

*united in excellence*

NEW LONDON PUBLIC SCHOOLS

# WINTHROP STEM ELEMENTARY MAGNET SCHOOL

STUDENT-PARENT HANDBOOK  
2022-2023 SCHOOL YEAR



Dear Students and Families,

The faculty and staff of Winthrop STEM Elementary Magnet School welcome you to the 2022-2023 school year. We are

This handbook provides a wealth of information that will guide you throughout the year. We encourage every parent to review the contents of this handbook and share appropriate information with your child. By working together, we will achieve our academic and safety goals so that all students may enjoy a high quality and effective education.

Feel free to contact us with your questions or concerns. It is our goal to ensure everyone has a positive, successful experience here at Winthrop!

Sincerely,

*Michael Podeszwa*

Principal

# TABLE OF CONTENTS

Communication	
Calendar .....	5
District Policies .....	7
Admissions .....	8
Parent Involvement .....	8
Winthrop Weekly .....	8
School Messenger .....	8
Parent-Teacher Organization.....	8
School Transportation	
School Hours .....	9
Arrival at School .....	9
Parent Drop Off.....	9
Delayed School Openings .....	9
School Cancellations .....	9
Parent Pick up .....	10
Early Dismissal Days .....	10
Emergency Dismissal Days.....	10
Buses Arriving Home Late .....	10
School Bus Safety .....	10
Parent’s Responsibility.....	10-11
Student’s Responsibility.....	11-12
Attendance	
Absences .....	12
Excused Absence.....	12
Unexcused Absence .....	13
Tardiness .....	13
Chronic Absenteeism .....	13
Academics	
Schedule .....	13
Homework.....	13
Make-up Work .....	14
Report Cards .....	14
Parent-Teacher Conferences .....	14
Town Meetings .....	14
Library/Media Center.....	14
Visitors/Volunteers .....	14-15
Technology	
Acceptable Use .....	15
Website/Media Release.....	15

School Safety	
Accident Prevention.....	16
Lockdown Drills.....	16
Fire Drills and Emergency Preparedness .....	16
Behavior Expectations	
Positive Behavior Intervention System (PBIS) .....	16
PBIS Practices .....	17
SPARKS Posters.....	18
PBIS Acknowledgement System.....	18
Second Step.....	19
Discipline.....	19
Behavioral Issues.....	19-20
Office Referrals .....	20
Bullying.....	20
Reporting Bullying Behavior .....	20-21
Safe School Climate.....	21
Health Services	
Absence from School .....	22
Administration of Medicine .....	22
Communicable/Infectious Disease .....	22
Food Allergies.....	22
School Psychologist and Social Worker .....	23
Speech and Language Pathologist .....	23
Occupational and Physical Therapists .....	23
Tobacco Use .....	23
<b>School Procedures</b>	
Breakfast/Lunch/Snack .....	23
Recess.....	23
Electronic Devices .....	23
Cell Phones.....	23-24
Toys and Trinkets .....	24
Dress Code .....	24
Lost and Found.....	24
Birthday Celebrations .....	24-25
Field Trips.....	25
Forms to Return to School .....	25
Contact Information Quick Reference.....	25



# NEW LONDON PUBLIC SCHOOLS

# DISTRICT *Calendar*

SCHOOL YEAR 2022-2023

BOE approved April 16, 2022

August						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	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			

25<sup>th</sup> - 26<sup>th</sup> - New Teacher Orientation  
30<sup>th</sup> - 31<sup>st</sup> - Staff PD Days

September						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	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	

1<sup>st</sup> - Staff PD Day  
5<sup>th</sup> - Labor Day  
6<sup>th</sup> - First Day of School

October						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	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					

10<sup>th</sup> - Indigenous People's Day

November						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	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			

8<sup>th</sup> - Parent Teacher Conferences/Election Day  
Middle School Quarter 1 Ends  
11<sup>th</sup> - Veterans Day  
23<sup>rd</sup> - Half Day for Students  
24<sup>th</sup>-25<sup>th</sup>- Thanksgiving Break

December						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	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

5<sup>th</sup> - Elementary Trimester 1 Ends  
26<sup>th</sup>-30<sup>th</sup> - Winter Break

January						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	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				

2<sup>nd</sup> - New Year's Day Observed  
6<sup>th</sup> - Three Kings Day  
16<sup>th</sup> - Martin Luther King Jr. Day  
27<sup>th</sup> - Middle School Quarter 2 Ends  
- High School Semester 1 Ends

February						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

20<sup>th</sup>-21<sup>st</sup> - President's Day Break

March						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
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	

10<sup>th</sup> - Parent Teacher Conferences  
15<sup>th</sup> - Elementary Trimester 2 Ends

April						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	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						

5<sup>th</sup> - Middle School Quarter 3 Ends  
7<sup>th</sup> - Good Friday  
10<sup>th</sup>-15<sup>th</sup> - April Break

May						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	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			

29<sup>th</sup> - Memorial Day

June						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	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	

15<sup>th</sup> - Last Day of School/  
Half Day for Students  
19<sup>th</sup> - Juneteenth Day

- =Staff PD Day/ Parent Teacher Conferences  
No School for Students
- =Denote holidays for staff and/or students as designated
- =Early Release for Students  
(for the purpose of ongoing staff professional development and collaboration)
- =Half Day for Students
- =First/Last Day of School
- =Denotes End of Semester/Quarter



**Harbor Elementary School**  
432 Montauk Avenue  
New London, CT 06320  
P. 860-447-6040



**C.B. Jennings International Elementary Magnet**  
50 Mercer Street  
New London, CT 06320  
P. 860-447-6050



**Winthrop STEM Elementary Magnet School**  
74 Grove Street  
New London, CT 06320  
P. 860-447-6070



**Nathan Hale Arts Magnet School**  
37 Beech Drive  
New London, CT 06320  
P. 860-447-6060



**BDJ Multi-Magnet Middle School Campus**  
36 Walter Street  
New London, CT 06320  
P. 860-437-6477



**NLHS Multi-Magnet Campus**  
490 Jefferson Avenue  
New London, CT 06320  
P. 860-437-6400



# NEW LONDON PUBLIC SCHOOLS

# YEAR-ROUND *Calendar*

SCHOOL YEAR 2022-2023



BOE approved April 16, 2022

July						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	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						
Total Days: 15						

6<sup>th</sup>-8<sup>th</sup> - Staff PD Days  
11<sup>th</sup> - First day of School

August						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	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			
Total Days: 20						

29<sup>th</sup>-31<sup>st</sup> - Break #1

September						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	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	
Total Days: 15						

1<sup>st</sup>-9<sup>th</sup> - Break #1 Continued  
5<sup>th</sup> - Labor Day

October						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	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					
Total Days: 14						

10<sup>th</sup> - Indigenous People's Day  
24<sup>th</sup>-31<sup>st</sup> - Break #2

November						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	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			
Total Days: 13						

8<sup>th</sup> - Staff PD Day/Election Day  
11<sup>th</sup> - Veterans Day  
23<sup>rd</sup> - Half Day for Students  
24<sup>th</sup>-25<sup>th</sup> - Thanksgiving Break

December						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	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
Total Days: 12						

19<sup>th</sup>-30<sup>th</sup> - Break #3

January						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	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				
Total Days: 19						

2<sup>nd</sup> - New Year's Day Observed  
6<sup>th</sup> - Three Kings Day  
16<sup>th</sup> - Martin Luther King Jr. Day

February						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
Total Days: 10						

13<sup>th</sup>-24<sup>th</sup> - Break #4

March						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
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	
Total Days: 22						

10<sup>th</sup> - Staff PD Day

April						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	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						
Total Days: 9						

7<sup>th</sup> - Good Friday  
10<sup>th</sup>-21<sup>st</sup> - Break #5

May						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	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			
Total Days: 22						

29<sup>th</sup> - Memorial Day

June						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	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	
Total Days: 9						

13<sup>th</sup> - Last Day of School/  
Half Day for Students  
19<sup>th</sup> - Juneteenth Day

- =Staff PD Day, No School for Students
- =Denote holidays for staff and/or students as designated
- =Early Release for Students (for the purpose of ongoing staff professional development and collaboration.)
- =First/Last Day of School



Winthrop STEM  
Elementary Magnet School

74 Grove Street  
New London, CT 06320  
P. 860-447-6070



Nathan Hale Arts  
Magnet School

37 Beech Drive  
New London, CT 06320  
P. 860-447-6060

NEW LONDON PUBLIC SCHOOLS | [www.newlondon.org](http://www.newlondon.org) | 860-447-6000



# District Policies

Series	Required Notifications of Policy to Parents
0 000	<a href="#">0521 - Nondiscrimination</a>
1 000	<a href="#">1110.1 - Parent-Teacher Communication</a>
3 000	<a href="#">3542.43 - Charging Policy - Food Service</a>
3 000	<a href="#">3516.12 - Asbestos Control</a>
3 000	<a href="#">3231 - IDEA Fiscal Compliance</a>
4 000	<a href="#">4111 dHiring of Certified Staff</a>
4 000	<a href="#">4000.1 - Title IX</a>
4 000	<a href="#">4112.61 - Use and Disclosure of Employee Medical Info</a>
4 000	<a href="#">4152.6 - FMLA</a>
4 000	<a href="#">4118.234/5141.23- Prohibition on Recommendation of Psychotropic Drugs</a>
5 000	<a href="#">5118.1 - Homeless Students</a>
5 000	<a href="#">5124 - Reporting to Parents</a>
5 000	<a href="#">5124.1 - Report Cards</a>
5 000	<a href="#">5145.14 - On Campus Recruiting Opportunities</a>
5 000	<a href="#">5125 - Student Records - FERPA</a>
5 000	<a href="#">5131.81 - Use of Private Technology Devices by Students</a>
5 000	<a href="#">5113 - Attendance</a>
5 000	<a href="#">5114 - Exclusionary Time Out Suspension/Expulsion</a>
5 000	<a href="#">5131 - Student Conduct</a>
5 000	<a href="#">5131.6 - Drug and Alcohol Use by Students</a>
5 000	<a href="#">5121 - Examination/Grading/Rating</a>
5 000	<a href="#">5141 - Health Assessments/Screenings</a>
5 000	<a href="#">5141.21 - Administration of Medication</a>
5 000	<a href="#">5141.4 - Reporting of Child Abuse and Neglect</a>
5 000	<a href="#">5141.5 - Suicide Prevention and Intervention</a>
5 000	<a href="#">5131.911 - Bullying Prevention &amp; Intervention</a>
5 000	<a href="#">5123 - Promotion &amp; Retention</a>
5 000	<a href="#">5141.25 - Food Allergy Management Plan</a>
5 000	<a href="#">5141.7 - Concussion Management and Training</a>
5 000	<a href="#">5144.1 - Physical Restraint of Students</a>
5 000	<a href="#">5144.2 - Use of Exclusionary Time-Out Settings</a>
5 000	<a href="#">5141.4 - Reporting of Child Abuse and Neglect</a>
6 000	<a href="#">6172.4 - Title I Parent Involvement</a>
6 000	<a href="#">6141.311 - Limited English Proficiency Program</a>
6 000	<a href="#">6146.2 - Statewide Proficiency - Mastery Examinations</a>
6 000	<a href="#">6162.51 - Survey of Students &amp; Student Privacy</a>
6 000	<a href="#">6142.101 - Student Wellness Policy</a>
6 000	<a href="#">6171 - Special Education</a>
6 000	<a href="#">6159 - Individualized Education Program</a>
6 000	<a href="#">6141.321 - Acceptable Computer Use - Students</a>
6 000	<a href="#">6121 - Nondiscrimination in the Instructional Program</a>
6 000	<a href="#">6146 - Graduation Requirements</a>
6 000	<a href="#">6146.1 - Grading System</a>
6 000	<a href="#">6524.1 - Pest Management/Pesticide Application</a>
6 000	<a href="#">6154 - Homework</a>
6 000	<a href="#">6115 - School Ceremonies &amp; Observances</a>
6 000	<a href="#">6172 - Alternative Education Program</a>
6 000	<a href="#">6172.1 - Gifted &amp; Talented Students</a>
6 000	<a href="#">6112 - School Day</a>

FOR MORE INFORMATION, PLEASE VISIT [NEWLONDON.ORG/PARENTPOLICY](http://NEWLONDON.ORG/PARENTPOLICY)

# COMMUNICATION

## **ADMISSION**

A student seeking enrollment at Winthrop STEM Elementary Magnet School for the first time must enter through the lottery system. Lottery applications are submitted online, and the process is handled by Central Office. Please see the New London Public School's website for more information. [www.newlondon.org](http://www.newlondon.org)

## **PARENT INVOLVEMENT**

Education succeeds when there is a strong partnership between home and school based on positive communication and interactions. Parents and guardians are urged to encourage their children to place a high priority on education and to make the most of their educational opportunities. Parents and guardians should become familiar with their child's school activities including academics, essentials, and enrichment programs. Attendance at school events, participation in parent-teacher conferences, membership in parent organizations, attendance at Board of Education meetings and being a school volunteer are strongly encouraged.

Home-school communication is vital to the success of our students. Parents may use their child's agenda for regular communication with their homeroom teacher. Teachers also have access to voice mail and email which are the preferred methods of communication. During the instructional day, parents are asked to send an email, leave a voicemail message, or contact the school secretary as class may not be interrupted.

Office Hours: 8:30AM-4:30 PM / Phone: 860-447-6070 / website: [www.winthrop.newlondon.org](http://www.winthrop.newlondon.org)

Email: Staff email addresses can be found on the school website under the Staff Directory. All district email addresses are last name first initial@newlondon.org

## **WINTHROP WEEKLY**

Every Friday, students will receive a weekly newsletter called the Winthrop Weekly. The Winthrop Weekly will be sent to the email address provided when registering. It will contain important announcements and reminders about upcoming events and activities.

## **SCHOOL MESSENGER SYSTEM**

Information about upcoming events, reminders, and announcements will be delivered to parents through our automated messaging service. This service relies on the accuracy of information provided by the parent at the time of their child's enrollment. This information can be updated by contacting the school's secretary who can assist you with this process.

## **PARENT-TEACHER ORGANIZATION**

The Winthrop STEM Elementary Magnet School Parent Teacher Organization [PTO] is intended to encourage a partnership between parents and teachers to ensure a positive school experience for students and their families. Parents are urged to join and take an active part in the PTO. All parents are welcome and may join the organization at any time. PTO business meetings are held monthly in the library with the dates and times being announced in the Winthrop Weekly. All parents and teachers are invited to attend.



## Transportation

### **SCHOOL HOURS**

8:45 AM - 3:29 PM

### **ARRIVAL AT SCHOOL**

Students may be dropped off and begin entering the school at 8:30 AM, Monday through Friday on normal school days. There is no supervision before this time. Therefore, early drop-off is not allowed. Children should not be left unattended outside of the building. **The school day begins, and students must be in their classrooms promptly at 8:45 AM.**

### **PARENT DROP-OFF**

Children may only be dropped off in the designated parent drop-off location by the flagpole. To facilitate a safe and efficient drop-off, we ask that children are ready to exit the vehicle when they reach the flagpole and exit only on the passenger side. Parents should remain in the car. After their child has safely exited the vehicle, parents are asked to pull forward to allow for the next drop-off. There should be only one lane of traffic to ensure student safety. If parents wish to exit their vehicle to assist their child, they must park in a designated parking spot and escort their child on foot. Staff members will assist students as they enter school. Parents will not be permitted to enter the building to escort your student to class.

### **DELAYED SCHOOL OPENINGS**

There may be occasions during the school year when, because of inclement weather or other emergency circumstances, it is necessary to delay the opening of school by 2 hours. In that event, children may be dropped-off beginning at 10:30 AM and the school day will officially begin at 10:45 AM.

### **SCHOOL CANCELLATIONS**

In the event school is closed due to inclement weather or another emergency, announcements will be made. Information regarding school cancellation will be delivered to parents through our automated messaging service. School closing information is also shared through local radio and television stations, or by accessing the school's website and Facebook page. Please do not call the radio stations, police, schools, or the superintendent.

### **DISMISSAL (THE SCHOOL DAY ENDS AT 3:29 PM)**

It is important that all students attend school for the entire school day. A consistent dismissal plan is important. If any changes to the regular plan need to be made, please write a note to the teacher in your child's agenda and contact the main office no later than 2:00 p.m.

We want to communicate to students the importance of school. Early dismissals interrupt both instruction and the orderly dismissal of students. Please make all efforts to schedule appointments for your child outside of school hours. On occasion, it may be necessary to dismiss your child for a doctor or dentist visit. We request these appointments be scheduled at a time that does not interfere with school attendance. We appreciate your cooperation in this matter.

# TRANSPORTATION

## **PARENT PICK-UP**

At the start of each school year, parents are asked to complete a Student Information Form. It includes a section for any adult authorized to pick up your child. Please complete the form and ensure it is returned to our office. All students will need to be signed out by a parent or designated adult to be picked up and dismissed from Winthrop STEM Elementary Magnet School. A valid form of identification will be required to dismiss a child.

Anyone picking up students at dismissal time (3:29 PM) should not park in the bus lanes, the student drop-off area at the front of the school, or block traffic on Grove Street. Parking areas should be used when picking up a child at dismissal time.

Students in Kindergarten and First Grades being picked up will be dismissed from the gym. All other grade levels are dismissed from the Grove St. entrance. Parents are asked to proceed directly to your vehicles with your child unless you have a scheduled appointment with a teacher.

## **EARLY DISMISSAL DAYS**

The school calendar lists scheduled early dismissal days. Please take advantage of these days to schedule doctor and dental appointments or other commitments which might otherwise take your child out of school.

## **EMERGENCY DISMISSAL DAYS**

In the event school will close early due to inclement weather or another emergency, announcements will be delivered to parents through our automated messaging service. Emergency school closing information is also shared through local radio, television, or by accessing the school's website or Facebook page.

## **BUSES ARRIVING HOME LATE**

During the first weeks of school, it takes time for bus routes to settle into a routine and for the buses to run according to a regular, predictable schedule. Occasionally during the school year, a bus may be delayed due to traffic conditions, construction, or other unforeseen circumstances. If your child's bus does not arrive home when expected at the end of the day within a reasonable time, you may call the school office. If it is after 4:30 PM, you should call the bus company at the following number: (860) 800 – 5617

## **SCHOOL BUS SAFETY**

School expectations for bus behavior are carefully explained to all children and in each classroom at the beginning of the school year. We also ask that families review the responsibilities below from the district's policy with students to become familiar with them and help to enforce them.

## **PARENT'S RESPONSIBILITY**

1. Parents should make sure that children reach the school bus stop at least five minutes prior to the scheduled bus pick-up (10 minutes at the start of the school year as new bus routes may impact pick up and drop off time).
2. If a school bus or transportation vehicle is at a designated pick-up location on time and the student is not there and misses his/her ride, then it is the parent's responsibility to secure transportation to school.

3. Parents should accompany younger children to the bus stop. A parent (or responsible adult) is also required to meet Kindergarten and first grade students at bus drop-off. Younger children will be returned to the school if an authorized adult is not present for drop-off.
4. Parents should instruct children:
  - a. To look both ways before crossing the street.
  - b. To wait on the sidewalk or roadway shoulder, off the pavement.
  - c. To behave responsibly at the bus stops and on the bus.
5. Parents should understand that their child's failure to observe rules and regulations may lead to them being denied transportation. If students are not behaving on the bus on the way home, it may return to school. If, in the judgment of building administration, the student's behavior warrants removal from the bus, a parent or guardian will be called to pick up the child at school.

## **STUDENT'S RESPONSIBILITY**

1. While waiting for the school bus and boarding it, the student should:
  - a) Be at the designated bus stop at least five minutes prior to the scheduled pick-up time.
  - b) Always wait for the bus on the sidewalk in one group.
  - c) Wait until the bus comes to a full stop. When boarding the school bus, stay in line and enter in an orderly fashion.
  - d) Students waiting across the road from the designated bus stop should continue to wait until the bus comes to a full stop and displays its flashing lights and the driver signals to the student that it is safe to cross before attempting to cross the street.
2. When leaving school, students should:
  - a) Follow directions of the administrators, teachers, or staff members.
  - b) Obey the directions of the bus driver.
  - c) Allow children boarding ahead of them, three steps up the bus stairs before boarding themselves.
3. While riding in the bus, students should:
  - a) Remain properly and quietly seated while the bus is in motion.
  - b) Not jeopardize the safety of others. Be courteous to fellow passengers and bus driver.
  - c) Always keep all parts of their body inside of the bus.
  - d) Secure permission of the driver before opening windows of the bus.
  - e) Obey instructions of the bus driver promptly.
  - f) Refrain from eating, drinking, and using foul language.
  - g) Refrain from defacing or damaging the school bus in any way.
  - h) Refrain from distracting the attention of the bus driver from his/her duties at any time.
  - i) Never throw objects in the bus, out the bus windows, or, when off the bus, at the vehicle.
  - j) Always follow school behavioral expectations.
4. When leaving the school bus, students should:
  - a) Stay in line and leave in an orderly fashion.
  - b) Go directly home.
  - c) If it is necessary to cross a street after leaving the bus, remain directly in front of the bus until the bus driver, who has checked carefully in both directions, signals that it is safe to cross. Proceed directly across the street after checking both directions, as an added precaution.
  - d) Walk on the sidewalk to their destination.

- e) Always obey the instruction of the adults in charge.
5. Students should understand that their failure to observe rules and regulations may lead to them being denied transportation. If students are not behaving on the bus on the way home, it may return to school. If, in the judgment of building administration, the student's behavior warrants removal from the bus, a parent or guardian will be called to pick up the child at school.

## **ATTENDANCE**

Consistent student attendance is essential for all students' academic progress. It is important for students to arrive at school on time. The beginning of each school day establishes the tone for the day and includes important routines and information. Connecticut state law requires parents to cause their children, ages five through eighteen, to attend school regularly during the hours and terms the public school is in session. For more information on the district's attendance expectations, please see the district's website under About NLPS/Board of Education/Policies.

## **ABSENCE**

Every attempt should be made to schedule necessary appointments after school, on weekends and during vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school and provide a reason for their child's absence.

## **EXCUSED ABSENCE**

A student's absence from school shall be considered "excused" if documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

1. For absences one through nine, a student's absences from school are only considered "excused" when the student's parent/guardian approves such absence (see Definitions - Excused Absence) and submits appropriate documentation to school officials.
  - a. A signed note from the student's parent/guardian
  - b. A parent phone call to a staff member who will document the call in student records
  - c. A signed note from a school official that spoke in person with the parent/guardian regarding the absence
2. A note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.
3. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  - a) Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence)
  - b) Student's observance of a religious holiday
  - c) Death in the student's family or other emergency beyond the control of the student's family (up to 5 days; if more days are needed it is at the discretion of the administrator)
  - d) Mandated court appearances (documentation required)
  - e) The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required)



- f) Extraordinary educational opportunities pre-approved by District administration in accordance with Connecticut State Department of Education guidance.
- g) In-School Suspension or Out-of-School Suspension.

## **UNEXCUSED ABSENCE**

Unexcused absences are those which do not fall under any of the approved excused absence criteria.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards issued each trimester. Parents are also encouraged to contact the teachers, secretaries, and administrators to get help in verifying attendance and attendance records at any time during the year.

## **TARDINESS**

Students who are not in their homeroom by 8:45 AM are considered tardy and must be signed in at the main office by a parent or guardian. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action if the principal determines that tardiness is excessive.

## **CHRONIC ABSENTEEISM**

Students who are absent more than 10% of school days are considered chronically absent. Building and district administration will work with families to ensure students attend school regularly. When a student nears 10 absences, a mandatory Attendance Meeting will be scheduled to develop plans to provide families with support needed to improve their child's attendance. Winthrop will continue to provide families needed support until the issue is resolved.

# **ACADEMICS**

Winthrop STEM Elementary Magnet School provides a rigorous curriculum based on the Connecticut Core Standards and Next Generation Science Standards to all students in kindergarten through grade five. Information on curriculum and instruction will be shared during Open House each September. All parents are encouraged to attend.

## **SCHEDULE**

Winthrop has a unique schedule where students transition to different classrooms throughout the day. Each class has one teacher for Science and Math and another partner teacher for Literacy. Students attend one 45-minute essentials block each day of either Art, Music, Technology, PE, Library.

## **ACADEMIC SUPPORT**

All students receive individualized academic support in addition to their core instructional time based on assessment data. Students work with teachers in small groups to reinforce or extend learning.

## **HOMEWORK**

As Winthrop STEM Elementary Magnet School has a limited homework policy. All students are asked to read for 20 minutes daily and to practice grade level appropriate problem-solving skills supplied by the teacher. Occasionally, additional work may be sent home for completion to facilitate completion of in school projects to make-up missed assignments.

## **MAKE-UP WORK**

The responsibility for make-up of work lies with the student and parent, not the teacher. Unless a student has an extended illness, all make-up work must be completed within seven (7) days after the student returns to school. Please contact the teacher in advance to obtain work.

For a planned absence, a student will be permitted to make-up tests and to turn in projects due in any class

missed because of absence. The teacher will make every effort to assist the student by explaining the assignment and its requirements. The make-up work may need to be completed outside of school hours if the teacher determines it is necessary based on the circumstances and/or amount of work in need of make-up. Beginning in grade four, the student is responsible for obtaining and completing make-up work within the time specified.

## **REPORT CARDS**

A report card is a teacher's assessment of your child's progress at his or her grade-level based on the Connecticut Core Standards and Next Generation Science Standards. Report cards are standards based and therefore indicate a child's progress toward mastering grade-level objectives. Effort displayed by each student is indicated separately. Report cards are sent home to parents three times a year for all grade levels. Parents are asked to sign and return the report card envelope as a proof of receipt.

## **PARENT-TEACHER CONFERENCES**

Parents are encouraged to become partners in their child's education. Scheduled conferences occur twice per year, in November and March. These conferences are typically held during the day but can be scheduled to accommodate parent schedules. Additional conferences may be held at any time during the school year by appointment. Parents, students, or certified staff members may initiate a conference. These conferences are held during school hours, but every effort will be made to accommodate parent schedules.

## **TOWN MEETINGS**

Every grade level hosts regular town meetings where all classes gather to recognize student achievements. All grade level parents are invited to celebrate student success. At town meetings, students are given awards for SPARKS behavior, attendance, Literacy and STEM achievements and essentials classes (PE, Music, Technology, Library and Art). Parents will be notified when their student has earned an award.

