness, injury, or chronic condition for our Health Records.
6. When a child receives a vision, hearing, or scoliosis referral from school, the report must be sent to the school following the requested examination.

B. **MEDICATIONS**

Prescription or nonprescription drugs may not be given in school unless the proper request is filled out by the parent and the prescribing physician. Forms for this purpose are available in the nurse's office and school office, or a signed note from a doctor may be brought to school. We discourage the administration of medication during school hours unless it is absolutely necessary and requested by the prescribing physician for the physical wellbeing of the student. Please do not send any medication to school with your child on the bus. Any medication that needs to be given must be brought to school by the parent.

In conformity with state statute, the Board of Education prohibits all school personnel from recommending the use of psychotropic drugs for any student enrolled within the school system. However, members of the school medical staff, including school nurses and the district's medical advisor, may recommend that a student be evaluated by an appropriate medical practitioner. Further, upon the consent of the student's parents or guardian, school personnel may consult with the medical practitioner regarding such use.

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A. 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.

D. COMMUNICABLE DISEASES

1. The State Department of Health Services has revised the communicable disease reporting for Connecticut to improve infectious disease surveillance. The schools have been asked to make a weekly report stating the number of students absent for various communicable diseases – i.e., streptococcal infections, chicken pox, infectious mononucleosis, etc. **Therefore, please call to let us know when your child is out with a communicable disease as indicated on the list on the following page.**
2. Due to the rapid spread of head lice, parents are urged to keep children at home and immediately notify the school nurse of the problem.

**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, 200

EAST WINDSOR PUBLIC SCHOOLS

Regulation revised:

March 30, 2003

East Windsor, CT

B. SEARCH AND SEIZUREDesks 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.)

31.

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 (\$1.50), 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 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.

A. CEREMONIES AND OBSERVANCES

There shall be opening exercises in all East Windsor schools each day school is in session. These exercises shall include a salute to the flag, an opportunity for silent meditation, and other activities scheduled by the administration of each school.

Student participation in opening exercises 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.

Separation of Church and State

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

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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. Decorations which are part of custom, that have no direct religious meaning (Christmas tree, Menorah) may be displayed. Tree decoration should not promote religion nor require student participation.
4. Programs should focus on seasonal rather than religious themes inclusive of concerts, enrichment programs and Parent-Teacher Organization sales.
5. Performances which recognize holidays must be of an artistic nature, not religious. Religious music must not dominate any school program. Program selections should not, by their nature, exclude students from participation.

6. The cafeteria staff will consider religious dietary restrictions when planning menus (non-meat meals, limiting pork to one menu choice).
7. Parents may exclude their children from programs involving the recognition of religious holidays or if celebration is in conflict with family beliefs. A written request for exclusion should be sent to the Principal.

34.

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

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.

Dear Parents/Guardian,

Attached you will find the East Windsor Board of Education's policy regarding pesticide applications.

The East Windsor Schools use very little pesticides, but when we do it is only when students are not in the building. Also, you will note our emergency policy used almost exclusively for bees and wasps.

If you want advance notice of applications, please sign the register in your child's school office and we will send a note home with your child prior to an application of pesticides.

Timothy Howes  
Assistant Superintendent of Schools

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.

37.

A. 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.”

B. 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.

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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  
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 17 & 18.

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

James Slattery  
Principal, East Windsor Middle School

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

Parent(s)/Guardian(s): \_\_\_\_\_  
signature

Student: \_\_\_\_\_  
signature

Date:

E-mail address:

I/We have read the Home/School Compact on pages 17 and 18.

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

Comments / Suggestions:

