

# Willard Elementary School

1088 Norton Road  
Berlin, CT 06037  
[www.willardschool.org](http://www.willardschool.org)



Dr. Matt Correia, Principal  
Mrs. Megan Sirois, Assistant Principal

## Family Handbook

2017-2018

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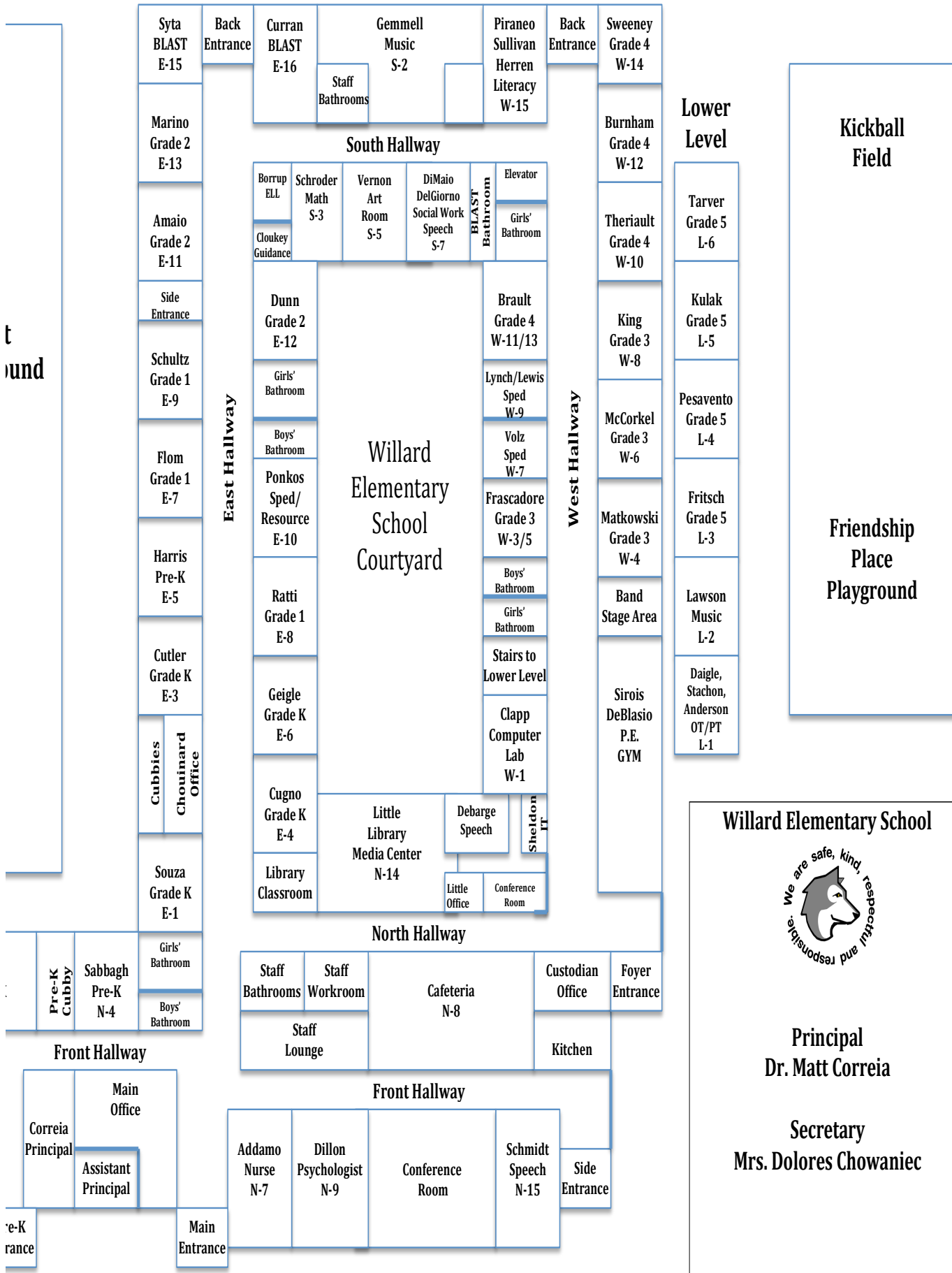
# Willard School Mission Statement

Willard School is a learning community centered around students, which embraces families as advocates for learners. It is our mission to:

- Develop strategic readers, flexible problem solvers, and motivated lifelong learners who have the ability to effectively collaborate, communicate, and think independently.
- In addition to academic skills, it is our mission to develop well rounded, empathetic, respectful, responsible, and engaged citizens.

In order to accomplish this mission, our staff will:

- Encourage students to achieve their highest potential
- Establish a safe learning environment that fosters risk taking, stamina, ingenuity, curiosity, and critical thinking.
- Serve as coaches who facilitate challenging and dynamic learning opportunities.
- Value students for their individuality and diverse capabilities.



**Willard Elementary School**

**Principal**  
**Dr. Matt Correia**

**Secretary**  
**Mrs. Dolores Chowaniec**

## Willard Elementary School Hours

Grades K-5	8:40am - 3:25pm
Pre-K (AM)	9:00am - 11:30am
Pre-K (PM)	12:30pm - 3:00pm

For safety reasons, children should not arrive earlier than 8:25am. The school does not provide and is not responsible for outside supervision prior to 8:25am.

Children are considered tardy if they arrive after 8:40am. Upon arrival, students must go to the main office and will receive a pass to go directly to their classroom.

All staff members must report to school by 8:20am and are required to stay until 3:45pm each day. Approval to arrive late or leave early must be given by administration.

### Scheduled Early Dismissal Days 2017-2018

September 13  
 October 4, 18  
 November 15, 22, 29  
 December 6, 7, 13, 22  
 January 10, 24  
 February 15  
 March 7, 21, 22, 28  
 April 25  
 May 2, 23  
 June 14

A modified schedule will be followed for early dismissal days **EXCEPT** 11/22, 12/2, and 6/14. On these days, the schedule will run as normal and simply “run as normal.” If you do not have a prep period and a bathroom break or a quick break, please contact administration.

### Delayed Opening (2 Hour Delay)

Grades K-5	10:40am - 3:25pm
Pre-K (AM)	Morning Preschool Sessions are canceled in case of delayed openings.
Pre-K (PM)	12:30pm - 3:00pm

### Early Dismissal

Grades K-5	8:40am - 12:45pm
PreK-AM	9:00am - 10:30am
PreK-PM	Canceled



## Staff Contact Information

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# Willard Pride



	<b>Classroom</b>		<b>Bathroom</b>
Safe	<ul style="list-style-type: none"> <li>▪ Move in a safe manner</li> <li>▪ Mistakes are okay- we learn from them.</li> </ul>	Safe	<ul style="list-style-type: none"> <li>▪ Wash your hands with soap</li> <li>▪ Leave lights on</li> <li>▪ Flush</li> </ul>
Kind	<ul style="list-style-type: none"> <li>▪ Use kind words</li> <li>▪ Help others</li> <li>▪ Share and take turns</li> </ul>	Kind	<ul style="list-style-type: none"> <li>▪ Give others privacy</li> <li>▪ Keep hands and feet to yourself</li> </ul>
Responsible	<ul style="list-style-type: none"> <li>▪ Try your best</li> <li>▪ Have materials and homework ready</li> <li>▪ Clean up after yourself</li> <li>▪ Handle school equipment with care</li> </ul>	Responsible	<ul style="list-style-type: none"> <li>▪ Put all trash in trash can</li> <li>▪ Report any problems immediately to your teacher</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>▪ Follow directions the first time</li> <li>▪ Listen when someone is talking</li> <li>▪ Talk in quiet voices</li> </ul>	Respectful	<ul style="list-style-type: none"> <li>▪ Use bathroom quickly and return to class</li> <li>▪ Use quiet voices</li> </ul>
	<b>Hallway</b>		<b>Lunchroom</b>
Safe	<ul style="list-style-type: none"> <li>▪ Stay to the right</li> <li>▪ Walk directly to your destination</li> <li>▪ Don't block a doorway</li> </ul>	Safe	<ul style="list-style-type: none"> <li>▪ Walk</li> <li>▪ Eat only your food</li> <li>▪ Sit safely: facing your food, sitting flat, feet on floor</li> <li>▪ Line up quietly</li> </ul>
Kind	<ul style="list-style-type: none"> <li>▪ Smile and say hello</li> <li>▪ Give personal space</li> <li>▪ Let other people pass through</li> </ul>	Kind	<ul style="list-style-type: none"> <li>▪ Use kind words</li> <li>▪ Use quiet voices</li> <li>▪ Keep hands and feet to yourself</li> </ul>
Responsible	<ul style="list-style-type: none"> <li>▪ Model good behavior</li> <li>▪ Keep hands, feet and objects to yourself</li> </ul>	Responsible	<ul style="list-style-type: none"> <li>▪ Clean up your space</li> <li>▪ Put all trash in trash can</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>▪ Whisper or be silent</li> </ul>	Respectful	<ul style="list-style-type: none"> <li>▪ Use good manners</li> <li>▪ Follow directions the first time</li> <li>▪ Get permission if you need to leave your seat</li> </ul>

	<b>Playground</b>		<b>Bus Dismissal</b>
Safe	<ul style="list-style-type: none"> <li>▪ Be safe</li> <li>▪ Play without hurting bodies or feelings</li> </ul>	Safe	<ul style="list-style-type: none"> <li>▪ Walk directly to bus line.</li> <li>▪ In cold weather all gear must be on!</li> <li>▪ Keep hands and feet to yourself.</li> <li>▪ Belongings should be in your backpack.</li> </ul>
Kind	<ul style="list-style-type: none"> <li>▪ Follow game rules/directions</li> <li>▪ Include others</li> </ul>	Kind	<ul style="list-style-type: none"> <li>▪ Whisper or be silent</li> <li>▪ Use kind words to kids and adults</li> <li>▪ Let younger students go ahead of you</li> </ul>
Responsible	<ul style="list-style-type: none"> <li>▪ Use equipment properly</li> <li>▪ Enter building silently</li> <li>▪ Put materials away</li> <li>▪ Report problems immediately to a recess teacher</li> </ul>	Responsible	<ul style="list-style-type: none"> <li>▪ Wait patiently for dismissal</li> <li>▪ Touch only your belongings</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>▪ Line up quickly and quietly</li> <li>▪ Follow directions the first time</li> <li>▪ Stop means stop!</li> </ul>	Respectful	<ul style="list-style-type: none"> <li>▪ Follow directions the first time</li> <li>▪ When teachers talk; stop, look and listen</li> </ul>

	<b>Bus</b>
Safe	<ul style="list-style-type: none"> <li>▪ Stay seated even when the bus is stopped</li> <li>▪ Face forward</li> <li>▪ Keep hands, feet and objects to yourself</li> </ul>
Kind	<ul style="list-style-type: none"> <li>▪ Use kind words</li> <li>▪ Share your seat if someone asks</li> <li>▪ Say, hello, goodbye and thank you to your bus driver.</li> </ul>
Responsible	<ul style="list-style-type: none"> <li>▪ Respect other people's belongings</li> <li>▪ Use quiet voices</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>▪ Follow directions the first time</li> <li>▪ Call bus drivers by their names</li> </ul>

At Willard Elementary School, we have highlighted four core values to guide our student population. "We are kind, safe, responsible and respectful." To ensure that all school members understand what these values look like in action, we have articulated the specific behaviors that would demonstrate each value in a learning setting. By sharing common expectations and common language, we strive to provide students with a sense of consistency and predictability as they travel between the various learning areas within the school. We value positive choices and recognize good decision-making!

## **PREFACE**

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.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct, which is intended to promote school safety and an atmosphere conducive for learning.

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 the Berlin Public Schools website.

## **NON-DISCRIMINATION POLICY**

The Berlin Public School District is committed to a policy of equal opportunity and affirmative action for all qualified persons and does not discriminate in any educational program, activity, employment or promotional opportunities on the basis on race, color, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and /or federal nondiscrimination laws. Inquiries regarding the Berlin Public School District’s non-discrimination policies should be directed to Denise Parsons, Title IX Coordinator, Berlin Public Schools, 238 Kensington Road, Berlin, CT 06037. (860-828-6581).

## **ADMISSION/PLACEMENT**

A student seeking enrollment in the Berlin Public Schools for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the principal. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student after such assessment and consultation with the parents, the principal will determine the grade placement of the child. Nonresidents may attend school on a tuition basis provided space is available. Nonresident students from other school districts within the Hartford region who apply pursuant to Board of Education regulations, may enroll in particular programs or schools within the district on a space available basis, without payment of tuition, as part of the inter-district public school attendance program called Open Choice. The Regional Educational Service Centers will determine which school districts are close enough to make transportation feasible. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

Students enrolled in a school identified for school improvement pursuant to federal law may transfer to another public school within the district that has not been identified for school improvement. The transfer will be allowed in accordance with law. Transportation will be provided by the district.

Parents of students attending Berlin schools have the option to enroll their child(ren) in a magnet school with which the Berlin is a non-participating district, if the magnet school has unused student capacity. The District will pay any tuition charge.

### **ADVERTISING**

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

### **AIDS CURRICULUM**

It is the policy of the Board of Education to provide, during the school day, planned, ongoing and systematic instruction on Acquired Immune Deficiency Syndrome (AIDS). Parents who wish to have their child excused from such instruction shall communicate this request in writing to the principal. All such requests shall be honored.

### **ARRIVAL AND DISMISSAL PROCEDURES**

All families are strongly encouraged to have students ride the bus to and from school in order to minimize traffic and support safety on school grounds.

It is expected that all people will respect the property of others on their way to and from school. Please review with your children the importance of not talking to strangers, or accepting offers of rides or gifts. Children are expected to cross at protected intersections serviced by our crossing guards. They should go directly home following dismissal. Please remind your children of appropriate behavior while waiting for the bus.

#### Drop-off Procedures

- Students should be dropped off at school no earlier than 8:25 a.m. Please note- there is no supervision before that time.
- All students should be dropped off in the lower parking lot. A staff member will monitor in order to ensure a safe walk up the sidewalk. Parents dropping off children should do so in an expeditious manner to avoid blocking traffic flow. Parents wishing to help their children out of their vehicles (opening car doors) should park in a parking space.
- Students dropped off after 8:40 a.m. are marked tardy and should report to the office for a pass.
- No vehicles should park in the fire lane at any time.
- Vehicles that pass busses with flashing red lights are subject to fines by law.
- It is not necessary to walk your child to class.

#### After School Activities

- Students participating in after school activities will remain in their homeroom and will be called to their activity at the appropriate time.
- Adults who are leading an after school group (e.g. troop leaders) should sign in at the office and wait outside the gym doors at 3:25 p.m. to take attendance, etc. They can then proceed to their assigned area at 3:40 p.m.
- Parents should inform the after school child-care providers when a child will not be attending due to illness or alternate arrangements.

### Parent Pick Ups

- Students being picked up from school must bring in a note to his/her teacher. The note should be specific and include the teacher's last name, the student's name, name of the person picking up the student, date, and a full parent signature. If you will be picking up your child every day or regularly on certain days, you may write one note to cover all dates. Please note: individuals picking students up must be at least eighteen years old. Please be prepared to present photo identification upon request.
- Please arrive to school by 3:25 p.m. when picking up.
- Students will report to the gym to meet with the school supervisor and be signed out by an adult before leaving the building.
- Parents/designees picking up students in grades K-5 must park in the lower lot and wait outside the side entrance to gym. Staff members will meet adults at side door to facilitate sign-out and dismissal. Thank you for your patience as we keep children safely inside the building.
- In the event of an emergency early dismissal, we will assume that those students with pick-up plans will be picked up at the early dismissal time. If this is not the case, please call the school office.

### Parking Lot Safety

Please use caution at all times when driving near school grounds and on our driveway. Please drive slowly as children do not always use their best judgment. In accordance with state law, parking is prohibited in fire lanes.

### Transportation

The following procedures help us to better ensure students' safety. Please take a moment to review them.

- Students should not be riding a bus if they are not assigned to that particular bus. Any requests for a student to ride a bus that he or she is not assigned to should only be in emergency situations related to childcare. These requests must be made in writing and will be reviewed by building administration for approval.
- Students who ride the bus may not have "split stops." All AM stops must be at the same location and all PM stops must be at the same location.
- Any request for a change in normal bus route or walking area must be made in writing to the Superintendent's office at least two weeks in advance of any possible change being approved. Such change must be permanent.
- Appropriate behavior is expected on buses at all times. Please report any unsafe bus behaviors to the Assistant Principal. Students who misbehave on the bus may lose bus privileges.

### Transportation Permission Notes

Permission for any transportation change(s) must be submitted in writing. Telephone permission can be accepted only in an emergency.

A written note is required if your child is:

- staying after school for activities;
- riding a bicycle to and from school;
- being picked up by a parent at dismissal time; or
- being picked up prior to dismissal time.

### Walkers

Walkers must sign out in individual classrooms to indicate that they are leaving the building and must exit the building through the south doors. No walker is to leave out any of the front or side doors. Parents meeting walkers

should do so at the designated walker exits or the rear path to Deerfield Drive. In the event of severe weather, specific safety concerns, or flooding emergencies; walkers may be required to ride the courtesy bus home. Students riding the courtesy bus will join those students who normally ride “red bus.”

(If your child is going to be a walker for the year, it is school policy and required that parents/guardians submit this request in writing. Please submit this note to the main office)

### **Bicycles**

Students may ride bicycles to and from school. Parents/Guardians are required to write a note informing the school that they give permission for this to occur. Only one note is needed to grant permission for the entire year.

### **ASBESTOS**

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building’s occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

### **ATTENDANCE**

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up schoolwork missed due to a legitimate absence.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.

### **Absence**

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school between 8:00 a.m. and 8:25 a.m. on the day of the absence by telephoning the school nurse (860) 828-4151 or by sending an email to [bhegg@berlinschools.org](mailto:bhegg@berlinschools.org). Please be sure to state the reason for the absence. **In addition to a phone call, parents/guardians must submit reason for student absence in writing. The signed, dated note should include the student’s full name and statement of reason for the absence.**

Requesting homework may be arranged during the call-in. All work can be made up with full credit. Students shall have two days available for every one day absent to make up work.

**Note:** In any case where the school is not contacted regarding absence, verification will be made with the home phone number unless a preferred number is listed on the emergency card.

### **Excused Absence**

Students receive an excused absence when they are absent from school for the following reasons:

- Death in the immediate family.
- Serious illness of a member of the family which makes the student’s absence necessary.
- Illness or injury of the student reported to the school nurse.
- Religious holidays.



- Court appearance/probation appointments.
- Other absences as approved by the principal's office in advance. Students who plan to be absent for reasons other than those listed above, should seek approval by presenting a note from home to the principal or designee, who will then indicate approval or disapproval. Please note that family vacations will not be approved as excused absences.

The responsibility for makeup of work lies with the student. Students will receive two days for each day of absence to complete all makeup work.

### Unexcused Absence

Unexcused absences are those which do not fall under any of the excused absences. Excessive unexcused absences will result in an administrative letter of concern entered in the student's cumulative file. Students who have unexcused absences may be denied makeup privileges. Such absences may also be reflected in the student's grades on the grade level report card.

School policy strongly encourages the scheduling of family vacations and trips 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."

### Leaving School Grounds/Release of Students from School

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's custodial parent or guardian unless prior arrangements have been made with the school. Parent or guardian should pick up the student in the school office.

### Tardiness

Students who are not in their homeroom by 8:40 a.m. are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. Excessive tardiness will result in an administrative letter of concern entered in the student's cumulative file as well as possible disciplinary action.

### Truancy

A student with 4 unexcused absences in one month or 10 unexcused absences in a school year will be considered a truant. Truancy will result in an administrative letter of concern entered in the student's cumulative file.

Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

Information about truancy will also be posted in the annual strategic school profile reports.

**In addition to this information, The Berlin Board of Education has adopted Policy 5113-R titled Student Attendance and Truancy, effective July 8, 2013.**

## ADMINISTRATIVE REGULATIONS REGARDING ATTENDANCE AND TRUANCY- ADOPTED JULY 8, 2013

### Definitions:

1. "Absence" - any day during which a student is not considered "in attendance" at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.
2. "Disciplinary absence"- Any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused.
3. "Educational evaluation" - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
4. "Excused absence" - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:
  - A. Any absence before the student's 10<sup>th</sup> absence, is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
  - B. For the student's 10<sup>th</sup> absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
    - a. student illness (verified by an appropriately licensed medical professional);
    - b. religious holidays;
    - c. mandated court appearances (documentation required);
    - d. funeral or death in the family, or other emergency beyond the control of the student's family;
    - e. extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;
    - f. lack of transportation that is normally provided by a district other than the one the student attends.
5. "In Attendance" - any day during which a student is not considered to be absent from his/her assigned school, or from an activity sponsored by the school (e.g. field trip), for at least one half of the school day.
6. "Student" - a student enrolled in the Berlin Public Schools.
7. "Truant" - any student **five (5) to eighteen (18)** years of age, inclusive, who has **four (4)** unexcused absences from school in any one month or **ten (10)** unexcused absences from school in any school year.
8. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

## **Written Documentation Requirements for Absences:**

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. An incidence of absence is considered consecutive days of absence.
2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.
3. For the student's 10<sup>th</sup> absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
  - a. student illness:
    - (1) signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or
    - (2) signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.
  - b. religious holidays: none
  - c. mandated court appearances:
    - (1) a police summons;
    - (2) a subpoena;
    - (3) a notice to appear;
    - (4) a signed note from a court official; or
    - (5) other official, written documentation of the legal requirement to appear in court.
  - d. funeral or death in the family, or other emergency beyond the control of the student's
  - e. extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
  - f. lack of transportation that is normally provided by a district other than the one the student attends: none.
4. Neither e-mail nor text message shall serve to satisfy the requirement of written documentation. In rare and extraordinary circumstances, a building administrator may, in his/her own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.
5. The Berlin Public Schools reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.
6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

### **Extraordinary Educational Opportunities:**

1. To qualify as an extraordinary educational opportunity, the opportunity must:
  - a. be educational in nature and must have a learning objective related to the student's course work or plan of study;
  - b. an opportunity not ordinarily available for this exemption;
  - c. be grade and developmentally appropriate; and
  - d. include content that is highly relevant to the student; while some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.
2. Family vacations do not qualify as extraordinary educational opportunities.
3. All requests for approval of extraordinary educational opportunities must:
  - a. be submitted to the building principal in writing prior to the opportunity, but no later than ten (10) school days prior to the opportunity except in exceptional circumstances at the discretion of the building administrator;
  - b. contain the signatures of both the parent/guardian and the student;
  - c. include an outline of the learning objective of the opportunity and include detail as to how the objective is linked to the student's coursework or plan of study; and
  - d. include additional documentation, where available, about the opportunity.
4. The building principal shall provide a response in writing and include the following:
  - a. either approval or denial of the request;
  - b. brief reason for any denial;
  - c. any requirements placed upon the student as a condition of approval;
  - d. the specific days approved as excused absences for the opportunity;
  - e. the understanding that the building administrator may withdraw its approval if the opportunity is canceled or the student fails to meet the agreed-upon requirements of the approval.
5. All decisions of the building principal relating to extraordinary educational opportunities shall be final.
6. Students who are granted excusal from school to participate in extraordinary educational opportunities are expected to share their experiences with other students and/or school staff when they return.
7. Approval for an extraordinary educational opportunity is determined on a case-by-case basis and the analysis of individualized factors. An opportunity approved for one student may not be approved for another.

### **Truancy Exceptions:**

1. A student **five (5) or six (6) years of age** shall not be considered truant if the parent or person having control over such student has appeared personally at the school district office and exercised the option of not sending the child to school at five (5) or six (6) years of age.
2. A student **seventeen (17) years of age** shall not be considered truant if the parent or person having control over such

student consents to such student's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.

3. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

#### **Readmission to School Following Voluntary Withdrawal:**

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section B.2, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.

2. If a student who has voluntarily withdrawn from school (in accordance with Section B.2, above) seeks readmission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

#### **Determinations of Whether a Student is "In Attendance":**

1. A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.

2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered "in attendance."

3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being "in attendance" for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate by the administration so as to ensure that the student is able to successfully return to the regular classroom setting.

#### **Procedures for students in grades K-8:**

1. Notification

a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K - 8 in writing of the obligations pursuant to Conn. Gen. Stat. §10-184 to assure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Berlin Public Schools.

b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-8 a telephone number or other means of contacting such parent or other person during the school day.

## 2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal [**or his/her designee**] shall make a reasonable effort to notify the parent or other person having control of such student by telephone and by mail of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. [**Reasonable efforts shall include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded on a form provided by the Superintendent.**] Mailed notice of the student's absence shall include a warning that two unexcused absences from school in a month or five unexcused absences in a school year may result in a complaint filed with the Superior Court pursuant to section 46b-149 alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs. Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

### Procedures applicable to students ages five (5) to eighteen (18):

#### 1. Intervention

- a. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than **ten (10) days** after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non-responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.
- b. When a student is truant, the Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.
- c. If the parent or other person having control of a student who is truant fails to attend the meeting held pursuant to subsection a., above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the Superintendent shall file, within fifteen calendar days of such failure to attend the meeting or other failure to cooperate with the school in attempting to solve the truancy problem, for such truant a written complaint with the Superior Court pursuant to Conn. Gen. Stat. § 46b - 149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs.
- d. In addition to the procedures specified in subsections a through c above, a regular education student who is experiencing attendance problems should be referred to the building Child Study Team [**or other appropriate school based team**] to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team ("PPT") meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.
- e. If a FWSN petition is filed and the court orders an educational evaluation of the student, the district shall conduct an appropriate educational evaluation if no such evaluation has been performed within the preceding year.
  - i) For a regular education student, the educational evaluation will be conducted or arranged for by appropriate school personnel and coordinated through the Child Study Team [**or other appropriate school based team**]. Upon completion of the evaluation of a regular education student, the Child Study Team [**or other appropriate school based team**] shall review the evaluations and make appropriate recommendations for alternative

procedures, programs or interventions. Such recommendations may include a referral of the student for further evaluation and/or consideration for special education eligibility.

ii) In the case of a student who requires or may require special education and related services, the district shall convene a PPT to determine what evaluations may be appropriate to assess any specific areas of concern. The PPT shall reconvene to review the evaluations and make appropriate recommendations regarding the student's need for special education services and the need, if any, to write and/or revise the student's individualized education program ("IEP").