## **LIBRARY/MEDIA CENTER**

Students are invited to use the books, magazines, newspapers, 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 at the circulation desk. Students must pay for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met.

## **VISITORS/VOLUNTEERS**

Parents and other visitors are welcome at Winthrop STEM Elementary Magnet School. All visits to classrooms must be scheduled with the teacher in advance. All visitors must first report to the office and be prepared to show their driver's license or other government-issued identification. Visits to individual classrooms during instructional time shall be permitted only with the principal's 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. Typical visits are no longer than twenty minutes.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. We ask all parents and visitors to assist us in modeling good behavior for our students.

Parents and family members are also encouraged to volunteer in their child's classroom and the school. All arrangements to volunteer should be made in advance and agreed upon between the teacher and parent or family member. Volunteers must agree to a background screening and, possibly, be fingerprinted to ensure the safety of all our students.

Volunteering opportunities are also available through the P.T.O.

## TECHNOLOGY

### **TECHNOLOGY ACCEPTABLE USE**

Winthrop STEM Elementary Magnet School is committed to the use of technology to broaden instruction and to prepare students for an increasingly computerized society. The internet can support the curriculum and student learning by facilitating resource sharing, innovation, and communication. The use of technology is a privilege. This educational opportunity demands personal responsibility. Use of these tools is restricted to students working under a staff member's supervision and for approved purposes only.

Each student at Winthrop is assigned their own device to use for academic purposes in school. All students visit the computer lab on a regular basis for structured lessons on using technology to help them learn. Additional time in the computer lab can be scheduled by teachers when they are working on special projects.

Students and parents are asked to sign a user agreement regarding appropriate use of technology. Violations of this agreement may result in withdrawal of privileges and other disciplinary action. If a student purposefully damages any equipment, including iPads, parents may be asked to pay to repair or replace it.

It is required by the New London Board of Education that all students sign the Acceptable Use Policy. It indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

Federal law requires the district to place filtering devices on school iPads and computers to block entry to visual depictions that are harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

### **WEBSITE/MEDIA RELEASE**

In order to publicize the achievements of our students, we often publish our students' names, faces or achievements in our school and district publications, or release the information to local newspapers, television or media. We may also post the information on the school or district's website or Facebook page.

If you would like to restrict the release of any information regarding your child, please fill out the "Website/Media Release" form at the beginning of each school year.

## SCHOOL SAFETY

Providing a safe environment for our students and staff is a top priority at Winthrop STEM Elementary Magnet School. The school practices regular safety drills which include fire and lockdown drills. Parents and

the school have a joint responsibility to consistently emphasize the importance of adhering to safety procedures.

## **ACCIDENT PREVENTION**

Student safety on campus and at school related events is a high priority at Winthrop. Even though safety procedures are established, student cooperation is expected to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Promptly report safety hazards, including unidentified people on campus.
- Know emergency evacuation routes and signals.
- immediately follow the instructions of all adult staff members that are over-seeing the welfare of students.

## **LOCKDOWN DRILLS**

Every year we have drills that help us to be prepared in the event of an emergency. Lockdown drills are part of the school district's emergency operations plan. The plan calls for the students to remain in their classrooms while the school is inspected, and it is determined that safety protocols are in place and operational. Additional steps include testing our communication, readiness, and response preparedness. Our primary objective is to ensure the safety of all children and adults at Winthrop STEM Elementary Magnet School. Should a parent be visiting the school during a drill they will follow the same procedures as all other teachers and adults. No visitors will be admitted into the school during a safety drill.

## **FIRE DRILLS AND EMERGENCY PREPAREDNESS**

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions given by the adult staff member in charge.

During a drill or when the fire alarm sounds, students are escorted out of the building by a teacher or staff member and 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. Students are expected to always follow the direction of teachers or others in charge.

# **BEHAVIOR EXPECTATIONS**

## **POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)**

What is PBIS? The focus of PBIS is to provide a clear system for all expected behaviors at school. Through PBIS we work together to create and maintain a productive and safe environment in which all school community members clearly understand the shared expectations for behavior. Through positive recognition and continual teaching of expectations, students experience academic and social growth.

What are the benefits? We believe that through the implementation of PBIS systems and strategies we will increase student academic performance, increase safety, decrease problem behavior, and establish a positive school climate.

Why use PBIS? PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors in schools. One of the key components of the system is a focus on prevention. Students are taught clearly defined behavioral expectations for all aspects of the school environment. They are provided with predictable responses to their behavior, both positive and corrective.



## **PBIS PRACTICES**

As part of PBIS, Winthrop STEM Elementary Magnet School has developed school-wide procedures to support implementation.

1. **Define Behavioral Expectations:** A small number of behavioral expectations are positively stated and clearly defined and posted throughout the school. Our expectations are: Self-Control, Participation, Accountability, Respect, Kindness, and Safety (SPARKS).
2. **Teach Behavioral Expectations:** The behavioral expectations are taught to all students in a real context using the same teaching methods used in academics (Teach, Model, and Practice).
3. **Acknowledge Appropriate Behavior:** Once appropriate behaviors have been defined and taught, they will be acknowledged on a regular basis. The Winthrop STEM Elementary Magnet School has developed a system that acknowledges expected behavior using verbal praise, recognition in town meetings, and SPARK points.
4. **Correct Behavior Errors:** When students do not meet (SPARKS) expectations, students are given an explanation of how they failed to meet SPARKS. Clear procedures are then used to direct students to appropriate behavior.

### School-Wide

**S**  
SELF-CONTROL

- Respond in the way my teacher asks me
- Use an appropriate voice level for the setting

**P**  
PARTICIPATION

- Work to the best of your ability
- Track the speaker
- Listen

**A**  
ACCOUNTABILITY

- Take care of yourself, your belongings, and your school
- Take responsibility for your actions

**R**  
RESPECT

- Consider others' opinions and respect differences
- Follow directions from adults

**K**  
KINDNESS

- Treat others kindly

**S**  
SAFETY

- Keep hands, feet, and objects to yourself
- Stay where you are supposed to be

### Bathrooms

**S**  
SELF-CONTROL

- Use bathroom only when you need to go
- Speak with a quiet voice

**P**  
PARTICIPATION

- Wash your hands
- Use the bathroom quickly and quietly
- Return to class

**A**  
ACCOUNTABILITY

- Clean up after yourself
- Use only what you need

**R**  
RESPECT

- Respect the privacy of others
- Keep the bathroom clean

**K**  
KINDNESS

- Wait your turn patiently

**S**  
SAFETY

- Use walking feet
- Tell an adult if there is a problem

### Bus

**S**  
SELF-CONTROL

- Remain seated (Back to back and bottom to bottom)
- Use inside voice

**P**  
PARTICIPATION

- Be a role model
- Be accepting of your seatmate

**A**  
ACCOUNTABILITY

- Keep track of your belongings
- Know your bus number and bus stop

**R**  
RESPECT

- Follow directions from adults
- Be in charge of your belongings

**K**  
KINDNESS

- Share your seat and make room for others
- Speak nicely to others

**S**  
SAFETY

- Keep the aisle clear
- Keep your hands and feet to yourself
- Let the driver concentrate on the road

