

**SOUTH WINDSOR PUBLIC SCHOOLS**

# **ELEMENTARY PARENT HANDBOOK**

2023 - 2024

*Dream. Achieve. Inspire.*



Elementary Schools:

Eli Terry Elementary  
Orchard Hill Elementary  
Philip R. Smith Elementary  
Pleasant Valley Elementary

## TABLE OF CONTENTS

Our Schools	1
South Windsor Public Schools	1
Vision Statement	2
Non-Discrimination	2
Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973	2
School Ceremonies and Observances	2
2023-2024 School Calendar	3
School Hours	4
Attendance and Absence Reporting	4
Absence	4
Chronic Absenteeism	4
Truancy	4
Reporting an Absence or Dismissal	4
Unexcused Absences	5
Withdrawal from School	5
Release of Students During School Hours	5
Communication Systems and Procedures	6
School Messenger Notification System	6
Parent Portal	6
Student Information System	6
Emergency Notifications: School Cancellation/Delays	6
Parent Questions/Concerns	6
Elementary Curriculum	6
Homework	6
Connecticut State Assessments	7
Progress Reports	7
Special Education/Pupil Services	8
Parent/Teacher Conferences	8
Food Services	8
Wellness Policy	9
Food Allergies	9
Cafeteria and Playground Expectations	9
Lost Articles	9
Health Services	10
Immunizations and Health Assessments	10
Medication Information	10
Individualized Healthcare Plan (IHP)	11
Accidents/Insurance	11
Transportation	11
Bullying	12
Reporting Child Abuse/Neglect/Sexual Assault	12
School Safety and Security	13
Technology	14
Use of Private Technological Devices by Students	14
Care of Instructional Materials and School Property	14
Vandalism	14
Field Trips	15
Confidentiality and Access to Student Records	15
Directory Information	15
Facilities	16
Parent/Teacher Organizations	16
Volunteers	16
Elementary Parent-School Compact	16

## OUR ELEMENTARY SCHOOLS



**Eli Terry Elementary**  
*Michael Kenyon, Principal*  
*Jennifer Lizee-Hammer, Assoc. Principal*

569 Griffin Road  
 Phone: (860) 648-5020  
 Fax: (860) 644-4073



**Orchard Hill Elementary**  
*Michael Tortora, Principal*  
*Allen Perry, Associate Principal*

380 Foster Street  
 Phone: (860) 648-5015  
 Fax: (860) 648-0141



**Philip R. Smith Elementary**  
*Michelle Dixon, Principal*  
*Christina Brown, Assoc. Principal*

949 Avery Street  
 Phone: (860) 648-5025  
 Fax: (860) 644-4020



**Pleasant Valley Elementary**  
*Esther Boakye-Dattety, Principal*  
*Jenna Trudeau, Associate Principal*

591 Ellington Road  
 Phone: (860) 610-0291  
 Fax: (860) 282-2287

## SOUTH WINDSOR PUBLIC SCHOOLS

1737 Main Street · South Windsor, CT 06074  
 Phone: (860) 291-1200 · Fax: (860) 291-1291  
 Website: [www.southwindsorschools.org](http://www.southwindsorschools.org)

### Central Office Administration

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<b>Tracie D. Peterson</b>	Assistant Superintendent, Curriculum and Instruction	(860) 291-1210
<b>Richard J. Sanzo, Ed.D.</b>	Assistant Superintendent, Personnel and Administration	(860) 291-1215
<b>Chris M. Chemerka</b>	Director of Finance and Operations	(860) 291-1269
<b>Jessica Kuckel</b>	Executive Director of Student Services	(860) 291-1240

### District Leadership

<b>Steven Albrecht</b>	Career and Technical Education	(860) 291-1271
<b>Nicholas Canova</b>	Visual Arts	(860) 291-1245
<b>Alicia Farris</b>	Humanities - Literacy English/Language Arts	(860) 291-1255
<b>Nicole Garcarz</b>	Supervisor of Special Education, TEMS, Elementary	(860) 291-1240
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<b>Tracy Lopez</b>	Music	(860) 291-1292
<b>Robyn Ongley</b>	Mathematics	(860) 474-1491
<b>Sara Slogesky</b>	Social Studies	(860) 291-1294
<b>Kimberly Sokale</b>	Assistant Director of Special Education	(860) 291-1235
<b>Arnica Sullivan</b>	Science and Elementary S.T.E.M.	(860) 474-1448
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<b>Karen Stoj</b>	World Languages and English Learners	(860) 474-1453
<b>Benjamin Wry</b>	School Counseling	(860) 648-5003

**– South Windsor Public Schools Vision Statement –**

*The South Windsor Public Schools promotes an engaging and dynamic culture of learning that prepares students to achieve their own individual excellence. Within an emotionally safe environment, educators will foster students' academic, social, and personal growth. Our students will demonstrate critical and creative thinking, self-direction, collaboration, adaptability, kindness, compassion, and civic responsibility. The South Windsor Public School graduate will possess a learner's mindset, exhibit resilience and social consciousness and be empowered to participate in an ever-changing global society.*

**SOUTH WINDSOR PUBLIC SCHOOLS**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications. The full text of all South Windsor Board of Education policies referenced in this handbook is available on the district website. [Click Here](#).

**NON-DISCRIMINATION**

It is the policy of the Board that any form of discrimination or harassment on the basis of color, race, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, or gender identity or expression or veteran status.

**Section 504 of the Rehabilitation Act of 1973** ("Section 504") prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA, an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment. In order to fulfill its obligation under Section 504/ADA, South Windsor Public Schools recognizes its responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs. In this regard, South Windsor Public Schools prohibits discrimination against any person with a disability in any of the services, programs or activities of the school system. Anyone who wishes to file a grievance/complaint with the district, or who has questions or concerns about this policy, should contact the Assistant Superintendent for Personnel and Administration (who serves as the Section 504/ADA Coordinator for the South Windsor Public Schools) at (860) 291-1215.

**SCHOOL CEREMONIES AND OBSERVANCES**

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. South Windsor Public Schools reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others. A list of holidays and cultural observances is available under the "[Calendar](#)" section of the website.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

An opportunity will be provided at the beginning of each school day for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. We believe that how each child spends this time in silent meditation is a personal and private concern; therefore, we ask parents to determine how your child will observe this period. Please discuss and instruct your child as to the manner in which they will observe this brief period of silent meditation. If you do not wish your child to participate please inform the principal so a proper accommodation can be provided.