### **Reports to the State Regarding Truancy Data:**

Annually, each local and regional board of education shall include information regarding truancy in the strategic school profile report for each school under its jurisdiction and for the school district as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the board of education to reduce truancy in the school district.

### **BOARD OF EDUCATION**

Board members are unpaid elected public officials with the responsibility for governance of the school district.

The members of the Berlin Board of Education are:

Mr. Matthew Tencza, President

Dr. Kari Sassu, Secretary

Mr. Timothy Oakes

Ms. JoAnn Angelico- Stetson

Mrs. Robin Evans

Ms. Julia Motte

Mr. Jeffrey Cugno

Mrs. Jaymee Miller

Mr. Jake Fisher

In order to perform its duties in an open and public manner and in accordance with state law, the Berlin Board of Education holds regular business meetings. Parents, students and other community members are encouraged to attend. Meeting dates can be found at [www.berlinschools.org/BOE/Calendar](http://www.berlinschools.org/BOE/Calendar). Unless otherwise noted on the agenda, all meetings will be held in the Board of Education Meeting Room located in the Board of Education offices at Town Hall. Starting time is 7:00 P.M. Generally, these dates follow the second and fourth Monday of each month. Exceptions are July, August, November, and December, when normally only one meeting is held. If a holiday occurs on Monday, the meeting is then held on Tuesday.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement, not more than 5 minutes in length, or to express a viewpoint. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board's main purpose is policy setting designed to improve student learning. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy, which reflects community values and expectations.

## CAFETERIA

Millard Cafeteria Staff prepares a nutritious and varied lunch. Student lunch including a drink costs \$2.80 per day. Using only milk pay \$0.50 per day.

Snacks are available for purchase. Parents/Guardians can choose to allow their children to buy snacks or not. If a child is allowed to buy snacks, cafeteria staff members are prohibited from making requests to impose child-specific limitations. Snacks are purchased from the same account as main meal payment.

Examples of Ala Carte Lunch Menu Items			
Water	\$1.00	Pretzel Rod	\$0.10
Ice Cream	\$0.75	Fortune Cookie	\$0.10
Chips	\$0.65	Soup	\$1.50
Cookie	\$0.65	Extra Fries	\$0.60
Extra Main Menu Item			\$1.50

lunch  
Students

choose  
child is  
unable to  
expenses

## WELFARE

Millard will be serving school breakfast for elementary students. Breakfast items can vary from day to day. The cost of breakfast is \$1.55. Examples may include cereal bars, white milk and fruit, muffins, and/or individual servings of packaged snacks. All breakfast items are nut-free. For cost information, please contact Judy Kozikowski, Cafeteria Manager at Millard (860) 828-4151 x1110.

When logging on to MyNutriKids.com, you will need your child's account number. Many children have this number memorized as it is the number used to check books out of the library and also to pay for lunch. If you and your child, do not know the number, please call the school office and we will be happy to read it to you.

"Borrowing" to buy lunch when the child has no money is discouraged. Money must be repaid promptly. Student's choice of menu item will be restricted if they borrow repeatedly.

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from the school secretary, Mrs. Chowaniec.

Children's health and safety is most important, so it is necessary for the school to know of any food allergies your child(ren) may have. Please have your doctor forward a note explaining the allergy information to Tim Proinski, Food Service Director, at the Board of Education, 240 Kensington Road. Necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

## CARE OF SCHOOL PROPERTY, LOCKERS, AND EQUIPMENT

Students are supplied with materials for instruction including textbooks and library books. They are accountable for proper care of these materials. It is strongly suggested that library books not be carried in the same backpack pouch as food and drink. Library books that are damaged due to food and drink, including water, will need to be paid for in full.



Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act. In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. The repairs of school property from vandalism will be completed by the school or town and the cost of repairs must be paid by the parents or legal guardian of the pupil responsible.

Equipment including desks and lockers are assigned to students for their convenience. These items are the property of the school, loaned to students during the school year. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk or locker. Students may not bring in locks from home and attach to assigned lockers.

Items of value should not be brought to school. Such items include trading cards, electronic games, portable CD players, iPods, MP3 players, cell phones, etc. Any items will be collected by teachers and turned into the principal or his designee. The principal will determine whether to return the item at the end of the day to the student or whether the parent will be contacted to pick up the item. If an item is brought to school for the purpose of show-and-tell (and approval was received by the classroom teacher), the item should be kept in the child's backpack and only taken out during the time of sharing. Please consider leaving jewelry at home. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

### **CHEATING/PLAGIARISM (Academic Dishonesty)**

Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. That is inconsistent with Willard School's goals and values. All forms of cheating and plagiarism are not acceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidences require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

### **CHILD ABUSE**

All professional school staff including teachers, guidance counselors, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect, a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment; such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

### **CLASS LETTERS**

Parents who wish to distribute letters or communications to their child's class must have the permission of the building principal before distribution.

### **CLASS LISTS**

Class lists including child's name, address, and phone number may be distributed for phone trees, fundraisers, classroom activities, etc. If you do not wish to have your child's name included on a class list, please write a note to the principal by September 5<sup>th</sup>.

### **CLASS PLACEMENT**

Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. Parents will have an opportunity to provide information relative to placement. The final decision for placement rests with the principal.

Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade. Students who fail to master basic learning objectives at a normal rate will be considered for retention. Retention and acceleration decisions are the responsibility of the teaching staff and principal, after prior notification and discussion with parents. The final decision rests with the school principal.

### **DANGEROUS WEAPONS AND INSTRUMENTS**

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent). The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

### **DEFIBRILLATORS IN SCHOOLS (AED'S)**

Each school will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardio pulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies.