### Cafeteria

**S**  
SELF-CONTROL

- Stay seated
- Speak with a quiet voice
- Hands to yourself

**P**  
PARTICIPATION

- Be willing to try a variety of foods

**A**  
ACCOUNTABILITY

- Clean up your area completely

**R**  
RESPECT

- Follow directions from adults
- Walk in line calmly

**K**  
KINDNESS

- Use good manners

**S**  
SAFETY

- Eat your food only

### Hallways

**S**  
SELF-CONTROL

- Voice off
- Eyes Forward
- Hands to yourself

**P**  
PARTICIPATION

- Stay in your spot right behind the person in front of you

**A**  
ACCOUNTABILITY

- Take care of yourself and your materials

**R**  
RESPECT

- Follow directions from adults

**K**  
KINDNESS

- Hold the door for the person behind you

**S**  
SAFETY

- Walk on the right side

### Playground

**S**  
SELF-CONTROL

- Wait your turn

**P**  
PARTICIPATION

- Invite others
- Ask to be included

**A**  
ACCOUNTABILITY

- Line up quickly when signal is given

**R**  
RESPECT

- Treat others the way you want to be treated
- Follow directions from adults

**K**  
KINDNESS

- Share equipment
- Speak to adults and peers with kindness

**S**  
SAFETY

- Keep hands, feet, and objects to yourself
- Use equipment properly

### Library

**S**  
SELF-CONTROL

- Use whisper voices
- Keep your body calm

**P**  
PARTICIPATION

- Find a "just right" book
- Actively listen

**A**  
ACCOUNTABILITY

- Return or renew your library book
- Clean up your area completely

**R**  
RESPECT

- Take care of library materials
- Follow directions from adults

**K**  
KINDNESS

- Allow others to enjoy their books

**S**  
SAFETY

- Use walking feet
- Hold the door for the person behind you

### iPad Lab

**S**  
SELF-CONTROL

- Use approved apps and sites

**P**  
PARTICIPATION

- Stay focused
- Complete your task

**A**  
ACCOUNTABILITY

- Close all apps at the end of lab
- Lock iPad and put the cover on screen

**R**  
RESPECT

- Follow directions from adults

**K**  
KINDNESS

- Be polite
- Help others when appropriate

**S**  
SAFETY

- Use iPad only when seated
- Protect your iPad

### Assembly

**S**  
SELF-CONTROL

- Stay in your aisle
- Voices off

**P**  
PARTICIPATION

- Track the speaker
- Listen

**A**  
ACCOUNTABILITY

- Take responsibility for your actions

**R**  
RESPECT

- Sit so others can see
- Follow directions from adults

**K**  
KINDNESS

- Celebrate others' successes
- Show appreciation to presenter

**S**  
SAFETY

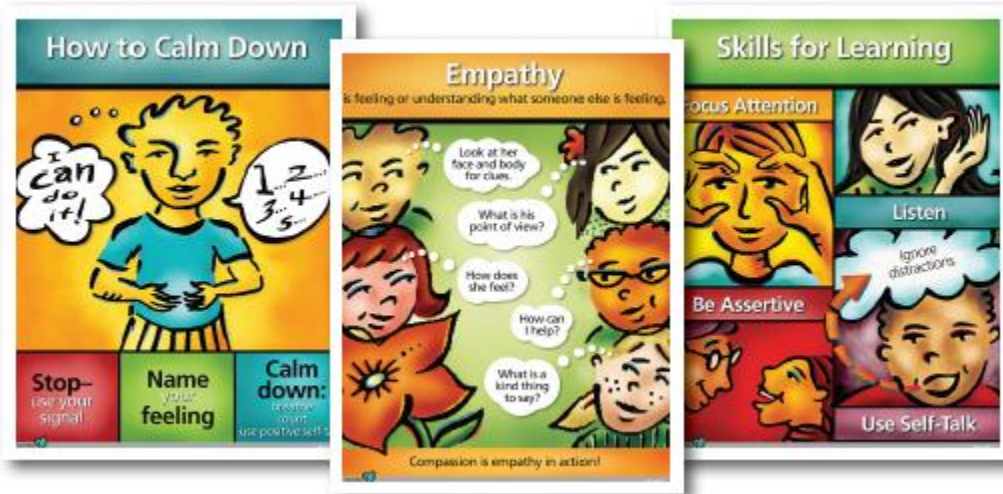
- Keep your hands and feet to yourself
- Stay with your class or group

## POSITIVE BEHAVIOR ACKNOWLEDGEMENT SYSTEM

Once appropriate behaviors have been identified and taught, they will be acknowledged on a regular basis. Students are awarded SPARKS points through a program called PBIS Rewards which is used to track and monitor student behavior. The points that students have received for adhering to SPARKS expectations can be used to purchase rewards in a student store.

## SECOND STEP

To further support positive behavior, Winthrop STEM Elementary magnet School uses the Second Step program to help students in grades K-5 develop their social-emotional skills - including making friends, managing emotions, and solving problems - to set them on the path for social success and academic readiness.



## DISCIPLINE

When students do not follow the behavioral expectations, staff must intervene to inform the student of the problem behavior, teach the appropriate behavior for the situation, and administer appropriate disciplinary action. Discipline is an opportunity to teach children values and skills that encourage desirable social behaviors. We encourage children to identify a range of behavioral alternatives. This empowers children by giving them the opportunity to make socially appropriate choices. Typically, children are asked to choose a behavioral strategy to use in the future should the need arise. They are also asked what SPARKS expectation they need to practice. This model of discipline emphasizes positive behavior, identifying choices, and making personal commitments to be responsible for oneself. The use of consequences for negative behavior is intended to focus student thinking on expected behaviors. Students learn that we are each responsible for our behaviors, that there are choices for behavior, and that consequences help us think about the choices we make in our day-to-day lives at school.

## BEHAVIORAL ISSUES

When students continue to not follow the school-wide behavioral plan they will receive consequences based on a consistent approach that starts with a minor consequence for first offenses to a more severe consequence for repeat offenses.

Classroom managed behavioral issues will be handled by the teacher (classroom, art, music, computer lab, library, or physical education). The following is a sampling of the consequences teachers may use:

- Redirection
- Clarification of SPARKS
- Change to an alternate seat within the classroom

- Buddy Classroom-Removal to another setting, typically another grade-level classroom (no longer than 90 minutes)
- Conference with student
- Parent Contact

If the unexpected behavior continues, the student will be referred to the office to be handled by an administrator.