The full text of all South Windsor Board of Education policies referenced in this handbook



# SOUTH WINDSOR PUBLIC SCHOOLS

## District School Calendar

First Day: August 30, 2023  
182<sup>nd</sup> Day: June 11, 2024

# 2023 – 2024

AUGUST 2023							(2)
S	M	T	W	TH	F	S	
		1	2	3	4	5	
28-29 Prof. Development							
30 First Day	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

(19)							FEBRUARY 2024		
S	M	T	W	TH	F	S			
				1	2	3		February Break	16
4	5	6	7	8	9	10		President's Day	19
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29					

SEPTEMBER 2023							(19)
S	M	T	W	TH	F	S	
					1	2	
4 Labor Day	3	4	5	6	7	8	9
25 Yom Kippur	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

(19)							MARCH 2024		
S	M	T	W	TH	F	S			
					1	2		Prof. Development	12
3	4	5	6	7	8	9		Good Friday	29
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	31	25	26	27	28	29	30		

OCTOBER 2023							(21)
S	M	T	W	TH	F	S	
	1	2	3	4	5	6	7
9 Indigenous Peoples' Day	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

(17)							APRIL 2024		
S	M	T	W	TH	F	S			
		1	2	3	4	5	6	Eid-al-Fitr	10
7	8	9	10	11	12	13		Spring Break	8-12
14	15	16	17	18	19	20			
21	22	23	24	25	26	27			
28	29	30							

NOVEMBER 2023							(19)
S	M	T	W	TH	F	S	
			1	2	3	4	
7 Prof. Development	5	6	7	8	9	10	11
23-24 Thanksgiving	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

(22)							MAY 2024		
S	M	T	W	TH	F	S			
			1	2	3	4		Memorial Day	27
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30	31				

DECEMBER 2023							(16)
S	M	T	W	TH	F	S	
25 Christmas					1	2	
	3	4	5	6	7	8	9
26-29 Winter Vacation	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	31	25	26	27	28	29

(7)							JUNE 2024		
S	M	T	W	TH	F	S			
						1		180 <sup>th</sup> Day of School	7
2	3	4	5	6	7	8		Projected Last Day*	11
9	10	11	12	13	14	15			
16	17	18	19	20	21	22			
23	30	24	25	26	27	28	29		

JANUARY 2024							(21)
S	M	T	W	TH	F	S	
1 New Year's Day		1	2	3	4	5	6
15 Martin Luther King	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27

(7)							JULY 2024		
S	M	T	W	TH	F	S			
	1	2	3	4	5	6		4 <sup>th</sup> of July	4
7	8	9	10	11	12	13			
14	15	16	17	18	19	20			
21	22	23	24	25	26	27			

28	29	30	31			
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28	29	30	31			
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- Schools Closed
- District Closed
- PD Days
- ☐ Early Dismissal Day – Elementary
- Early Dismissal Day – High School
- ☐ Early Dismissal Day – Middle School Conferences (6,7,8)
- ★ Early Dismissal Day – All District

\*The last day for students and teachers will be on the 182<sup>nd</sup> day of school. If weather or other emergencies require the closing of school at any time during the school year, the lost day will be made up by extending the last day of school in June up to 7 days. If more than 7 days are needed, the Board of Education will reduce school vacations.

### REGULAR SCHOOL HOURS

	Eli Terry		Philip R. Smith		Pleasant Valley		Orchard Hill	
<b>Regular School Day</b>	8:45	3:20	9:15	3:50	9:15	3:50	8:45	3:20
<b>2-Hour Delay</b>	10:45	3:20	11:15	3:50	11:15	3:50	10:45	3:20
<b>Early Dismissal</b>	8:45	12:45	9:15	1:15	9:15	1:15	8:45	12:45

### ATTENDANCE AND ABSENCE REPORTING

Regular and punctual student attendance in school is essential to the educational process. Class attendance is necessary not only for maintaining good grades, but it also meets the school's responsibility of knowing where each student is at all times during the day. Students should be on time and prepared for class.

Connecticut state law places responsibility for ensuring that students attend school with the parent or other person having control of the child, and requires that parents make sure their children between the ages of 5 to 18 attend school regularly. A student must remain in school until age 18, unless they graduate or get written consent from a parent/guardian on a district provided form to leave school at age 17. Rules regarding attendance are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence. Family vacations and trips should be scheduled during times which coincide with school vacations; student absences for reasons of a family vacation or trip that takes place when school is in session are considered "unexcused absences."

#### Absence

"Absence" means any day during which a student is not considered "in attendance" at their assigned school, or on a school-sponsored activity (e.g., field trip) for at least one half of the school day. This includes excused absences, unexcused absences, or an in-school suspension that is greater than or equal to one-half of a school day. A student serving an out-of-school suspension or an expulsion will always be considered absent. Any student enrolled in grades kindergarten to twelve, inclusive, shall be permitted to take two mental health wellness days during the school year, during which day such student shall not be required to attend school. No student shall take mental health wellness days during consecutive school days.

**Chronic Absenteeism.** The Board of Education takes seriously the issue of chronic absenteeism. A student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a "chronically absent child." (For example, a student enrolled for the entire 182-day school year would be considered chronically absent if they were absent for 18 days or more.) Such a student will be subject to review by the attendance review team and the chronic absenteeism prevention and intervention plan developed by the State Department of Education.

**Truancy.** Any student between the ages of 5 to 18 who has four (4) unexcused absences in one month or ten (10) unexcused absences in a school year will be considered truant. Truancy may be cause for disciplinary action including court involvement. (BOE Policy #5001) Students who are considered truant from school WILL NOT be permitted to make up work missed on the day(s) that they were absent.

#### Reporting an Absence or Dismissal

If a student is not expected to be in attendance for all or any portion of the school day, the parent or other person responsible for the child must notify the school prior to 9:00 a.m. There are two options for reporting a school absence:

<p><b>By Telephone.</b> Parents may report an absence by calling the school's attendance line, and providing the student's full name, reason for the absence, and a phone number where the parent/guardian can be reached. (Telephone reporting must be followed up with written documentation, as described below, in order for an absence to be considered Excused)</p>	<p><b>Through PowerSchool.</b> Parents may fill out the PowerSchool Attendance Form through their Parent Portal account to report a child who will be absent or late for any reason. (This electronic reporting will satisfy the written documentation requirement for Level One absences 1-9; however, it does not satisfy the written documentation for Level Two absences 10+)</p>
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\* If you have problems accessing your Parent Portal account, please contact your school's main office.

Parents are responsible for reporting an absence; however, per Board policy and state guidelines, the school determines whether the absence is Excused.

- **Level One - Absences 1 - 9.** Absences 1 – 9 are considered Excused for any reason reported and approved by the parent.
- **Level Two - Absences 10+.** For the 10th absence and all absences thereafter, absences will be considered Excused only for one of the reasons listed below, subject to the school's receipt of the written documentation indicated:

<b>Level Two Absences 10+ may be "Excused" only for the following reasons:</b>	<b>Documentation required</b>
Student illness (verified by an appropriately licensed medical professional)	Note from doctor
Religious holidays	None required
Mandated court appearance	Court document
Funeral or death in the family, or other emergency beyond the control of the student's family	Document explaining nature of emergency
Lack of transportation that is normally provided by a district other than the one the student attends	None required
Extraordinary educational opportunities pre-approved by the principal and in accordance with CSDE guidelines	Approval from principal
Mental Health Wellness Days	Parent/Guardian communication

In order for a Level Two absence to be Excused, the appropriate written documentation must be submitted to the school within 10 days of a student's return to school. E-Collect reporting of level two absences does not satisfy the written documentation requirement.