### **DISTRIBUTION OF LITERATURE**

Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and/or the Building Principal.

### **DISTRIBUTION OF MATERIALS**

Printed materials may be distributed to parents by students as a means of communications. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations; will be referred to the office of the superintendent to determine whether the request complies with school policy.

The principal or his designee may approve such distribution providing:

1. The material is related to the school, community, local recreational or civic activity.

2. The material does not relate to any religious belief or activity, or promote private gain.
3. The material does not promote any outside governmental political party, candidate or position.
4. Does not promote profit making organizations.
5. Does not advocate a position regarding a referendum question.

Materials that have a religious content maybe made available to students during non-instructional time. The District has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the District.

Publications prepared by or for the school may be posted or distributed, with prior approval by the principal, sponsor or teacher. Such items include school posters, brochures, school newspapers and yearbook.

### **ELECTRONIC DEVICES AND GAMES (Radios, CD Players, Cell-Phones)**

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices, games, or telecommunications devices with text messaging at school, unless prior permission has been obtained from the principal. Without such permission, the items will be collected by teachers and turned into the principal. The principal will determine whether to return the item at the end of the day to be taken home by the student or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. The use of electronic devices, such as but not limited to, walkmans, disc players, iPods and cell phones are prohibited during the regular school day. These items must be stored in lockers or backpacks upon entering the building. For safety purposes, the Berlin School District permits students to possess cell phones; however, cell phones must remain turned off during the instructional day. In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet. Students found to be using any electronic communication devices in violation of school rules shall be subject to disciplinary action. Further, a student may be disciplined for creating and/or distributing written or electronic material, including internet material and blogs, that cause substantial disruption to school operations or interferes with the rights of other students or staff members.

### **EMERGENCY CARDS**

Emergency cards should be completed online. It is crucial that we have all pertinent information regarding family contacts in case of an emergency. If you have any questions regarding this process, please contact the main office.

### **EMERGENCY SCHOOL CLOSING INFORMATION**

When schools are closed on short notice, it is usually for one of the following reasons which have a direct impact on student safety:

1. A sudden overnight snowfall that ties up traffic and makes it too difficult for buses to cover their routes;
2. Freezing rain that makes it hazardous for buses to run; or
3. Extremely low morning temperatures which make it a health hazard to wait at the bus stop.

Emergency school closing information can be obtained a number of ways. Please see below for the best way(s) to access the news:

- Global Connect automated phone service will contact the phone number(s) that families have provided on the Berlin Public Schools Emergency Card.
- Please call the Board of Education answering machine at 828-8594 if you suspect winter weather conditions will cause an early afternoon closing, morning delay, or the cancellation of school.
- You may sign up for email notification at [www.berlinschools.org](http://www.berlinschools.org).
- School closings will also be reported to local radio stations WRCH 100.5 FM and WTIC 1080 AM as well as to television stations WFSB and WVIT.

Please devise a plan with your child to address action steps in the event that you are not home to receive him or her.

### **FIELD TRIPS**

The Board of Education encourages and sanctions student field trips that are of value in helping achieve each participating student's educational objectives. Each child must return a permission form signed by a parent or guardian before he/she will be allowed to participate on the trip. If the trip is within the Berlin school system, no form is required.

Teachers on field trips will administer all students' medication normally administered during school.

Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity.

### **FINANCIAL ASSISTANCE**

Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor or administrator to request confidential help.

### **FIRE DRILLS AND EMERGENCY PREPAREDNESS**

Fire drills and crisis response drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner. The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

### **FIRST AMENDMENT RIGHTS**

The Berlin Public Schools recognize that students have a right to bring into our schools, in a judicious manner governed by regulations, items for posting that are not considered obscene, libelous, disruptive, vulgar, and are deemed by the Administration to be consistent with community standards.

### **GRADING SYSTEM**

Report cards are issued to grade K-5 students 3 times a year. Students are expected to deliver report cards to their parents. Report card envelopes must be signed by the parents and returned to the school within 5 days.

## **GREEN CLEANING PROGRAMS**

Our 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.

## **HARASSMENT STATEMENT**

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, or any disability they may have. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to the principal or assistant principal. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

## **HEALTH SERVICES**

The role of the school nurse is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. Mrs. Hegg is available to parents and students for conferences regarding health issues.

### **Communicable/Infectious Diseases**

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

If your child has contracted a contagious disease including Fifth Disease, notify the school nurse. In no case should a child be sent to school unless he/she is in good health and ready to resume activities.

<b>Reportable Disease Chart – School Guide</b>			
<b>Disease</b>	<b>Excluded From School</b>		<b>Readmitted On</b>
let Fever and all ccal Infections of the throat	24 hours on antibiotics and fever free		School Inspection
Chicken Pox	Until all primary lesions have dried, 5-7 days		School Inspection
Measles	5 days after rash appears		School Inspection
Mumps	As long as glands remain swollen		School Inspection
Impetigo	Until dry or adequately cured		School Inspection
Pink Eye	24 hours no drainage		School Inspection
Fever	Fever free and off fever lowering medicine for 24 hours		School Inspection
TB	Doctor’s note and chest Xray		School Inspection
Vomiting	No vomiting for 24 hours		School Inspection
Case Where Contacts are Excluded from School Family and School Contacts			
Disease	Excluded from School	Readmitted On	Basis of Readmission
Meningitis	14 days or until culture negative	Note from attending MD	Certificate from health officer

### **Disabilities**

School district will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

### **Emergency Medical Treatment**

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

### **Health Records**

School nurses maintain health records using the Connecticut “Health Assessment and Record Form.” These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self testing. Such self testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

### **Homebound**

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

### **Immunizations**

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella and Hemophilus Influenza Type B.\* Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town. All Pre-K students age 24-59 months must receive an annual dose of flu vaccine between August 1<sup>st</sup> - December 31<sup>st</sup>. Students who do not meet this requirement will be excluded from school per CT State Immunization Department.

### **Physical Examinations**

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) All students will undergo vision screening by the school nurse. Hearing screening will be conducted for all students in grades K, 1, 3, 4, and grade 5. Postural screening will be conducted for all female students in grades 5.

### **Medical Emergencies**

The principal, assistant principal or school nurse or other staff member will contact the parent or other individuals specified on the emergency card. If we are unable to reach a guardian, an administrator will pursue appropriate medical attention per Board of Education Policy.

Medication Policy – Please see policy section at end of this handbook.