## **OFFICE REFERRALS**

Even with clear expectations and positive reinforcement, sometimes children will misbehave. To address inappropriate behavior, a tracking system has been implemented. Discipline issues are divided into major and minor infractions.

- Major offenses are issues that result in an office referral. Parents/guardians will be notified by an administrator or teacher about the major infraction.
- Minor infractions are behaviors that are disruptive to the learning environment but are handled by the supervising staff member. If a child receives three minor infractions, a referral will be sent to the office and the administrative team will address the behaviors and parents/guardians will be notified.
- When students are sent to the office, administrators determine the appropriate consequence.

## **BULLYING**

Bullying behavior by any student in the New London Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any overt acts repeated over time by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds, on school transportation, at a school bus stop or at a school sponsored activity.

## **REPORTING BULLYING BEHAVIOR**

New London Public Schools strives to provide a safe, secure, and respectful learning environment for all students in our school buildings, on our school grounds and on school buses, and at all school-sponsored activities. Bullying and harassment (written, verbal, physical, cyber), illegal activity (weapons, drugs, alcohol, theft, vandalism), or threats to student safety are not tolerated.

Students and families may make oral or written reports of bullying or safety concerns with school staff and administrators, in addition to options to report concerns anonymously. Students and families may also submit an anonymous report through Anonymous Alerts, either through the app or web. The app can be downloaded from the relevant app store or through [www.newlondon.org](http://www.newlondon.org). The passcode for NLPS is **newlondonps**. All reports are followed up promptly by appropriate school and/or district staff.

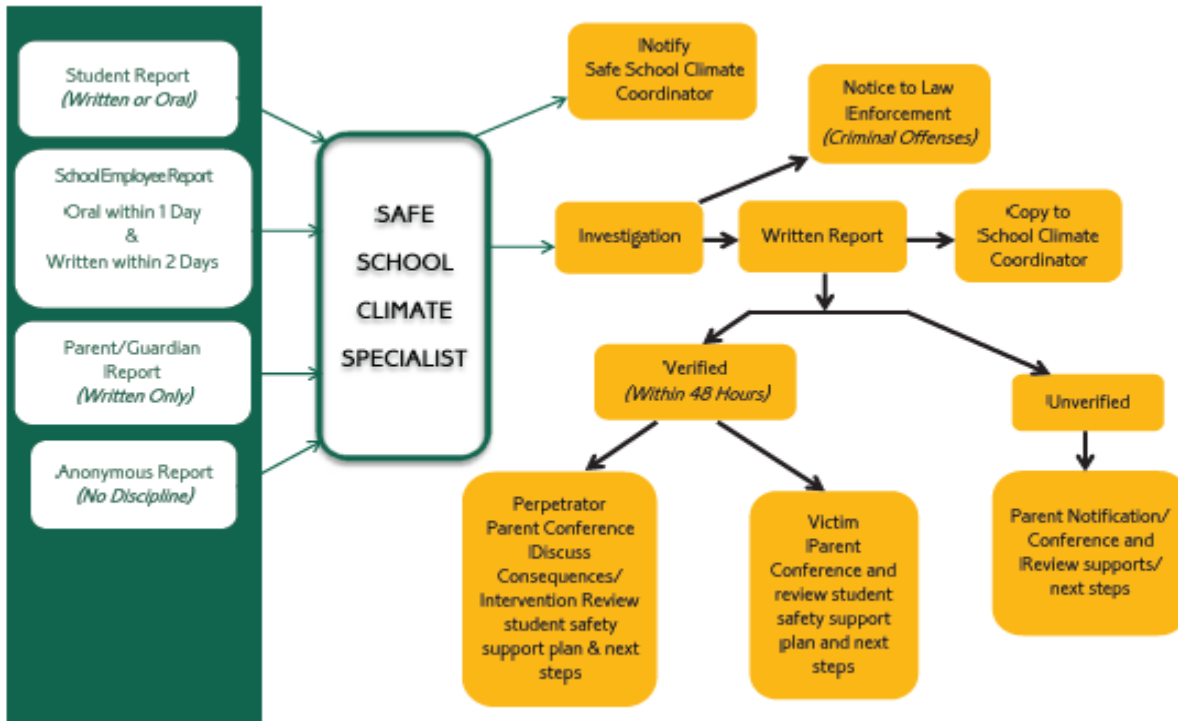
Students with mental health or other crises are supported by school-based staff. All schools are supported by School Psychologists, School Social Workers, and School Counselors (6-12). The mobile app and Web-based reporting system provides secure 1-way or 2-way encrypted messages, increasing the flow of vital information to school officials. Message topics for submission may include bullying, cyber-bullying, family difficulties, self-harm/cutting, drug and alcohol abuse, student depression, sexual harassment, gang related issues or strange/abnormal student behavior.



Report bullying online at  
[www.winthrop.newlondon.org](http://www.winthrop.newlondon.org)  
 and clicking **ANONYMOUS ALERTS**

## SAFE SCHOOL CLIMATE

There are many caring adults who are able to assist our students. Our goal is to provide an environment that is both physically and emotionally safe. With your help, we can continue to provide quality instruction in an environment that is conducive to learning. The process for reporting, investigating, and responding to complaints of bullying is outlined in the diagram below.



## HEALTH SERVICES

The school health office is designed to provide care to students who become ill or are injured while in school. The health program offered at Winthrop STEM Elementary Magnet School will be administered by a registered nurse. There is a registered nurse in the building throughout the school day. In addition, an Advanced Practice Registered Nurse is available on site through the Child and Family Agency. Information regarding this service is available upon request.

If your child is under a physician's care for a health problem or if you notice a change which may affect his/her school day, please inform the school nurse or teacher as appropriate.

It is 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. The school nurse is available to parents and students for conferences regarding health issues.

## **ABSENCE FROM SCHOOL**

For the benefit of your child and to help prevent the spread of illness, the following guidelines are recommended:

1. Do not send your child to school if he/she has had a fever or was vomiting within the last 24 hours.
2. A child who has a severe cough should not come to school.

If your child becomes ill at school, the school nurse will call you to pick him/her up. If the nurse cannot reach you, she will call other names that you have listed on your child's emergency card. In the event your child becomes suddenly ill or injured at the end of the school day, the nurse will not send your child home on the school bus. Instead, the nurse will call you to pick up your child.

## **ADMINISTRATION OF MEDICINE**

Whenever possible, try to give your child his/her medication at home. Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse. All medication must be in original container with proper labels. All medication must be brought to the school by the parent/guardian and delivered only to the school nurse. Students are not allowed to carry or take medication, including cough drops, unless administered by authorized personnel.

## **COMMUNICABLE/INFECTIOUS DISEASE**

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.