**Military Absences.** Notwithstanding the reasons outlined above, as described in BOE Policy 5001, a student age 5 to 18 whose parent or legal guardian is an active duty member of the armed forces shall be granted ten (10) days of excused absences in any school year.

### **Unexcused Absences**

An "Unexcused" absence is any absence from a regularly scheduled school day for at least one half of the school day which is either (1) not excused (as outlined above) or (2) considered a disciplinary absence. When in doubt, the determination of whether an absence is excused will be made by the building principal or their designee. Students who have unexcused absences may be denied makeup privileges. Such absences may also be reflected in the student's final grade. Any student serving an out-of-school suspension or expulsion will be considered absent; such absence is not considered excused or unexcused for attendance and truancy purposes.

### **Tardiness**

Ideally, all students should arrive to school no fewer than ten (10) minutes before school starts in order to be to class on time. If a student will be late to school, parents should call the school's main office and explain the reason the child will be late. Tardy students should report directly to the office to receive a pass to class. Arrivals to school that occur after the completion of one half of the school day will be treated as an absence.

### **Withdrawal from School**

If a student is to be withdrawn or unenrolled from school, a parent or guardian completes a Withdrawal Form and submit it to the school. It is requested that the form be completed not less than one week prior to the student's last day of school ("withdrawal date"). Before the withdrawal date, the student must return all books, and any outstanding financial obligations must also be satisfied before the withdrawal date.

If a student is transferring to a new school, a Release of Records form with the parent/guardian's signature must be completed before we send the student's academic records and cumulative file to the receiving school. If no Release of Records form is on file and we are notified that a child has been enrolled in a new school, we are obligated to transfer the child's records within ten days. In such instances, the parent will receive a letter notifying them of the records transfer.

## **RELEASE OF STUDENTS DURING SCHOOL HOURS**

If a student is to be dismissed and picked up early for personal reasons, the parent/guardian must send a written note to the teacher stating when the student is to be released and to whom. The teacher will forward all requests to the school office. In certain circumstances, it may become necessary for a parent/guardian to "phone in" a dismissal request. The school will maintain an "Early Release Log" showing the names of all students dismissed, the time of dismissal, and to whom the child was released.

All students must be signed out from the main office, and will not be released directly from a classroom or by a classroom teacher. A student will only be released to the parent/guardian or to the person specifically authorized by the parent/guardian in writing or through telephone verification. A photo ID may be required.

From time to time, the school may need to dismiss a student early for reasons such as illness, discipline, suspension or other individual situations. On these occasions, the principal or their designee will contact the parent/guardian, who will be asked to come to school to pick up the student. If the parent/guardian cannot come to school, the student may be released to another party designated by the parent/guardian. If one of the above-named adults cannot be reached, the student will be kept at school.

Parents must update school records. This is especially important if one or more parents has legal custody or if special circumstances requiring the release of students must be brought to the attention of school personnel.

## COMMUNICATION SYSTEMS AND PROCEDURES

South Windsor Public Schools uses the PowerSchool platform and its suite of products to communicate with parents, students and staff. PowerSchool is a web-based student information system that allows administrators at the district and school level to manage student information. PowerSchool is also the tool that teachers use to enter classroom-specific data such as grades and attendance. As a web-based tool, PowerSchool and its components can be viewed either online or through a mobile app. Information regarding the components of PowerSchool described below is available on our website.

### **SchoolMessenger Notification System**

The SchoolMessenger notification system uses phone and email to provide timely communication to parents and staff on matters such as school delays and closings, early dismissals, and school or district emergencies. SchoolMessenger may also be used to provide general information or important non-emergency reminders such as school events, district testing, etc. The district will use the contact information on file to send messages to parents. Any communication received through **SchoolMessenger** will be the most reliable source of accurate information.

### **PowerSchool Parent Portal**

Parent Portal is the tool within PowerSchool that helps us foster communication between the school and parents. Through Parent Portal, parents can view student grades and attendance; receive announcements and school bulletins; contact teachers through embedded email links; update student information electronically; and manage SchoolMessenger preferences. The PowerSchool “Forms” feature in Parent Portal is also used to report student absences (see "Reporting Absences" in the Attendance section above).

### **Student Information System**

The “Student Information System” houses student profile data including parent contact numbers, mailing address, emergency contact information and doctor/medical information. If a student becomes ill, or there is an emergency or weather related early dismissal, it is imperative that we be able to reach parents/guardians, or someone else who has been designated to act on the parent/guardian's behalf. Student information is entered electronically into our student information system. Parents are required to review and update this data at the beginning of each school year. In addition to student data, parents are also asked to acknowledge certain policies and notifications mandated by law, also through Parent Portal.

### **Parent Questions/Concerns**

From time to time, parents may wish to bring problems or concerns to the attention of appropriate school officials. Any concern regarding a school-related matter (i.e., questions regarding the content of instructional materials or homework assignments) should first be raised by the parent with the staff member most directly involved. For questions regarding a particular class, parents should contact the teacher by phone or by email. (Faculty emails and phone numbers are posted on the school website.)

## ELEMENTARY CURRICULUM

The South Windsor Public Schools has a five-year curriculum review cycle, and several K-12 curriculum areas are reviewed each year. A representative committee of professional staff reviews potential curricular changes and provides suggestions for improvement. Modifications are also made in areas not currently under review, but areas which need to be changed as a result of new learning, state/federal mandates, changes in Board of Education policies/goals, etc. Attention is focused on the developmental appropriateness of the curriculum as it is reviewed. A developmentally appropriate curriculum is a curriculum which allows and supports teachers to teach children in keeping with the predictable stages of intellectual growth.

Grade-level expectations and curriculum standards are aligned with state standards adopted by the Connecticut State Department of Education. South Windsor’s curriculum supports what the state expects students to know and be able to do at each grade level. Grade level versions of “Learning Journeys,” a comprehensive curriculum guide, are available online. Hard copies are available from the school’s main office, upon request. These Learning Journeys provide parents with an overview of grade-level expectations for each content area, and include links to additional resources and online practice sites. View Learning Journeys [here](#).



There is a direct relationship between the school curriculum and the three elementary progress reports. As teachers evaluate student achievement at the end of each trimester, they will be referring to the grade-level benchmarks and/or expectations in each of the curriculum areas and reviewing the degree to which each student achieves curriculum mastery from September through June.

## HOMEWORK

Homework is a necessary and beneficial component of the educational process for all students, grades K - 12. Homework shall be defined as those activities and assignments (short-term, daily, or long-term) that are completed by students outside of the classroom. Homework assignments may include reading, studying, memorizing, thinking, performing, reviewing, constructing, viewing, drilling, outlining, or research activities.