### **HOMEWORK**

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school. The Board of Education requires homework to be reasonable in length and appropriately challenging. The suggested homework guidelines for the elementary level are:

Kindergarten & First Grade: Shall be discretionary

Second & Third Grades: 15 to 20 minutes per weeknight

Fourth and Fifth Grades: 20 to 30 minutes per weeknight

These guidelines do not include time for independent reading or long-term projects.

For more detailed information, please see the Board of Education policy.

### **INVITATIONS**

Invitations for birthdays and parties are not to be distributed at school.

## **INSURANCE**

Berlin Public Schools has made arrangements to offer optional student accident insurance for all students. This coverage is available to parents for their children who are students enrolled in our schools. The Berlin Public School District does not provide insurance coverage or make medical reimbursements to parents for injuries that occur during school, including those incurred during gym classes and recess. For insurance information, view the flyer on the Business Office page of our website at [berlinschools.org](http://berlinschools.org) under resources.

## **KINDERGARTEN PARENT ORIENTATION**

Kindergarten orientation will occur in the spring. The purpose of the meeting is to inform parents about immunizations and health forms, services for students needing special education, and the kindergarten curriculum. If you have specific questions regarding registering your child for kindergarten, please contact the Board of Education at 828-6581.

## **LASER-POINTERS**

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property unless under a staff member's supervision and in the context of instruction. Laser pointers will be confiscated and students will be disciplined.

## **ENGLISH LANGUAGE LEARNERS**

Parents of students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the ELL program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

## **LOST AND FOUND**

Students who find items are asked to bring them to the office. Students who have lost items should check the "found" area near the entrance to the gym. Students and parents are encouraged to check frequently for missing items. Parents are requested to label all articles of clothing and lunch boxes. Throughout the school year, items that have not been claimed will be donated to charitable groups.

## **LIBRARY/MEDIA CENTER**

Students are invited to use the books and other materials, including computers, located in the library media center. Students are responsible for any material they sign out. Materials must be returned to the librarian or the volunteer at the circulation desk. Students must pay for any materials they lose or damage. A student's report card may be withheld until a student's obligation is met.

## **OUT OF SCHOOL MISCONDUCT**

Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and is a violation of a publicized board policy, even if such conduct occurs off-school property and during non-school time.

Examples of off-school conduct that may result in such discipline include but are not limited to:

1. Sale, possession, use, or distribution of dangerous weapons, including martial arts weapons;
2. Use, possession, or distribution of illegal drugs;



3. Violent conduct;
4. Making of a bomb threat;
5. Threatening to harm or kill another student or member of the staff; where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

**PARENT CONFERENCES**

Parents are encouraged to become partners in their child’s educational successes. Parent-Teacher conferences will be conducted in November-December for all students in grades Pre-K-5, and again in March. Appointments will be offered in the afternoon and during the evening. Additional conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. An effort will be made to accommodate parent schedules.

**PARENT INVOLVEMENT/COMMUNICATIONS**

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child’s school activities and with the District’s academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

**PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS**

The Willard Parent Teacher Organization (P.T.O.) is a non-profit organization, which provides programs and materials to enrich our children’s extracurricular, social, and educational activities. Fundraisers are the main source of income for these projects. The P.T.O. has enhanced Willard School with many contributions including playground equipment, library resources, field trip transportation, computer hardware and software, the presentations of cultural programs, and curriculum enrichment. Meetings are held monthly and membership is open to all parents and guardians of Willard School children. PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTO. The goal of P.T.O. is to strengthen the relationship between school and community, realizing that it is through joint effort that we can build a better school system for our children.

The P.T.O. needs your support in order to maintain its programs. Your family membership will be appreciated by the children and staff of Willard School. The cost of a family membership is twelve dollars. You may email the Willard Parent Teacher Organization with suggestions, questions, or comments to the following address: [Willardpto@berlinschools.org](mailto:Willardpto@berlinschools.org) These emails will be received by both the President and Vice President of the Willard Parent Teacher Organization.

**Willard Parent Teacher Organization Contact Information**

President	Katie Niemiec	president@emmahartwillardpto.org
Vice President	Barbara Szparkowski	

Secretary	Stacey DeNardo	
Treasurer	Joe Miller	treasurer@emmahartwillardpto.org

### **PTO Volunteers**

We encourage you to volunteer as your schedule permits. Volunteers are needed in classrooms as well as in our library, computer lab, and publishing center. You can also serve as a resource for career topics if you have a special interest or hobby. Ask your child's teacher or contact the P.T.O. officers to see how you can be of service.

### **PETS**

We ask families not to bring pets on school grounds during school hours. Some children are afraid of animals, some children have allergies, and some animals have an unpredictable nature around children. Unless the animal visit is related to the curriculum, such as the police dog for the DARE program, the sled dogs for the Iditarod, and the ducks for the life cycle unit, animals will not be permitted at school.

### **PHOTOGRAPHS**

Willard staff, PTO volunteers, and members of the media often take pictures of students engaged in learning activities or celebrations. These photographs are sometimes displayed in public areas, posted on school-based websites or published in the newspaper. In addition, since all Board of Education meetings are televised, student presentations to the Board of Education will be cablecast by Nutmeg Television following each Board meeting. If you wish to withdraw permission for your child to be photographed and videotaped, please notify the school office in writing. Parents who do not specify that their child can not be photographed/videotaped, are granting permission. Additional information can be found in Board Policy 5125: Confidentiality and Access to Education Records.

### **PSYCHOTROPIC DRUG USE**

School personnel is 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 he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

### **RECESS**

Students have a scheduled recess period and will go outside, weather permitting. A child will not be excused from recess due to a parent request as we do not have supervision of children in the classroom built into our schedule during recess blocks. If a doctor determines that a child should not go out to recess and we receive a note from said doctor, the child can spend the recess block in the nurse's office. Duty aides supervise the students during recess. Please be sure your child comes to school with safe and weather appropriate recess clothes. When there is snow on the ground, students without snow pants and boots will be restricted to the paved area of the playground only. Full snow gear is highly recommended!

### **SAFETY/ACCIDENT PREVENTION**

Student safety on campus and at school related events is a high priority of the Berlin School District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk
- Follow the school's code of discipline
- Remain alert to and promptly report safety hazards, such as intruders on campus
- Know emergency evacuation routes and signals
- Follow immediately the instructions of staff members who are overseeing the welfare of students

### **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. Willard School 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.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

1. school performances shall not be overtly religious;
2. religious music shall not entirely dominate the selection of music; and
3. program notes and illustrations shall not be religious or sectarian.

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. Participation in these activities is voluntary. Non-participants are expected to maintain order and decorum appropriate to the school environment.