## **FOOD ALLERGIES**

If your child has a food allergy, it is important that you inform the school nurse and the classroom teacher. While we have plans in place to address the needs of any students with food allergies, it is important for our entire school community to be aware of what causes allergies and what we can do to prevent allergic reactions.

For the safety of all students, these expectations are communicated to all students:

1. Never take food allergies lightly. Joking about it, teasing kids who have food allergies, or tricking someone into eating food; this can be very dangerous.
2. Do not share your food. Sharing food can be very dangerous to students who have food allergies. This has become a school policy for all foods, no matter the provider.
3. Ask friends if they are allergic to foods and help them avoid it. Learning what someone is allergic to is easy (just ask them).
4. If someone becomes ill, get help from an adult immediately! Some symptoms of food allergies are vomiting, swelling of the face and lips, difficulty breathing, coughing, sneezing, watery eyes, and skin that is bumpy, red, or itchy.

## **SCHOOL PSYCHOLOGIST AND SOCIAL WORKER**

We are fortunate to have the services of support staff members including a full-time school psychologist and two social workers. They work with students on an individual, group, and/or classroom basis. They also work with parents to help them better understand the school environment and the way their children function, and to provide referrals to parents who request further support.

## **SPEECH AND LANGUAGE PATHOLOGIST**

Students identified as having difficulties in the areas of speech, language, voice, hearing, and/ or fluency that affects their educational performance are referred to our qualified Speech and Language Pathologist. The student may receive assessments, consultation and/or remediation for these needs.

## **OCCUPATIONAL THERAPIST**

Occupational therapy may be recommended for an individual student for reasons that might be affecting his or learning or behavior, such as motor skills, cognitive processing, visual or perceptual problems, mental health concerns, difficulties staying on task, disorganization, or inappropriate sensory responses.

## **TOBACCO USE**

Smoking or the use of tobacco products is not permitted in the building or on the grounds of Winthrop STEM Elementary Magnet School.

# School Procedures

## **BREAKFAST/LUNCH/SNACK**

The district participates in the National School Lunch Program and offers students a nutritionally balanced breakfast, lunch and two snacks daily. New London Public Schools offers this free service to all students. Students will enjoy a nutritious meal prepared with high quality fresh and local ingredients whenever possible including vegetables from our own school garden. Students may choose to bring their own lunch and snack to school.

## **RECESS**

Recess is an important part of the school's planned day. All students are provided time, typically 30 minutes but not less than 20 minutes, devoted to physical exercise and play.

When the temperature outdoors is 20 degrees or warmer, children will go outside for recess. Students should be sent to school with appropriate outerwear. When the temperature drops below 20 degrees or when the wind is blowing, causing the wind chill factor to be below 20 degrees, or when there is any significant precipitation, students will remain indoors.

## **ELECTRONIC DEVICES**

Students are not permitted to bring items such as MP3 players, cameras, DVD players, laptops, tablets, hand-held games, or telecommunications devices with text messaging into classrooms.

## **CELL PHONES**

New London Public Schools does not allow cell phones or other electronic devices in schools. Winthrop also discourages it due to the possibility of loss, theft, or damage.

However, we understand that many families want their children to have a cell phone to contact parents before or after school hours. Therefore, if a student chooses to bring a cell phone or electronic device to school, they must secure their phone inside their backpack or in a designated place on the teacher's desk, where a reasonable effort will be made to keep it safe throughout the day. If a student does not follow this rule, the cell phone or electronic device may be confiscated. Parents will be contacted to come to school and pick up the phone or electronic device at their convenience. It should be noted that neither Winthrop nor New London Public Schools is responsible for loss, theft or damage to any device left in the main office or brought to school.

We believe that this policy allows families the flexibility to use cell phones as needed but will also protect the school day for teaching and learning. Thank you for your cooperation and understanding in this matter.

## **TOYS AND TRINKETS**

Toys and trinkets are not allowed at school. They are generally a source of distraction and thus unnecessary to the learning process. The only exception might be for a classroom special event, which would be communicated to families by individual teachers.

## **DRESS CODE**

Student dress may be regulated, and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive to the educational process or contrary to law. Administrators will use reasonableness and discretion when determining the appropriateness of attire. The school staff will enforce the dress code in a consistent manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Enforcement of the dress code will be gender neutral.

## **LOST AND FOUND**

In an effort to minimize loss, please place your child's name on all articles of clothing or personal possessions (i.e., lunch boxes) that are brought to school. Any lost articles found in the school or on school grounds will be placed in the lost and found areas which are located near the cafeteria and the gym. Unclaimed articles will be disposed of or donated to a local charity based on their condition. This will take place **twice a year**, prior to the winter recess and at the end of the school year. Loss or suspected theft of personal or school property should be reported to the main office so that we can support you in the return of the item(s). It is important to note, the school is not responsible for lost or stolen items.

## **BIRTHDAY CELEBRATIONS**

In an effort to maximize student instructional time, we ask you to follow these guidelines if you plan to send a treat for your child's birthday.

- Please contact your child's teacher in advance if you plan to bring birthday treats.
- We encourage non-edible treats like special pencils, erasers, or small craft activities that can be completed in a short period of time.
- Birthday treats will be served at a time of the teacher's discretion, preferably during lunch.
- Edible birthday treats must be store-bought, with a list of ingredients visible as there are any allergies in the classroom, (ex: peanuts, flour, eggs, milk).
- **Healthy treats are encouraged.**

- All birthday treats must be left at the front office. They will be delivered to the classroom by a staff member.
- Please send individual-sized treats that can be served and consumed during a short, ten-minute period of time.

## **FIELD TRIPS**

As part of the educational program of the schools, children take trips to various points of interest. These trips are carefully planned and supervised by teachers and are designed to complement the school curriculum. Please sign and return permission slips as soon as possible; a child will not be allowed to go on a field trip unless he/she brings a permission slip signed by a parent. Any student whose behavior is considered detrimental to the well-being of other students may be excluded from participation by an administrator. 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.

We often use the great places and spaces around our school as part of our academic learning and our engaging enrichment. These places that are within walking distance include Riverside Park, Connecticut College - the Campus and the Arboretum, the United States Coast Guard, and the Lyman Allyn Museum. A student permission slip is sent home prior to any field trip. Students will only be allowed to attend after returning a permission slip signed by a parent or guardian.

## **FORMS TO RETURN TO SCHOOL**

Please sign and complete the following forms and return to school immediately.

1. Receipt and Understanding of Parent and Student Handbook Form
2. Acceptable Use of Technology Form
3. Media Release Form

## **CONTACT INFORMATION QUICK REFERENCE**

Office Hours: 8:30 AM-4:30 PM

Phone: 860-447-6070

Website: [www.winthrop.newlondon.org](http://www.winthrop.newlondon.org)

Social Media: [www.facebook.com/NLPS.Winthrop](https://www.facebook.com/NLPS.Winthrop)



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