**Grade Level Expectations.** Individual student needs and abilities may differ, and it is recognized that homework expectations may differ somewhat depending upon the child. The following grade level expectations for homework have been established as a standard to which staff should aspire.

**Grades K-2.** There is no regularly assigned homework in these grades. Assignments may be suggested by the teacher when development of specific skills needs reinforcement. Parental involvement is encouraged through the home review of daily papers, independent reading, practice of learned writing and penmanship skills, and by generating a general interest in the child's progress.

**Grades 3-5.** Homework will be assigned on a regular basis with increasing frequency as a student progresses from grades 3 through 5. Long- and short-term homework will be assigned according to curricular expectations in each subject area. The hours of homework time will be increased throughout the grades, with grade 5 students receiving approximately one hour of homework daily.

## CONNECTICUT STATE ASSESSMENTS

Smarter Balanced assessments in English language arts (ELA) and mathematics are administered annually to all students in grades 3 through 8 as part of Connecticut's summative assessment system. In addition, the NGSS (Next Generation Science Standards) test is administered to students in grades 5 and 8. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student's IEP. In order to graduate from high school, students must meet district standards for graduation, as well as complete the required number and distribution of course credits. These summative assessments are one of the measures used to determine if students have met the identified district standards.

In South Windsor we are committed to providing all students with tiered systems of support to meet student's individual academic, behavioral, or social-emotional needs. As part our Multi-Tiered Systems of Support (MTSS) framework, professional teams regularly review benchmark and curriculum data to determine gaps in performance and match students to programs and supports as needed. This extra help and support for students is not dependent on a particular label, program, or placement, but is provided based on a student's needs. When indicated, extra support and instruction is provided during the school day *in addition to* a student's regular reading or math instruction.

Parents/guardians will be notified if their child is being included in any academic, behavioral, or social-emotional interventions. Identified students will receive targeted instruction in an attempt to bring their conceptual understanding and skills up to specified targets. Student progress will be monitored frequently and parents/guardians will receive regular updates on their student's performance. It is important to note that MTSS serves as a cross-curricular tool, with an emphasis on supporting the whole child so they can be successful in and outside of school.

**English Learners.** Parents of identified English Learner (EL) students will be notified of their child's qualification at the beginning of every school year or after initial registration. Students in the EL program are assessed annually using the state mandated English proficiency assessment. EL students receive instruction in Academic English as well as tutor support in their classrooms.

## PROGRESS REPORTS

Progress reports are directly linked to the curriculum at each grade level, and are intended to communicate a picture of how your child is performing in school in reference to grade-level benchmarks and expectations at that time. As children mature and progress from one grade level to the next, they are able to learn certain content and skills in a somewhat predictable manner. However, progress reports issued to students in grades K through 5 do not compare a child's academic progress with other individual children or with the classroom as a group.

Information about student progress is provided to help parents/guardians partner with teachers on their child's continued development and success. At the elementary level, there are three reporting periods (or "trimesters"). Concepts and skills in each subject will be rated using the following categories:

- ① Below grade-level benchmark expectations (at this time)
- ② Approaching grade-level benchmark expectations
- ③ Meets grade-level benchmark expectations

**4** Exceeds grade-level expectations

The scoring practices for Math and Literacy have recently changed in an effort to provide clearer communication to parents regarding student expectations and progress. In trimesters one and two, your child's progress will reflect their mastery of *benchmark expectations* rather than mastery of *end-of-year grade level standards*. This means that teachers will be able to share how students are progressing toward the grade level standards in relation to what is expected for that time of year.

Developing good habits, productive attitudes, and responsibility for one's decisions and actions is as important as mastering the basic skills and acquiring academic knowledge. Therefore, teachers also assess social development and work habits. They will use the following scale to evaluate each student on their social development and work habits to reflect how consistently and independently the student meets expectations:

**S** Satisfactory

**N** Needs Improvement

**U** Unsatisfactory

## SPECIAL EDUCATION & STUDENT SERVICES

At the elementary level, activities will focus on early intervention, direct service strategies, and consultation with staff and parents. Each elementary school has a social worker, nurse, speech and language pathologist, school psychologist, special education teachers and district occupational and physical therapists. If you have concerns about your child's learning, please contact your child's teacher or the building principal. Additionally, the following student services brochures are available in each of the elementary schools and on the District website:

- Section 504 of The Rehabilitation Act of 1973
- Preschool Outreach Program (POP)
- School Guidelines for Managing Students with Food Allergies
- Procedural Safeguards Notice Required under IDEA Part B

The district provides a continuum of specialized services which support the academic, social, emotional, behavioral, and physical needs of students with disabilities. Any parent with questions about these programs should contact the school office. The coordinator of each program is available to answer questions about eligibility requirements, programs and services offered by the district or by other organizations.

The District utilizes a Multi-Tiered System of Supports (MTSS), a framework for continuous improvement that is systematic, prevention-focused, and data-informed, to provide a continuum of supports responsive to the needs of all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum. Any child identified as possibly needing special education and/or related services must be referred to a special education Planning and Placement Team (PPT) for evaluation. The PPT will determine whether special education services are required. The PPT is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs. Parents must give their consent before any evaluation can be done or any services can begin.

**Seclusion and Restraint (Use of)**. The Board of Education seeks to foster a safe and positive learning environment for all students. In accordance with policy and accompanying regulations, South Windsor Board of Education employees will restrict the use of physical restraint or seclusion of students to emergency situations if needed to maintain the safety of the student or another individual. The use of restraint or seclusion will be used only by trained school staff in emergency situations only to prevent immediate or imminent injury to a student or others. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative. Such use will also be constantly monitored by a school employee. When used, parents will be notified within 24 hours, but a reasonable attempt will be made to notify parents/guardians immediately after restraint or seclusion is initiated.

**Psychotropic Drug Use**. School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before they may attend school, be evaluated to determine eligibility for special education or receive special education.

**Homeless Students**. The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment and eliminate existing barriers to their education, which may exist in district policies or practices, in compliance with all applicable federal and state laws. Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. As defined by federal and state statutes, homeless students residing within the district or residing in temporary shelters in the district are entitled to free school privileges.

## PARENT/TEACHER CONFERENCES

Parent-teacher conferences are held twice each school year between the classroom teacher and one or both parents (or guardians) of a student. It is an opportunity to discuss a student's academic progress and social behavior. Conferences are typically scheduled in November/December and again in March/April. Parents will be invited to schedule a conference time by the school or classroom teacher.

## FOOD SERVICES

### Breakfast

**FREE BREAKFAST for ALL Students continues into 2023-2024.**

### Lunch

Elementary lunch meals will be offered at \$3.00.

