

**SHEPAUG  
REGIONAL  
SCHOOL  
DISTRICT  
#12**

# **Elementary Student & Parent**



# **Handbook**

**2023-2024**

**Booth Free School, Burnham School  
and Washington Primary School**

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# PRINCIPAL'S WELCOME LETTER

## STUDENT/PARENT HANDBOOK FOR THE PRIMARY SCHOOLS SHEPAUG VALLEY REGIONAL SCHOOL DISTRICT NO. 12

**Bridgewater - Burnham School**

**Roxbury - Booth Free School**

**Washington - Washington Primary School**

Dear Parents/Guardians:

It is with enthusiasm that Booth, Burnham and Washington Primary Schools welcome you to a new and exciting school year! We are ready and eager to greet students and to build a safe and positive school year filled with new friendships and high interest learning opportunities.

Our elementary schools provide responsive environments that foster mutual respect, emotional well-being and opportunities for students to develop personal responsibility and collaborative skills. We lead our students to achieve high academic success through rigorous critical thinking and problem solving learning experiences. Technology tools and applications enhance learning and provide students with choices to present their ideas in diverse ways.

Our elementary schools value the home/school partnership and encourage regular teacher and parent communications. Parents are important to each school's success and offer support by valuing the educational experience and guiding their children. Parent participation in our school community is welcomed and encouraged.

The **Student/Parent Handbook** provides you with important information necessary throughout the school year. Important contact information, school events, procedures, policies, and school wide expectations are included in the handbook. We highly encourage you to familiarize yourself with this handbook.

Yearly school forms for student and parent review are located on the Parent Portal on PowerSchool using the form tab. Please review and electronically acknowledge each of the following forms by **September 1, 2023**:

### **Back to School:**

- Student Information
- Student Change of Address
- Student Contacts Update
- Health Update
- Technology Permissions/Agreements
- Elementary School Device Agreement
- YouTube Parental Consent Form
- Acknowledgement of Completion/Handbook

### Optional: (Scroll Down)

- Opt-Out Photo/Publication

Please feel free to contact us if you have any questions, comments or concerns. We look forward to our work together and are confident that each student will experience a most successful and fulfilling school year.

Sincerely,

Dr. Emily Rhew, Booth Free School and Burnham School Principal  
Emily Judd, Washington Primary School Principal

# REGION 12 SCHOOL CONTACTS

## CENTRAL OFFICE

Office of the Superintendent  
Regional District No. 12  
11A School St., P.O. Box 386  
Washington Depot, CT 06794  
Phone: 860-868-6100  
Fax: 860-868-6103  
Website: region-12.org

Superintendent of Schools	Dr. Marc Gosselin
Director of Finance and Operations	Nicole Grant
Director of Pupil Personnel Services	Alyson O'Hara
Director of Curriculum and Instruction	Teresa DeBrito
Director of Facilities	Donald O'Leary
Secretary to Superintendent of Schools	Deborah Bliven
Assistant to the Director of Finance	Pamela Knipe-Beckman
Bookkeeper/Payroll	Peggy Johnson
Data Specialist	Jennifer Barriga
Secretary to Director of Pupil Personnel Services	Marilyn Ebreo
Secretary to Facilities Coordinator	Marie Pelaccia
Accounts Payable Coordinator	Helen Yorzinski

## BOARD OF EDUCATION

Joseph Abdella, <i>Washington</i>	Jennifer Pote, Vice Chairwoman, <i>Washington</i>
John Buonaiuto, Treasurer, <i>Washington</i>	Stephanie Kolnick, <i>Roxbury</i>
Gregory Cava, Chairman, <i>Roxbury</i>	Jane Sarjeant, <i>Washington</i>
Angela Macchiarulo, <i>Bridgewater</i>	TBD, <i>Bridgewater</i>
Alex McNaughton, <i>Bridgewater</i>	Peter Tagley, <i>Washington</i>
Justin Ongley, <i>Roxbury</i>	Mary Weber, <i>Washington</i>

## THE PRIMARY SCHOOLS

Booth Free School 14 South Street Roxbury, CT 06783 Phone: 860-354-9391 Fax: 860-350-6563	Principal: Dr. Emily Rhew Head Teacher: William Hosking & Amy Testani Secretary: Allison Gsell
Burnham School 80 Main Street South Bridgewater, CT 06752 Phone: 860-354-5559 Fax: 860-350-1597	Principal: Dr. Emily Rhew Head Teachers: Isabel Bray, Amy Stiles Secretary: Claire Cavalea
Washington Primary School 11 School Street Washington Depot, CT 06794 Phone: 860-868-7331 Fax: 860-868-2975	Principal: Emily Judd Head Teacher: Susan Ubaldi Secretary: Cindy Koslosky