### **SCHOOL DISTRICT RECORDS**

Interested persons may inspect "public district records" which are maintained at the office of the Superintendent of Schools, during normal hours of business. Copies of records, permitted by law to be disclosed, may also be attained.

### **SCHOOL PICTURES**

School picture days occur twice during the school year. Your child will be having a picture taken individually and with his/her class. You are not obligated to purchase any package. A make-up date will be scheduled for children who were absent on the original date.

### **SEARCH AND SEIZURE**

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

## **STUDENT ATTIRE**

We thank families for helping students use good judgment when dressing for school. Students should be dressed to be comfortable and safe but not in a manner that may prove disruptive to the educational process. Specifically, we ask you to keep these guidelines in mind:

- Shorts or skirts worn to school must fall mid-thigh or below.
- Shirts and tops should cover the waistband of the pants so no stomach is exposed. Students should not wear tube tops, spaghetti straps or any shirt that reveals undergarments.
- For school and playground safety, students are not permitted to wear flip-flops or platform sandals.
- Hats are not to be worn in the school unless as part of winter-weather gear or permitted due to a spirit day theme.
- In colder weather, children should be wearing coats everyday for recess.
- When there is snow on the ground, students are strongly encouraged to wear snow pants and boots as students who do not wear boots and snow pants are restricted to playing only on the black-top area of the playground.
- Regardless of what the forecast says, New England weather is unpredictable and conditions can change by lunchtime, please do not assume students will be staying in for recess. Students should always have appropriate gear for the weather.

Students wearing clothing that does not meet the above guidelines will be asked to change or contact home for a change of clothes. The Board of Education policy regarding Student Dress #5132 is available both on the Berlin Schools website and in the policies section of this handbook.

## **SPECIAL PROGRAMS**

Willard School utilizes the Response to Intervention (RTI) process, which combines systematic assessment, decision-making and a multi-tiered delivery model to improve educational and behavioral outcomes for 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.

For students in need of Special Education programs, a planning and placement team (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.

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parental involvement. Parents will be informed regarding the use of scientific, research-based interventions.

## **SPECIAL SERVICES**

Some students may require the support services of special education specialists. Pupil Personnel staff, including special education teachers, school psychologists, school social workers, speech-language pathologists and the occupational and physical therapists, work with students who qualify for services. Programs for students with a variety of disabilities are provided within the Berlin schools.

## **SPECIALS: GRADES K-5**

- **Art:** Students are scheduled to attend art class one time per week.
- **Library:** Students visit the library on a weekly basis and are encouraged to check out books for their enjoyment. All library books must be returned two weeks prior to the end of the school year. Fees are assessed for overdue books and students will not receive their final report card unless all books are returned and all fines are paid.
- **Music:** Students have general music two times per week. Students in grades three and four learn to play the recorder. It is important for these students to come to class prepared with their recorder and book. Students in grade five perform in the Willard Chorus and give two annual concerts. Attendance at concerts and performances will impact student's report card grade.
- **Physical Education:** Students participate in physical education two times per week. Sneakers and appropriate attire are required for physical education. A child may be excused from physical education only for medical reasons with written permission from a parent or doctor.
- **Instrumental Music:** Students in grade 4 and 5 have the option of learning to play an instrument. Students perform twice each year as a band.
- **Computers:** Classroom teachers and our Technology Integration Specialist collaborate on lessons that integrate technology with classroom assignments.

## **SURVEYS/STUDENT PRIVACY**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation that concerns:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex attitudes or behaviors;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individual with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. income; or
8. religious practices, affiliations, or beliefs of the student or the student's parents.

## **TESTING**

All students in grades 3 through 5 will participate in the Smarter Balanced Assessment Consortium program. Special education students participate in the Smarter Balanced Assessment Consortium program except in the rare case when participation in an alternate assessment is determined by the student's PPT.

## **TRANSFERS AND WITHDRAWALS**

Parents of students withdrawing from school must notify the office one week in advance of the student's last day. At that time, they will be given forms to complete. Included will be a formal written statement of withdrawal and release of records form.

## **VISITORS**

Parents and other visitors are welcome to visit Willard School. All visitors must first report to the school office to sign in. All visitors must wear a visitor's badge in plain view. Outside the scope of classroom volunteers, visits to individual classrooms during instructional time shall be permitted only with the teacher's advance approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

**2017-2018**  
**POLICIES**

<a href="#">5141.21</a>	Administration of Student Medications
<a href="#">5141.25</a>	Food Allergies and/or Glycogen Storage Disease
<a href="#">3516.12</a>	Notification Concerning Asbestos Management Plans
<a href="#">5131.911</a>	Bullying Prevention & Intervention
<a href="#">5131.911-R</a>	Safe School Climate Plan
<a href="#">5132</a>	Student Dress
<a href="#">5131.6</a>	Drug and Alcohol Use by Students
<a href="#">6153</a>	Field Trips
<a href="#">5145.4</a>	Non-Discrimination (Students)
<a href="#">5145.4-R</a>	Non-Discrimination (Administrative Regulations)
<a href="#">6161.8</a>	Parental Access to Instructional Material
<a href="#">3524.1</a>	Pesticide Application on School Property
<a href="#">5145.12</a>	Search and Seizure
<a href="#">5145.401</a>	Policy Regarding Section 504 of the Rehabilitation Act of 1973
<a href="#">5145.401-R</a>	Notice of Rights under Section 504 of the Rehabilitation Act of 1973 (Administrative Regulations)
<a href="#">5145.5-R</a>	Sex Discrimination and Sexual Harassment (Students) (Administrative Regulations)
<a href="#">1331</a>	Prohibition Against Smoking
<a href="#">5113-R</a>	Student Attendance and Truancy (Administrative Regulations)
<a href="#">5144</a>	Student Discipline
<a href="#">5145.1</a>	Student Privacy
<a href="#">5125-R</a>	Confidentiality and Access to Education Records
<a href="#">5131.83-R</a>	Student Use of the District's Computer Systems and Internet Safety
<a href="#">3541</a>	Transportation
<a href="#">6172.4</a>	Parental Involvement Policy for Title I Students
<a href="#">6135</a>	Parent-Teacher Communication
<a href="#">1010</a>	Green Cleaning Programs
<a href="#">1250-R</a>	Visitors to the Schools
<a href="#">5141</a>	Wellness Policy

**NOTIFICATIONS**

[Your Right to Request Information Concerning Teacher and Paraprofessional  
Qualifications](#)

[Complaint Resolution Procedure](#)

[Indoor Air Quality](#)

[Requesting an Initial Evaluation of a Child](#)