### Free and Reduced Meal Benefits

Free and reduced-price school meal benefits are available to eligible families through the Free and Reduced Price Meal Application. The 2023-24 application is available on the district website. Additionally, a physical copy will be sent home with each student the first week of school. The instructions for filling out and submitting the application to the Food Service Department will be included. It is important to note that each family only needs to submit one application. While it is recommended to submit applications at the beginning of the school year, they can be submitted at any point due to changes in household income. Families who qualified in the previous year will retain their eligibility at the start of the year, allowing them time to submit a new application. The prior year qualification will remain valid until October 13, 2023. To ensure uninterrupted student meal benefits, please return applications promptly. Families eligible for reduced meals will receive additional information related to lunch meal pricing for the 2023-24 school year. Please watch for an email from the Food Service Department. Any questions related to Free and Reduced Meals please contact Food Service Specialist Lisa Clayton at 860-474-1499.

### Breakfast and Lunch Options

A variety of breakfast and lunch options are available to students. Students are encouraged to make nutritious food choices. Food and beverages offered for sale to students will meet federal and state standards and guidelines. Additional information regarding food choices and menu options is available on the district website. Parents are asked to explain that children need to select at least one fruit or vegetable with their breakfast and again at lunch every day. Menus for both breakfast and lunch are posted on the [Food Services](#) section of the district website.

### Meals and Field Trips

Students traveling on a field trip are offered a special bag or lunch. Prior to every field trip a form will be sent home with students for parents/guardians to complete. Menus vary from field trip to field trip but typically include a cold sandwich or yogurt and cereal (or bagel), a cold vegetable selection such as carrots or celery, a fruit (fresh fruit or raisins), snack pretzels, and choice of milk. Bag lunches and milk are stored in coolers to ensure food safety. Accommodations will be made for severe allergies and special dietary needs, as documented with the school nurse.

### Wellness Policy

Student wellness, including good nutrition and physical activity, is promoted through the district's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided.

### Food Allergies

The school is committed to providing a safe environment for students with food allergies, and to supporting parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease. A student with glycogen storage disease is permitted to have a parent/guardian or a person they so designate provide food or dietary supplements on school grounds during the school day.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law. The District's specific plan for managing students with life-threatening food allergies is posted under the [Food Services](#) section of the district website.

## CAFETERIA AND PLAYGROUND EXPECTATIONS

The cafeteria and playground are considered extensions of the classroom and the same general school rules apply. Staff members will attempt to provide a non-stressful and relaxing lunch/recess atmosphere. However, students are expected to follow the instructions of the cafeteria and playground supervisors in order to conform to the acceptable behavioral practices listed below.

Students are expected to:

1. Respect both the property of others and the property of the school.
2. Display courteous and non-disruptive behavior toward staff members and other children.
3. Refrain from any behaviors that may cause injuries to others.
4. Treat all food, food containers, eating utensils, and paper products in an appropriate manner.
5. Abide by the specific playscape and playground rules of the school.

Failure to follow these rules may result in disciplinary consequences. If, in the judgment of the supervisor, the infraction is minor, a verbal warning may be given to the student. If the negative behavior occurs again during the same lunch/recess or is of a more serious nature, the supervisor may use any one of the following options for a consequence:

- Problem-solving form or referral form.
- Time out (no longer than 10 minutes).
- Conference with a social worker, principal, or teacher.
- Behavior Improvement Plan established for the student.
- School/parent conference.
- Principal may assign an in-school or out-of-school suspension (grades 3-5).

## LOST ARTICLES

Every year, clothing items such as sweaters, coats, gloves, hats, shoes, shirts, jackets, etc., are lost and never claimed. It would be extremely helpful if parents would label or mark children's clothing in such a manner that someone else who finds it may be able to locate the owner. All items that are turned into the school office will be placed in Lost & Found. Please ask your child to check the Lost & Found area for any lost items.

## HEALTH SERVICES

### General

The Health Room is accessible to all students during the school day. If a student becomes ill during the school day, the nurse will contact the parent for a medical dismissal. Emergency contacts and medical information must be reviewed and updated by parents and guardians through PowerSchool at the beginning of each school year. Please make sure that voicemail boxes are set up in the event of an emergency. The health and safety of our students, staff and entire school community is our highest priority.

**It is absolutely critical that students and staff who show any signs of illness stay home and not report to school.**

If you have questions about the health of your child/yourself, or the health of anyone in your family, please contact your school directly and speak with the school nurse or principal. Specific guidance relating to COVID-19 is available on our website, as well as CDC and DPH websites. Generally speaking, students who are sick should remain home.

- **Fever:** If a student has a temperature of 100.0 or higher without fever reducing medication, they should stay (or will be sent) home. The student may return to school after the temperature is normal (under 100.0) for 24 hours without fever reducing medication.
- **Infections:** If a student has a medical condition that has been deemed contagious (e.g., strep throat, pink eye, etc.), they must be excluded from school until they have been under medical treatment for 24 hours **and** cleared for a return to school by a physician.
- **Accidents/Injuries:** All accidents or injuries on school property must be reported to the nurse within 24 hours. If a student has a serious illness or accident outside of school, the parent should inform the nurse about the student's health condition. Any student who wishes to be excused from physical education class, or who requires use of the elevator, must bring a written doctor's note to the nurse before reporting to class.

### Immunizations and Health Assessments

The Board of Education adheres to state laws and regulations that pertain to school immunizations, health assessments and oral health assessments. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under state law. It is also the policy of the Board of Education to ensure that all enrolled students are adequately immunized against communicable diseases, unless exempted by law. Parents who believe their child is eligible for a medical exemption should contact their child's physician. A list of immunization requirements is on the state Health Assessment Record and available on our website.

Physical examinations are required in kindergarten, 7th grade and 10th grade. Students transferring from another state need a physical completed within one year of entry into South Windsor Public Schools. Students transferring from another country need a physical completed in the state of Connecticut and may be required to provide additional paperwork. An updated Health Assessment Record is required to be completed and submitted to the school nurse's office before the first day of school. All items with an asterisk (\*) on the Health Assessment Record must be completely filled out by the physician, APRN or PA performing the exam. Any questions regarding immunizations or the State Health Assessment Record should be directed to the school nurse.