## BOOTH FREE SCHOOL STAFF MEMBERS

Barksdale, Drew	Grade Four	barksdaled@region-12.org
Burnham, Monica	School Psychologist	burnhamm@region-12.org
McCullough, Devon	Literacy Tutor	mcculloughd@region-12.org
Cice, Rose Ann	Literacy Tutor	cicer@region-12.org
Collentine, Jacqueline	Grade Three	collentinej@region-12.org
Curren, Sarah	Reading & Math Interventionist	currens@region-12.org
David, Wayne	Part-time Custodian	davidw@region-12.org
Doiron, Jennifer	General Music Teacher	doironj@region-12.org
Fay, Melissa	Educational Assistant	faym@region-12.org
Faison, Brooke	Educational Technology Specialist	faisonb@region-12.org
Field, Dawn	Nurse	fieldd@region-12.org
Gallagher, Theresa	Speech and Language Pathologist	gallaghtert@region-12.org
Gerowe, Rachel	Physical Therapist	gerower@region-12.org
Gordon, Patricia	Library Clerk	gordonp@region-12.org
Granitto, Gaby	School Counselor	granittog@region-12.org
Gregory, Rita	Kindergarten	gregoryr@region-12.org
Gsell, Allison	Secretary to the Principal	gsella@region-12.org
Valdino-Hardy, Cristina	Special Education Paraprofessional	valdinohardyc@region-12.org
Holst-Grubbe, Leslie	Spanish Teacher	holst-grubbel@region-12.org
Hosking, William	Grade Two/Head Teacher	hoskingw@region-12.org
Koschel, Amanda	Special Education Teacher	koschela@region-12.org
Lavaway, John	Head Custodian	lavawayj@region-12.org
Manley, Jane	Art Teacher	manleyj@region-12.org
Mieczkowski, Theresa	Literacy Tutor	mieczkowski@region-12.org
Morgan, David	Physical Education Teacher	morgand@region-12.org
Norris, Kelly	SVS School Counselor	norrisk@region-12.org
Oppel, Monique	Instrumental Music Teacher	oppelm@region12.org
Rhew, Dr. Emily	Principal	rhewe@region-12.org
Rudolph, Claire	Occupational Therapist	rudolphc@region-12.org
Russell, Mary-Anne	Grade One	russellm@region-12.org
Sarubbi, Michelle	Special Education Paraprofessional	sarubbim@region-12.org
Testani, Amy	Grade Five	testania@region-12.org

## BURNHAM SCHOOL STAFF MEMBERS

Anello, Gabrielle	Literacy Tutor	anellog@region-12.org
Bray, Isabel	Grade One/Head Teacher	brayi@region-12.org
Cavalea, Claire	Secretary to the Principal	cavaleac@region-12.org
Cole, Rita	Educational Assistant	coler@region-12.org
Doiron, Jennifer	General Music Teacher	doironj@region-12.org
Faison, Brooke	Educational Technology Specialist	faisonb@region-12.org
Gallagher, Theresa	Speech and Language Pathologist	gallagherj@region-12.org
Galligan, Stacy	Special Education Paraprofessional	galligans@region-12.org
Gerowe, Rachel	Physical Therapist	gerower@region-12.org
Granitto, Gaby	School Counselor	granittog@region-12.org
Granka, Mary Rose	Interventionist	grankam@region-12.org
Holm, Staci	Grade Two Teacher	holms@region-12.org
Holst-Grubbe, Leslie	Spanish Teacher	holst-grubbel@region-12.org
Kelly, Tom	Part-time Custodian	kellyt@region-12.org
Leslie, Brienne	Special Education Paraprofessional	leslieb@region-12.org
Lewis, Lynn	Educational Assistant	lewisl@region-12.org
Manley, Jane	Art Teacher	manleyj@region-12.org
Meyer, Nancy	Head Custodian	meyern@region-12.org
Morello, Daniella	Grade Five Teacher	morellod@region-12.org
Morgan, David	Physical Education Teacher	morgand@region-12.org
Nadig, Douglas	Remedial Tutor	nadigd@region-12.org
Norris, Kelly	SVS School Counselor	norrisk@region-12.org
Oppel, Monique	Instrumental Music Teacher	oppelm@region-12.org
Pizighelli, Jennifer	School Psychologist	pizighellij@region-12.org
Ray, Dara	Grades Three Teacher	rayd@region-12.org
Rhew, Emily	Principal	rhewe@region-12.org
Rudolph, Claire	Occupational Therapist	rudolphc@region-12.org
Rybos, Serina	Special Education Teacher	ryboss@region-12.org
Schramm, Kim	Literacy Tutor	schrammk@region-12.org
Stiles, Amy	Kindergarten/Head Teacher	stilesa@region-12.org
Testani, Christopher	Grade Four Teacher	testanic@region-12.org
Turney, Stephanie	Library Clerk	turneys@region-12.org
TBD	Nurse	TBD

## WASHINGTON PRIMARY SCHOOL STAFF MEMBERS

Ackerman, Elisabeth	Literacy Tutor	ackermanl@region-12.org
Belanger, Sarah	Library Clerk	belangers@region-12.org
Burnham, Monica	School Psychologist	burnhamm@region-12.org
Chapman, Brandi	Grade Three Teacher	chapmanb@region-12.org
Cop, Jonathan	Special Education Teacher	copj@region-12.org
Corbett, Tom	Custodian	corbettt@region-12.org
Crowe, Steven	Custodian	crowes@region-12.org
Della Ratta, Elizabeth	Grade Five Teacher	dellarattae@region-12.org
Del Torto, Laurie	Special Education Paraprofessional	deltortol@region-12.org
DiSarro, Patrick	Educational Technology Specialist	disarrop@region-12.org
Doiron, Jennifer	General Music Teacher	doironj@region-12.org
Donovan, Krista-Leigh	Literacy Tutor	donovank@region-12.org
Feola, Sarah	Kindergarten	feolas@region-12.org
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Galligan, Stacey	Special Education Paraprofessional	Galligans@region-12.org
Gerowe, Rachel	Physical Therapist	gerower@region-12.org
Goethner, Pamela	Special Education Paraprofessional	goethnerp@region-12.org
Granka, Mary Rose	Multi Language Learner Teacher	grankam@region-12.org
Hodge, Megan	Nurse	hodgem@region-12.org
Holst-Grubbe, Leslie	Spanish Teacher	holst-grubbel@region-12.org
Horan, Jill	REACH PreK Teacher	horanj@region-12.org
Hosking, Elizabeth	Grade Three Teacher	hoskinge@region-12.org
Judd, Emily	Principal	judde@region-12.org
Koslosky, Cindy	Secretary to the Principal	kosloskyc@region-12.org
LeBlanc, Eileen	Special Education Paraprofessional	leblance@region-12.org
Manley, Jane	Art Teacher	manleyj@region-12.org
Mercier, Britta	Special Education Paraprofessional	mercierb@region-12.org
Morgan, David	Physical Education Teacher	morgand@region-12.org
Moser, Kristin	Grade One Teacher	moserk@region-12.org
Oppel, Monique	Instrumental Music Teacher	oppelm@region-12.org
Pringle, Michael	Educational Assistant	pringlem@region-12.org
Rotunda, Jennifer	Grade Two Teacher	rotundaj@region-12.org
Rourk, Brendan	Custodian	rourkb@region-12.org
Rudolph, Claire	Occupational Therapist	hillsholistictherapy@gmail.com
Salzo, Jacqueline	Special Education Paraprofessional	salzoj@region-12.org
Schneider, Rosalinda	Grade Two Teacher	schneiderr@region-12.org
Schwarz, Emma Bee	School Counselor	schwarze@region-12.org
Smith, Janice	Special Education Paraprofessional	smithj@region-12.org
Stacey, Dylan	Math Interventionist	staceyd@region-12.org
Ubaldi, Susan	Reading Interventionist, Head Teacher	ubaldis@region-12.org
Wescott, Ann	REACH PreK Teacher	wescotta@region-12.org
Weymouth, Anthony	REACH PreK Teacher	weymoutha@region-12.org
White, Kelly	Grade Four Teacher	whitek@region-12.org
TBD	Literacy Tutor	TBD
TBD	Building Substitute	TBD
TBD	Educational Assistant	TBD

## CALENDAR OF EVENTS

**The following dates may be helpful in your planning and are subject to change.**

### FIRST DAY OF SCHOOL AUGUST 29, 2023

September 12	OPEN HOUSE	Burnham School	6:00 PM
September 13	OPEN HOUSE	Booth Free School	6:00 PM
September 14	OPEN HOUSE	Washington Primary School	6:00 PM
September 21	OPEN HOUSE	Shepaug Valley School	7:00 PM
October 18, 19, 20	Parent/Teacher Conferences: K-5 Early Dismissal at 12:45 PM; REACH at 10:45 Booth Free School, Burnham School & Washington Primary School		
November 15	PARENT VISITATION DAY Booth Free School, Burnham School and Washington Primary School Classroom visitation schedules will be determined by each school.		
November 22-24	Thanksgiving Recess		
December 8	Report Cards (PowerSchool)		
December 25-Jan. 1	Holiday Recess (Return date January 2, 2024)		
January 8-12	Kindergarten Registration: 8:00 AM-4:00 PM		
February 12	REACH Open House at Washington Primary School 2:30 PM (Snow date February 26 at 2:30 PM)		
March 8	Report Cards (PowerSchool)		
March 14-15	Parent/Teacher Conferences: K-5 Early Dismissal at 12:45 PM; REACH at 10:45 Booth Free School, Burnham School & Washington Primary		
April 15-19	Spring Recess		
June 5	Grade 5 Aloha/Promotion Ceremony	Burnham School	
June 10	Grade 5 Aloha/Promotion Ceremony	Booth Free School	
June 6 or 11 (Pending Snow Days)	Grade 5 Aloha/Promotion Ceremony	Washington Primary School	

**\*\*Last 2 days of school June 10 & 11 - Early Dismissal – 12:45 PM\*\***  
*(Note: 8 school days are added to the calendar for snow days)*



## REGION 12 VISION AND MISSION

The region 12 community educates, challenges, and inspires all learners to become compassionate, creative, and courageous individuals who are empowered by the knowledge, character, and perseverance to achieve their greatest potential within the global society.

Through reflective practice, the mission of Region 12 is to optimize student achievement, build a collaborative learning environment and develop engaged citizens.

### **Optimize Student Achievement:**

- Engage in relevant and rigorous curricula and assessments.
- Demonstrate the acquisition of essential skills and knowledge.
- Promote higher level thinking and problem solving skills.
- Foster creativity, imagination, and innovation.
- Provide effective professional development and teacher support.

### **Build a Collaborative Learning Environment**

- Nurture cooperative relationships between students, staff, families, and community.
- Promote respect and acceptance of diverse ideas.
- Foster active participation in a safe learning environment.
- Develop and demonstrate effective verbal and written communication skills.
- Encourage adaptability and flexibility in thinking.

### **Develop Engaged Citizens**

- Recognize one's potential and individual responsibility in a global society.
- Cultivate integrity and empathy.
- Demonstrate self-discipline and responsible risk taking.
- Embrace lifelong learning.

**For the complete Philosophy of the Regional School District No. 12 Public School Policy #0000 visit Region 12 [Board Policies](#).**

## ANIMALS IN THE CLASSROOM

Animals may be integrated in the school's educational programming to support learning. When this is the case, animals must be appropriately cared for, and properly handled.

On occasion, a request to bring an animal into the classroom may be made by students and/or outside organizations. Any person who wishes to bring an animal into the classroom must receive prior permission from the principal. Guidelines for health and safety must be adhered to prior to granting permission by the principal.

**For the complete Live Animals in the Classroom Policy #6163.3 visit Region 12 [Board Policies](#).**

## ASBESTOS INSPECTION/REMOVAL

As a result of Federal Law and State of Connecticut regulation of the Environmental Protection Agency (EPA), school districts throughout the STATE of Connecticut are required to inspect all buildings in order to:

- Identify friable and non-friable asbestos present.
- Develop asbestos management plans.
- Implement any necessary actions.

Shepaug Region #12 employs a safety consultant who is an accredited Asbestos Inspector and Asbestos Management Planner. This inspector surveys all of our school buildings. A management plan, including the inspection report, is available in each school office.

**For the complete Hazardous Materials in Schools Policy #3524.0 visit Region 12 [Board Policies](#).**

## **ATTENDANCE**

Consistent school attendance is critical for school success. Children five years of age through 18, inclusive, who are enrolled in public schools are obligated by Connecticut law to regularly attend school. Students may be excused from school due to illness or family obligations.

When your child is absent from school, please notify the school health office before 9:00 AM. Prior to 8:00 AM, please leave a message on the answering machine. **Please call Booth Free School at 860-354-9391 Burnham School at 860-354-5559, and Washington Primary School at 860-868-7331 and follow directory prompts.** If your child is absent from school and we do not receive a call from you, we will attempt to give you prompt notification that your child did not come to school. Be sure that the school has a phone number where you can be reached at home or at work.

**Absences one through nine are under the parent/guardian discretion and require notification to the school. Absences ten or above, require documentation from a parent and/or a medical professional based on the reason to deem the absence as an excused absence. Students are considered chronically absent when they are absent ten percent of the school year, whether excused or unexcused. Students are considered truant when there are four unexcused absences in thirty consecutive calendar days or ten unexcused absences in one school year. For ten or more absences, or for students who are chronically absent or truant, the school will document absences and reach out to families to hold a team meeting to improve school attendance. Schools will access community agencies to address attendance barriers.**

Parents may request school work missed during an absence, providing the request has been made on the morning of the absence. Missed school work may be picked up in the school office after 1:00 PM. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.

### **Extended Vacations**

We strongly urge you to plan your vacations around the school vacation calendar. Your child must attend school regularly to achieve. No matter what make-up work is done, one cannot duplicate the classroom time that is lost by going on vacation for a week or more. Some students in particular have a very difficult time catching up with their class or readjusting when they return. If you find you have no option but to take your child out of school for an extended period, please contact the teacher and main office well in advance. Only general assignments may be provided for absence due to vacations.

### **Tardiness**

It is important for children to arrive at school on time. Please consider the following points and help your child develop the important life skill of being punctual for commitments. Morning activities provide essential directions and routines that equip students with the necessary information and tools for a successful day. In order for children to maximize their learning at school, they must 'feel' that learning at school is important and that they are ready to take on the expectations for the day. Time lost from class tends to be irretrievable in terms of opportunities for social and instructional interactions. If a child reports

to school after 9:00 AM, she/he must report to the office prior to going to class. This allows the school to keep accurate records of your child's attendance and ensure your child's security.

**For the complete Student Attendance, Truancy and Chronic Absenteeism Policy #5113 visit Region 12 [Board Policies](#).**

## **BEHAVIOR ON SCHOOL BUSES**

Students are expected to conduct themselves on the bus in a manner consistent with established standards for school behavior. School transportation services are provided exclusively for the benefit and safety of students. School buses are equipped with video and audio equipment to monitor student behavior to ensure the safety of all students.

The following expectations are devised for these reasons. Parents should periodically review the expectations with their children.