### **Medication Information**

- **Administration of Medication.** Administering medicine in school is strictly regulated. For students who must take medication during school hours, including medication prescribed by a physician for short-term use (e.g., antibiotics), daily medication, medication needed only occasionally, over-the-counter medication, and medication for emergencies (such as Epi-Pens and inhalers), parents/guardians must provide the school nurse with their written permission and the written medical order of an authorized prescriber (physician, dentist, advanced practice registered nurse, or physician's assistant) authorizing the nurse to administer the medication. The permission and medical order must be in writing on South Windsor Public Schools' Medication Authorization Form\* and is required to be on file in the nurse's office each time a medication is to be administered in school. The form must be signed by the authorized prescriber (defined in BOE policy 5013) who orders the medication, as well as the student's parent/guardian.
- **Medication.** South Windsor BOE policy and Connecticut state law requires that medication be brought in by a parent or other responsible adult (over the age of 18) and given directly to the nurse. This person must remain to count the medication and to sign a form that verifies the amount. Prescription medication must be in a properly labeled pharmacy bottle and contain no more than a 3-month supply. Over the counter medication (i.e., Tylenol, Tums, Advil or Motrin etc.) must be brought in the original unopened container. Any medication remaining must be picked up by a parent or other responsible adult by the last day of school or within one week when a medication is discontinued.
- **Self-Administration of Medication.** Students may self-administer insulin through injection or insulin pump, provided the appropriate medication authorization forms are on file in the nurse's office. Students are permitted to carry on their person and self-administer rescue medications such as Epi-pens and asthma inhalers provided the appropriate medication authorization forms are on file in the nurse's office. Such medication should also be available in the nurse's office as a back-up in case of a medical emergency. Students who have a self-administration plan to carry their own rescue medications must keep them on or with their person at all times; it is not safe or appropriate to leave them in a locker. Students found in possession of any medication, over-the-counter or prescription, are subject to disciplinary action.
- **Medication on Field Trips.** The same state regulations and school policies apply to medication on field trips as in school during the school day. Students who have a self-administration plan are responsible for carrying their own medication on a field trip. It is best to speak with the school nurse well in advance of a field trip to make sure that your child will have access to appropriate medication and assistance, if needed, during a field trip.

### **Individualized Healthcare Plan (IHP)**

An IHP is a written document, developed by the registered professional school nurse and implemented for the individual student with medical diagnoses or disabilities, in order to promote the student's health and wellbeing, prevent serious or life-threatening symptoms, and support the student's participation in an inclusive learning environment. IHPs are developed for students with health conditions or diagnoses meeting the following criteria:

- After collaborating with parents and receiving appropriate medical documentation, if the school nurse determines the student is at moderate to high risk of experiencing a serious or life-threatening symptom during the school day.
- The student has a recent history of serious or life-threatening symptoms and/or hospitalizations.
- The student may require specific or complex preventative measures, emergency actions, or interventions.
- Due to their age, developmental level or other factor(s), the student is unable to accurately report or describe symptoms or take independent action to prevent or self-manage symptoms.

Please contact the school nurse with any questions or concerns pertaining to your child's health.

### **Accidents/Insurance**

Although every precaution is taken, accidents to students do occur in and about school. When injuries occur, the school nurse administers first aid. If the injury requires the attention of a doctor, the parent will be notified. If a student has a serious illness or accident out of school, the parent should inform the nurse about the student's health condition. If an injury or illness occurs over the weekend, whenever possible, it is best to have the child examined by their own physician prior to sending him/her to school. Certain situations must be treated

within a limited number of hours. A written doctor's note must be provided to the nurse's office for any student who is to be excused from physical education class.

**All accidents or injuries on school property must be reported to the nurse within 24 hours.**

It is the responsibility of parents to provide health insurance coverage for their child(ren). The South Windsor Board of Education does not indemnify parents who do not have insurance coverage for their children. Student accident insurance is offered to all parents at a modest cost. Literature is sent home with students at the beginning of the school year and is always available in the school's main office. The South Windsor Board of Education approves the offering of student accident insurance, but it does not act as agent or administrator of the plan, nor will it serve as an arbitrator should a dispute or claim arise.

## TRANSPORTATION

In compliance with state law, the Board of Education will provide transportation for students to and from school in their attendance district. Bus stops are primarily located at corners and/or intersections and K-5 students may be required to walk up to 3/10 of a mile to the bus stop.

**Bus routes and pickup times are available on the district website at [www.southwindsorschools.org/transportation](http://www.southwindsorschools.org/transportation)**

### Bus Stop

Bus drivers cannot be expected to maintain order at a bus stop, nor can school personnel provide supervision at remote locations. Parents are responsible for their children both to and from a bus stop, as well as when they are at a bus stop. Ideally, a parent should be at a bus stop whenever possible. If students are "acting up" at a bus stop, the best way to protect them is for a parent to monitor their behavior. Parents are required by law to pay for damage of any kind to property caused by their children.

### Bus Safety Tips

Help your child practice the following school bus safety tips:

- Arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
- Wait on the sidewalk, curbside or driveway and stand back from the road at least ten feet whenever possible.
- If you drop or forget something, do not stop or go back for it. Ask the driver or an adult to help.
- Never run after the school bus if it has already left the bus stop.
- After the bus comes to a complete stop and the bus door opens, take a firm hold of the handrail and get onto (or off of) the bus, one student at a time.
- Never push another student while getting on or off the bus.
- Do not put any part of your body out the bus window or throw anything out of the bus window.

### Considerations for Kindergarten Students

Kindergarten students will only be released from a bus if there is adult supervision or a parent designee present. If adult supervision is not present, the student will be returned to the school at the end of the route. Parents will be contacted by the school to make arrangements for pickup.

### Transportation Information Form

A "Transportation Information Form" (available through Parent Portal) must be completed for all students prior to the first day of school in order for the transportation office to plan bus routes efficiently.

### Transportation Questions/Concerns

Parents should not board the bus or discuss any transportation issues with the bus driver or contact the bus company or bus management to report problems or ask questions. All concerns regarding student transportation must be addressed by a building principal. If a building principal is not available to respond to questions or concerns, parents should contact the Transportation Office at (860) 291-1252. If a parent/guardian feels their child's bus stop violates safety standards, they can contact the Transportation Office at (860) 291-1252 for information on the appeal process or visit the website at [www.southwindsorschools.org/transportation](http://www.southwindsorschools.org/transportation).

## BULLYING

The South Windsor Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the District Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used

by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying 1) causes physical or emotional harm to an individual; 2) places an individual in reasonable fear of physical or emotional harm; or 3) infringes on the rights or opportunities of an individual at school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying are likewise prohibited. Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

**Reporting of Child Abuse/Neglect/Sexual Assault.** The Board of Education has a legal and ethical obligation to report suspected child abuse, neglect and sexual assault. Mandated reporters include all school employees, including the superintendent, administrators, teachers, substitute teachers, guidance counselors, school paraprofessionals and athletic coaches, as well as licensed nurses, physicians, psychologists and social workers who are either employed by the Board or who work in one of the district's schools, or any other person who in the performance of their duties has regular contact with students and who provides services to or on behalf of students enrolled in South Windsor Public Schools. Such individual(s) who have reasonable cause to suspect or believe that a child has been abused, neglected, placed in imminent risk of serious harm, or sexually assaulted by a school employee is required to report such abuse, neglect or risk and/or sexual assault. A mandated reporter's suspicions may be based on factors including, but not limited to, observations, allegations, and statements by a child, victim or third party. Suspicion or belief does not require certainty or probable cause.

The District shall provide in-service training regarding the requirements and obligations of mandated reporters to each employee, and each school employee is required to complete a refresher training program, not later than three years after completion of the initial training program. The Principal of each school in the district shall annually certify to the Superintendent that each school employee working at such school has completed the required training.

State law prohibits retaliation against a mandated reporter for fulfilling their obligations to report suspected child abuse or neglect. The Board shall not retaliate against any mandated reporter for their compliance with the law and Board policy pertaining to the reporting of suspected child abuse and neglect.