- While waiting for the bus, students shall remain off the roadway. Students should respect the property rights of others when waiting on or near private property for the school bus.
- When crossing the street to board or leave the bus, do not cross until the driver “nods” his or her head. The student must cross in front of the bus and in sight of the driver while all traffic is stopped.
- Students shall respect and obey the bus driver, whose job is to transport students safely. Directions given by the driver are to be obeyed in all instances in regard to behavior, seat assignments, boarding, or discharging points.
- Students shall enter the bus in an orderly fashion and proceed immediately to a seat, and remain seated properly until their destination is reached. Buses are not to move until all students are seated. Standing is not permitted at any time.
- Students are to use an “indoor voice” when speaking with other passengers. Appropriate language and gestures are expected at all times.
- Students are expected to respect others’ personal space and property, and follow designated school rules. The bus is an extension of the school day. When necessary, actions will be taken by the bus driver and administration to intervene and mitigate future offenses.
- Students shall keep their body and all items inside the bus when seated near an open window.
- Students shall not touch or handle safety equipment on the bus.
- Students should refrain from throwing things.
- Eating is not permitted on the bus at any time.
- No spraying of any type of aerosols including cologne, hairspray, sunscreen, bug repellent, etc.
- Use of tobacco, drugs, or alcohol, in any form, is prohibited. Matches, lighters, and weapons are prohibited.
- Cell phones and cameras must not be used to take pictures/video or record conversations.
- Marking or damaging school buses is prohibited.

Students are expected to be at their regularly assigned bus stop on time. If a student is not present at the bus stop at the time of the bus arrival, and does not arrive within a reasonable amount of time (no more than one minute), the bus driver will continue on her/his route. It shall be the responsibility of the parent or guardian of the student to arrange for the student's transportation to school. In addition, parents/guardians or a designated adult must be present at drop off for students second grade and below. If no adult is present, the students will be transported back to school until a guardian is contacted for pick up.

**For the complete Conduct Video Cameras on School Buses Policy #5131.11 visit Region 12 [Board Policies](#).**

## BULLYING PREVENTION AND INTERVENTION

Region 12 School District prohibits bullying behaviors. Each elementary school maintains an active Safe School Climate team and implements anti-bullying prevention programs. Annual training for all staff is provided on the identification, prevention, reporting, investigation, and response to bullying situations. Students who are involved in bullying incidents are subject to disciplinary action. Concurrently, additional interventions and supports are determined and implemented based on the student needs. Parents are notified of such occurrences and are encouraged to partner in the support of their children. If you would like to file a complaint, please complete [the Bullying Complaint Form](#) and submit it to the principal.

**For the complete Bullying Prevention and Intervention Policy #5131.1 visit Region 12 [Board Policies](#).**

## CHANGES IN STUDENT INFORMATION

Please report to the school and update your child(ren)'s PowerSchool accounts of any major changes in the family which pertain to the child:

1. New telephone number
2. New email address
3. Emergency telephone numbers
4. New immunizations
5. Family doctor
6. Allergies or other new health information
7. Any residency change
8. Marital status change

## CHARACTER DEVELOPMENT

Region # 12 encourages opportunities for students to develop positive character traits that promote respectful behavioral choices. At the elementary schools, we value self-regulation, leadership skills, kind and caring behaviors, and collaboration.

The elementary schools utilize **The Second Step Program** to promote social skills necessary for a caring community. When needed, grades three through five have access to a supplemental program, **Steps to Respect**. Additionally, the primary schools integrate key character traits of cooperation, assertion, responsibility, empathy and self-control (C.A.R.E.S), by using the tenets of the **Responsive Classroom Approach** to teach social skills through academic learning.

Good conduct is synonymous with good citizenship. Students are expected to exercise good citizenship at all times while in school, attending school- related activities and after school activities conducted at the school. This includes showing respect for the rights of others and regard for personal and school property. Students should strive to contribute to the climate of the school by being courteous and well mannered.

It is our hope that the power and influence of the school-family partnership will provide consistent messages to our students regarding the development of positive student behaviors and thus, improve student learning.

## CONFERENCES

Clear communication between parent, child, and teacher can contribute greatly to your child's success at school. It is important that children see parents and teachers working together in the child's interest.

Parent-teacher conferences are very helpful. They are formally scheduled for October 18th, 19th and 20th, as well as March, 14<sup>th</sup> and 15<sup>th</sup>. Parents are encouraged to meet with teachers at any time during the school year. If you ever have any questions about school matters, please contact the teacher and make arrangements for an appointment. Student evaluation and reporting to parents are routine school functions. Report cards will be available electronically on December 8<sup>th</sup>, March 8<sup>th</sup> and the last day of school for all grade levels.

## DISCIPLINE

Disciplinary guidelines are required to establish and maintain order, safety and an atmosphere conducive to learning. Effective discipline is a positive, continuing process of understanding students' needs, acknowledging good behavior and discouraging inappropriate behavior. Caring and understanding are the keys to promoting a safe and productive environment. Positive self-directed behaviors, problem solving, thinking, acting and reacting responsibly will be encouraged, praised and recognized.

Each elementary school has established playground, assembly and cafeteria rules which are posted and reviewed with students. Policies and processes regarding expectations for student behavior have been adopted and shared with all school personnel and children. The **Student Discipline Policy (Policy #5114)** includes the following subtopics:

- Definitions
- Scope of the Student Discipline Policy
- Actions Leading to Disciplinary Action, Including Removal from Class, Suspension, and/or Expulsion
- Discretionary and Mandatory Expulsion
- Procedures Governing Removal from Class
- Procedures Governing Suspension
- Procedures Governing Expulsion Hearing
- Alternative Educational Opportunity for Expelled Students
- Notice of Student Expulsion on Student Cumulative Record
- Change of Residence During Expulsion Procedure
- Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")
- Procedures Governing Expulsions for Students Identified as Eligible under Section 504 of the Rehabilitation Act of 1973 ("Section 504")
- Readmission to School

**For the complete Student Discipline Policy #5114 visit Region 12 [Board Policies](#).**

Students should understand that the most serious infractions of school policies are those that detract from the learning. **IF A CHILD MAKES A POOR CHOICE OR INFRINGES ON THE RIGHTS OF OTHERS, THEN APPROPRIATE ACTION WILL BE TAKEN such as:**

Time out, conflict resolution activities, removal of privileges, notification of parents, arrangement of at-home consequences, guided writing about behaviors, referral to the office, temporary removal from activities including In-School Suspension (Seclusion), Out-of-School Suspension/Expulsion

(Removal from School), reimbursement for damaged property. In the most severe cases, a referral to the police may be necessary.

The school will work collaboratively with parents and guardians to provide appropriate disciplinary actions that will support positive school behaviors.

### **Drug and Alcohol Use by Students**

Region 12 School District is dedicated to maintaining a drug, tobacco and alcohol-free school community. The schools will take positive action to support students and families through education, counseling and involvement with community resources. Illegal activities include the use, possession and sale or distribution of drugs or alcohol is prohibited and subject to disciplinary action.

**For the complete Drug and Alcohol Use by Students Policy #5131.6 visit Region 12 [Board Policies](#).**

### **Law Enforcement Officials**

Region 12 School District partners with law enforcement officials when developing and implementing a comprehensive emergency readiness plan for schools. When criminal acts are reported on or off school grounds and/or at a school related function, law enforcement officials may question students at school. Students will be questioned confidentially and discretely.

**For the complete Law Enforcement Officials Policy #1411 visit Region 12 [Board Policies](#).**

## **ENRICHMENT**

The elementary schools value opportunities to enrich student learning through additional enrichment programs. From time to time, students may travel to other learning sites as a field trip. Field trips are directly related to or are an extension of classroom instruction.

A form will be sent home prior to the trip and will contain an itinerary of the event. **Each student must submit a form signed by a parent or guardian prior to attending any field trip. Failure to return a signed slip may result in the student remaining in school, rather than accompanying the class on the field trip.**

Parent chaperones are often requested to assist the teacher supervising children on class trips. For reasons of student security and program continuity, **student siblings are not permitted to attend field trips**. Only designated chaperones are to accompany the class on the trip.

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

As a matter of policy Regional School District No. 12 does not knowingly condone discrimination on the basis of race, sex, color, physical handicaps or age in employment matters or assignment in programs or services provided and operated by the Regional School District Board of Education.

Boston Office, U.S. Department of Education Office for Civil Rights  
8<sup>th</sup> Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Telephone: (617) 289-0111  
Email: OCR.Boston@ed.gov

## GUIDELINES FOR AFTER SCHOOL ACTIVITIES

The elementary schools support outside organization efforts to provide after school activities for students. It is important that you understand both the capabilities and limitations of the school's role in non-school sponsored activities.

Guidelines have been developed to avoid conflicts and confusion for our youngsters, and to further ensure their safety. In the event that an activity has been canceled, an announcement to the students will be made. Any notification of parents is the responsibility of the group leader. **In early closing situations, children will be sent home on their regular bus unless other arrangements have been made with the school office. For questions or concerns, parents are directed to contact the organization's leadership.**

## HOMework

Homework should be introduced in the elementary school years to encourage responsibility, as well as good habits and study skills. Homework is an integral part of the instructional program and learning process that allows students to follow through on their personal commitment to academic work. It should be meaningful and help students develop constructive attitudes and sharpen useful skills.

The regular practice of homework requires self-discipline and enables students to function as individuals. Homework is fundamental to the individual's learning and development; yet, it is recognized that some time be allotted for physical and social recreation. It is expected that each student will accept the responsibility in balancing homework and outside activities.

It should be understood that each grade level serves as the foundation for the next. We recognize that activities may need to be accommodated for students with different learning and organizational difficulties or those with other special needs.

Homework:

- reinforces skills and material learned in class
- prepares students for upcoming class topics
- teaches students to work independently
- aids in evaluating student progress
- teaches students to assume responsibility for their own work
- teaches students organizational and time-management skills

### Grade Level Guidelines:

**Kindergarten:** Homework teaches children to be responsible and dependable. Teachers may ask students to count articles at home or collect items to bring to school. Parents are encouraged to read regularly to their children.

**Grade One:** There may be daily and/or weekly homework assignments. Parents should review homework assignments. It is also expected that parents read with their children every night.

**Grade Two:** There may be daily and/or weekly homework assignments. Parents should review homework assignments. In addition, children are expected to read, practice math facts, and do spelling word activities at home.