## **SCHOOL SAFETY AND SECURITY**

### **Visitors**

While school is in session, school grounds are to be occupied only by school personnel or visitors that have been approved by the school office. All people entering the school building other than school personnel must report to the school office upon arrival. All visitors are required to sign in, and will be issued a "Visitor's Pass" which must be worn at all times while in the school building or on school grounds. At the conclusion of the visit, the Visitor's Pass must be returned to the office and the visitor must sign out.

Any person other than school personnel who is not wearing a Visitor's Pass will be approached / challenged by any member of the school staff. The person will be directed to the office to sign in and receive a Visitor's Pass.

If a staff member is suspicious of any person, or if the person refuses to properly receive a Visitor's Pass, the office will be notified and upon hearing of the circumstances, the principal or office staff will implement building security procedures which may include notifying the South Windsor Police Department.

**ALL DOORS WILL BE LOCKED WHILE SCHOOL IS IN SESSION  
TO PROVIDE FOR THE SAFETY OF THE CHILDREN.**

### **Emergency Notification - School Cancellations/Delays**

In addition to SchoolMessenger communications, information relating to school cancellations, delayed openings and early dismissals will also be available from local media as well as the district website. Please do not call media outlets, the police department or Board of Education Office for school closing information. Students should have a plan for getting into their home when school closes early. In the rare event of an emergency while school is in session (i.e., power failure, weather emergency), a protocol has been established in each school which will ensure the safety of all students and staff. In addition, emergency plans are in place with the South Windsor Police and Fire Departments.

### **School Security and Safety Plan**

The District has developed and maintains an emergency disaster preparedness and response plan for implementation as needed ("School Security and Safety Plan"). The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection Development and implementation of the plan includes collaboration with local and state emergency responders (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all-hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery. Parents will not be notified of practice emergency drills, which will be conducted routinely throughout the school year. However, in every

instance where students are involved in an **actual emergency**, parents will be notified of the nature of the emergency, the procedures, and the reason why that particular course of action was taken.

**Emergency Response Drills.** Throughout the school year, students are expected to practice the appropriate actions, responses, and behaviors for emergency situations. These emergencies may include, but are not limited to, fire drills, intruder simulations, dangers from natural disasters (hurricane, severe lightning) or medical emergencies and evacuations. The purpose of these drills is to give students a rehearsal of the expected behaviors so that in the unfortunate event of an emergency situation, students will respond in a safe manner. The key to making these drills successful is for each student to carefully follow the instructions of staff members. Any student who disregards safety drill protocol or instruction may be subject to disciplinary consequences.

**Lockdown.** If there is an emergency or hazardous condition in the building or on school grounds, an announcement will be made if a lockdown is necessary. The terms of the lockdown will be indicated in plain language, stating a modified or full lockdown. A modified lockdown allows for classroom activities to continue. In a full lockdown students should remain in the classroom out of sight and silent until an Administrator ends the lockdown via intercom. Passage outside of the classroom is restricted; there is no movement in the building.

**Fire Alarm.** When a fire alarm sounds (a continuous sounding of horns), students must leave the building according to directions posted in the classroom. Teachers should lead the group, and the last student should close the door and turn off the lights. If the fire alarm sounds during passing time or lunch, students must leave the building by the nearest exit. Fire extinguishers are placed throughout the school for emergency use only. Misuse, tampering, and/or discharge of any fire extinguisher for any reason other than its intended use will result in serious school disciplinary action and referral to appropriate authorities.

Any visitors who are present during a building emergency or drill should remain in the classroom/other location, and follow the directions of school staff.

**Student/Parent Reunification.** In the event of an emergency situation that warrants building evacuation or early school closing, the school is prepared to provide an orderly and coordinated reunification of students and families. It is imperative that parents/guardians cooperate with school personnel during the reunification process and follow the established procedures. In some situations, students will only be released to their parent/guardian; however, in some situations students may also be released to an emergency contact identified in PowerSchool. Because an emergency could involve the local police and fire departments, it is critical that the streets and parking lots surrounding the school be kept completely clear.

**Parents should not come to the school to pick up their child(ren) unless directed to do by SchoolMessenger or a school administrator.**

**Automatic External Defibrillators in Schools (AEDs).** In order to assist individuals who may experience sudden cardiac arrest or a similar life-threatening emergency during the school's normal operational hours, during school-sponsored athletic practices and athletic events taking place on school grounds, or during school sponsored events not occurring during the normal operational hours of the school, the South Windsor Board of Education maintains automatic external defibrillators at each school under the board's jurisdiction. It is the policy of the South Windsor Board of Education to support the use of these automatic external defibrillators by trained school personnel during medically appropriate circumstances. Therefore, select school personnel are trained in the operation of such automatic external defibrillators and the use of cardiopulmonary resuscitation.

## TECHNOLOGY

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Board of Education provides computers, a computer network, Internet access and an e-mail system, as well as other electronic devices that access the network such as wireless and/or portable electronic hand-held equipment. These items can be to enhance both the educational opportunities for our students and the business operations of the district. Students must abide by all policies and applicable regulations outlined in the "Use of District Computer Systems and Internet Safety" policy, as well as all other applicable technology policies.

Students at all levels will be provided instruction on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. It is expected that users will act in a responsible manner in accordance with district standards as well as state and federal laws. Anyone who is aware of problems with or misuse of district computer systems, or has a question regarding the proper use of these computer systems, should notify their teacher or principal immediately.

In order to ensure that the district's Internet connection is used in the appropriate manner, the district has implemented a system developed to filter out Internet sites with content/materials considered by administration to be inappropriate, harmful or unacceptable for student viewing. Such content includes, but is not limited to, child pornography or material which is considered obscene or harmful to minors. The district considers attempts to disable or circumvent established filtering a violation of acceptable use.

The equipment, infrastructure and software are not to be used for personal gain by any student or staff member. It is important that students and parents understand that the district, as the owner of the computer systems, reserves the right to monitor and review the use of these computer systems. The district intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for district-related educational purposes. (BOE Policy reference #s: 6003, 6004, 6012, 5010). Chromebooks or other devices, as appropriate for the needs of the student, are provided for student use. These devices are to be used as an instructional tool to



support student learning. Pursuant to Board policy 6012, students are held personally and monetarily responsible for any loss or damage caused by intentional vandalism or negligence concerning assigned district electronic devices.

### **Use of Private Technological Devices by Students**

Students may possess privately-owned technological devices on school property and/or during school sponsored activities, in accordance with Board policy 5010 and any applicable administrative regulations. For the purposes of the policy, “privately owned technological devices” refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc.

Privately-owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff. Use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging or disrupting Board technology resources;
- Accessing or attempting to access any material that is obscene; obscene as to minors; or contains pornography;
- Cyberbullying;
- Using such device to violate any school rule, including the unauthorized recording (photographic, video, or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by any Federal or State law.