**Grade Three:** There are two or three short assignments a night on Mondays through Thursdays. Usually work is not assigned over the weekend or holidays, unless students have incomplete work or long-term project work. Students are expected to read and practice math facts on a daily basis.

**Grade Four:** There is approximately 30 to 45 minutes of homework every night, in addition to long term projects, such as book reports. Usually work is not assigned over the weekend or holidays, unless students have incomplete work or long-term project work. Unfinished work will extend that time. Students are expected to read and practice math facts at home on a daily basis.

**Grade Five:** There is approximately 45 to 60 minutes of homework every night, in addition to long term projects, such as book reports. Usually work is not assigned over the weekend or holidays, unless students have incomplete work or long-term project work. Unfinished work will extend that time. Students are expected to read, practice math facts, and review class work at home on a daily basis.

**For the complete Homework Policy #6154 visit Region 12 [Board Policies](#).**

## **LOST AND FOUND**

All articles found should be turned into the school office. Lost and found articles will be placed in an appropriate place within the school.

**Placing your child's name on clothing will help identify misplaced articles.** Clothing that is unclaimed on the last day of school will be donated to those in need.

## **LUNCH AND MILK**

Lunch/milk can be ordered through EdAdvance. Ordering instructions are located on the district website in the Parents and Students tab under [Food Services](#). Please visit the Food Service page frequently for ongoing updates, to view menus, order lunch or milk, and to complete a Free and Reduced Meal Application if you believe you qualify. Students whose accounts have insufficient funds, and who do not bring a meal to school may charge meals to their meal account. The district will contact the parents/guardians of students who charge meals to their meal accounts to assist in making payments.

If you do not choose to use this Food Service you will need to send your child to school with a lunch daily. All students are encouraged to bring a healthy daily snack.

**For the complete Meal Charging Policy #5120.0, please visit the Region 12 [Board Policies](#).**

## **MULTILINGUAL LEARNERS (MLL)**

The school district is responsible for the identification, education and assessment of students whose first language is not English. The process for the identification of students whose dominant language is other than English begins when a student is enrolled by a parent or guardian. When a parent or guardian indicates on the registration form that the primary language spoken at home or the child's first language is a language other than English, a preliminary assessment of language dominance is conducted. A preliminary assessment involves engaging the student in conversation using an interview protocol to determine English proficiency. A student designated as having limited English proficiency will be further evaluated with the Language Assessment Scales Links (LAS Links). It is through the use of the LAS Links that a school district determines whether services are needed to assist a student in reaching English mastery standards as outlined by the state of Connecticut. A student designated as English proficient on the LAS Links requires no further formal English language evaluation.



The state mandates annual testing of MLL students to assess progress in English proficiency. Students for whom a bilingual program is not available require a program that uses English as the language of instruction to assist students in acquiring English proficiency and mastery of academic content with other students.

## **NAMES, ADDRESSES, PHONE NUMBERS**

The P.T.O. and parents may request the names, addresses and phone numbers to facilitate communication about school activities as well as birthday gatherings, playdates, etc. The school regularly complies with such requests and this information is made available through the PTO sponsored directory. Participation in the directory is optional. If you **DO NOT** want the school to share the information, please notify the school office in writing.

## **NONDISCRIMINATION/EQUITY/TITLE IX**

Regional District 12 promotes nondiscriminatory practices. In keeping with requirements with federal and state laws, procedures are in place to investigate and secure equitable solutions to problems which may arise concerning claims of discrimination.

**For the complete Nondiscrimination/Equity/Title IX Policy #0521 visit Region 12 [Board Policies](#).**  
**For the complete Grievance Procedure for Section 504, Title IX and Title VI Regulations #0521.1 visit Region 12 [Board Policies](#).**

## **NOTIFICATION SERVICE**

The Regional School District #12 Schools notification service, **School Messenger**, is used to enhance parental communication. This service will allow us to send a voice message to ALL of our students' parents on ALL of their contact numbers within minutes, if an emergency occurs at a school. The notification service will also assist the schools in reducing the resources needed to pass along key information regarding school events or reminders.

The district will be utilizing this service for:

- Emergency Notification
- Inclement weather - early dismissals due to inclement weather
- General Communications and Alerts
- Early-release Reminders

Your child's school may be utilizing **this service** for:

- Calendar Reminders
- Report card reminders
- Grade level information, i.e. field trip reminders
- Notification of Open House/Parent Teacher Conferences/Parent Visitation Day
- School Events, such as Art Shows and Concerts
- School Newsletters

**The ability to deliver a message is only as successful as the contact information we have for our families, so *please make certain* we have the most up-to-date *direct dial* numbers. If this information changes, please let your child's school know immediately.**

**Important Technical Considerations:**

- The service will leave a message on your voicemail or answering machine.
- If you have such things as Telemarketer Zapper or Privacy Director on your telephone lines, you may not receive the call.
- The service does NOT call extensions. If you have a direct dial number at work, you should provide your child’s school with the direct dial number not a main number plus an extension.

**OPENING EXERCISES**

The Pledge of Allegiance is to be part of each day’s opening exercises. Those children who have religious or conscientious objections can be excused from participating.

A moment of silent meditation, during which students may think about what is important to them, shall also be part of the opening exercises.