A student’s privately-owned technological device may be searched if the device is on Board property or in a student’s possession at a school-sponsored activity, 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. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item will be returned to the child’s parent/guardian at the close of the instructional day.

Students are responsible for the safety and use of their privately owned technological devices. If a privately-owned technology device is stolen, lost, or damaged, while the device is on school property or during a school-sponsored activity, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately-owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately-owned technological devices with other students.

The Board considers access to its technology resources to be a privilege and not a right. Misuse of any technology device or resource in any manner inconsistent with Board policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately-owned technological devices on school property or at school-sponsored activities, and/or suspension or expulsion in accordance with the Board’s policies related to student discipline.

### **Care of Instructional Materials and School Property**

All textbooks and instructional equipment issued to students should receive the best possible care. If any item issued by the school is lost or damaged, the student must pay for it. Students will be assessed for the cost of any damage done to the school building or property, including damage from skateboarding, ball throwing and destruction of signs. The parent or guardian of a minor child shall also be held liable for all property belonging to the school system lent to the student and not returned upon demand of the school system. The student may also be subject to disciplinary action.

### **Vandalism**

A student shall not intentionally cause or attempt to cause damage to public and/or private property, either on school grounds, during a school function, or at an event off school grounds. Intentionally causing or attempting to cause damage of public and/or private property may result in disciplinary action. The parent or guardian of any minor/unemancipated child who willfully cuts, defaces or otherwise injures in any way any property, real or personal, belonging to the school district shall be held liable for all such damages up to the maximum amount allowed under state law.

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## **FIELD TRIPS**

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Field trips are carefully planned educational experiences and are part of the curriculum. There are certain administrative guidelines which are followed by the building principal and the classroom teacher in order to ensure a safe and productive field trip. Board of Education policy requires that all field trips are approved in advance by the building principal. Each student must complete and return a signed

permission slip before participating in any field trip or school-sponsored activity. Transportation to and from the activity must be by a school provided bus. Release of students during field trips is on an emergency basis only, and the building principal must be notified in the event of an emergency.

Students are reminded that all school rules are in effect during field trips. Furthermore, personal belongings lost while on a field trip or other school sponsored activity are not insured by the district.

**The South Windsor Board of Education is the sponsor of South Windsor Public Schools field trips. Given the uncertainty of future events and the concern for the safety of participants, the South Windsor Board of Education reserves the right to cancel a field trip without any liability to participants. Should any field trip be canceled for the reason of safety, the South Windsor Board of Education, its staff and agents assume no responsibility or liability for financial loss, inconvenience, or disappointment as a result of the cancellation. If a field trip is cancelled, students will not suffer negative academic consequences.**

## CONFIDENTIALITY AND ACCESS TO STUDENT RECORDS

The Board of Education ("Board") complies with the state and federal laws and regulations regarding confidentiality, access to and amendment of education records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records. The Board's policy regarding confidentiality and access to student records is included in the annual student information update, and is viewable on the district website. Parents who wish to review records of their child should contact the building principal or the school counseling office. Students and parents who wish to release records to a third party must complete a Release of Information form available in the main office.

### **Directory Information**

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. Unless notified in writing by a parent or eligible student to the contrary, federal law permits South Windsor Public Schools to disclose "Directory Information" concerning a student without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. South Windsor Public Schools has defined "**directory information**" to include the following: student's name and address; major field(s) of study; participation in officially recognized activities and sports; and honors and awards received. This type of information would be used primarily for school-related publications such as a program showing a student's role in a drama production or concert; the annual school yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets when a student participates in athletics. **Please note:** if you opt out of Directory Information, your child's information will not be included in the aforementioned publications.

*Directory Information will not be released to a third party unless the release of such information is determined to be in the educational interest of the school district and is consistent with the district's obligations under state and federal law.*

## FACILITIES

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place. After dismissed and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

**Lockers.** For those schools which have lockers, lockers are the property of the school and are subject to routine administrative inspection. They should be kept clean and orderly to ensure their good working condition. **Lockers are not secure** and therefore, students should leave expensive personal items at home (i.e., iPods, electronic games, etc.). Neither the school nor the South Windsor Board of Education is responsible for lost or stolen items.

**Pesticide Application.** It is the policy of the South Windsor Board of Education to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building, or the grounds of any South Windsor public school, by using all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides. The decision to apply pesticide in any building, or the grounds of any South Windsor public school is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticide shall be made in any building, or the grounds of any South Windsor public school during regular school hours or during planned activities at any school except as provided by Connecticut statute or regulation.

Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

**Green Cleaning Programs.** A green cleaning program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information. **No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.**

## PARENT/TEACHER ORGANIZATIONS

Each elementary school has its own Parent Teacher Organization (PTO). All parents are invited to attend PTO meetings, and volunteer on a variety of projects or committees to meet the unique needs of each school and its students. The PTO is responsible for most community-based evening events such as Multi-Cultural Night, Movie Night, Talent/Variety shows, etc. PTO liaisons also serve on the majority of school-based committees and assist school staff as needed. To learn more, visit the PTO section under "School Info" on your school's website.

## VOLUNTEERS

Visitors or volunteers are currently permitted in classrooms, cafeterias or office spaces. However, this is subject to change based on current health guidelines. All volunteers must complete a Volunteer Registration Form and be approved prior to volunteering. The Volunteer Registration Form can be found on the [district website](#).

## ELEMENTARY PARENT-SCHOOL COMPACT

Parents, students and staff within the South Windsor Public Schools district agree to share responsibility for improving student academic achievement. In furtherance of this agreement, these parties agree to the following:

**The school and staff shall be responsible for:**

- Believing that all students can and will learn at high levels;
- Providing high quality curriculum and instruction in a supportive and effective learning environment that enables students in South Windsor to meet the challenging state academic standards;
- Providing opportunities for parents to volunteer and participate in their child's classroom activities;
- Ensuring regular, two-way, timely, meaningful communication, including but not limited to parent teacher conferences and ongoing written and verbal communication between family members and school staff; and
- Providing a safe school environment and supporting students emotionally and socially.

**Parents shall be responsible for supporting their child's learning by:**

- Staying informed about their child's education and communicating concerns as well as important information that will assist with both academic and social/emotional development;
- Encouraging positive use of their child's extracurricular time and promoting responsible use of technology;
- Partnering in decisions relating to their child's education;
- Ensuring regular and punctual attendance; and
- Facilitating homework completion.

**Students shall be responsible for continually improving by:**

- Being a responsible member of the school and South Windsor community
  - Being prepared with their homework, notices and supplies;
  - Taking pride in doing their best work; and
  - Participating in positive extracurricular activities.
- Being a respectful member of the school community

- Showing respect for themselves, the school, teachers, and others;
- Working cooperatively with their classmates and teachers; and
- Obeying the school and bus rules.

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**South Windsor Public Schools  
Elementary School Parent Handbook**

**2023-2024**