**ORGANIZATION OF THE REGION 12 PRIMARY SCHOOLS**

The primary schools of Regional School District No. 12 are located in the towns of Bridgewater, Roxbury, and Washington. These schools serve children in kindergarten through the fifth grade. Students in grades six through twelve attend Shepaug Valley School.

The information in this handbook is pertinent to all three primary schools. For more specific details regarding school staffing, calendars, programs, etc., please contact the school office in the town of your residence.

Booth Free School in Roxbury	860-354-9391
Burnham School in Bridgewater	860-354-5559
Washington Primary School in Washington	860-868-7331

**PERSONAL ITEMS**

Students may bring personal items to school with the approval of the teacher and should not interfere with learning. The school is not responsible for personal items brought by the student. Trading, giving, or selling of items is prohibited.

**PESTICIDE APPLICATION ON SCHOOL PROPERTY**

When needed, pesticide applications are used in accordance with the district's Pesticide Management Plan. Parents/guardians who want to be notified prior to pesticide application are asked to send the request in writing to the principal of your child’s school with your name and contact information inclusive of your address and phone number.

**For the complete Pesticide Application on School Property Policy #3524.1 visit Region 12 [Board Policies](#).**

## PHYSICAL ACTIVITY

Region 12 Elementary Schools promote the health and well-being of students by encouraging healthy lifestyles through a variety of physical activities. Students participate in a 35-40 minute physical education class every three days. Classrooms integrate regular movement breaks during lesson transitions. In addition, a minimum of twenty minutes of undirected play in the form of recess is integrated daily. During recess, school employees may redirect behaviors to promote positive student to student interactions. School employees may prevent or restrict a student from participating in the entire time devoted to physical activity when a student poses a danger to the health or safety of others.

**For the complete Physical Activity, Undirected Play and Student Discipline Policy #5131.2 visit Region 12 [Board Policies](#).**

## PROMOTION/ACCELERATION/RETENTION

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

Whenever such retention or acceleration is being considered, the teacher shall confer with the principal, parent, and Student Success Team to discuss specific areas of concern. This discussion shall consist of an explanation of the child's current academic standing in relationship to program objectives and individual ability. School authorities (principal, classroom teacher and Student Success Team) shall make the final decision with parental consultation.

## PUBLIC RELATIONS/PUBLIC INFORMATION RELEASES

During the year, many public activities and events take place at the school, such as concerts, athletic activities, plays, graduations, awards and other events open to the public. These activities are regularly filmed and broadcasted to the community to celebrate the great talents of our students and to share with extended families who could not attend. ***Because of the public nature of these events, any student who participates in them will be included in the broadcast even if the Opt-Out Form is completed and on file.***

However, if you do not wish to have your child's picture or name shared with outside media for publication, please complete the Opt-Out Photo/Publication form located on PowerSchool under Forms.

## RELATIONS WITH NON-CUSTODIAL PARENTS

Region 12 Elementary Schools will assume that there are no restrictions regarding non-custodial parent's educational access. If there are specific court-imposed restrictions, the custodial parent must provide documentation to school administration. While both parents are able to visit and participate in their student's educational program, only the custodial parent has the right to remove the student from school grounds unless a verified note from the custodial parent has been provided. Any changes in legal documents, address of residence, or contact information must be provided to the office and updated in PowerSchool immediately to ensure safety and well-being of the student.

## **REPORTING OF CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT**

Reporting of child abuse and neglect is a responsibility taken seriously. All school employees are mandated reporters and recognize their responsibility to protect children and comply with statutory obligations. If an employee has reasonable cause to suspect child abuse, neglect, sexual assault and or a child is at risk for serious harm, they are obligated to report the information to the Department of Children and Families services. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with parents and appropriate agencies in all cases. All staff are required to complete yearly training on reporting of child abuse and neglect.

**For the complete Child Sexual Abuse and Assault Response Policy and Reporting Procedure Policy #5141.4 visit Region 12 [Board Policies](#).**

## **RESIDENCY**

Region 12 School District provides education to students who are residents of Bridgewater, Roxbury and Washington. Region 12 also accepts nonresident students through a tuition payment program. The Superintendent may approve nonresident student attendance with tuition if class size and other considerations permit. Nonresident approval with tuition shall be for one school year or less although renewal of approval is very possible. Tuition rates are established by the Board of Education annually.

**For the complete Non-Resident/Non-Tuition Attendance Policy #5118 and Non-Resident Attendance Policy #5118.3 visit Region 12 [Board Policies](#).**

## **SCHOOL CANCELLATION, DELAYS, EMERGENCY AND EARLY DISMISSAL TIMES**

The following plan has been developed in order to serve all students, parents, and staff members when weather conditions warrant the early dismissal, closing or delayed opening of schools in the Regional School District No. 12.

The Superintendent of Schools, after consulting with local town officials responsible for maintaining the roads, will make a decision regarding either an early dismissal of school, delaying the opening of school, or canceling school. (While we expect to operate on the regular opening schedule whenever possible, we are prepared to delay opening school when such action is deemed necessary). Our Notification System will be activated when the decision to dismiss school early is made. In the event of a delayed opening, school will begin at 11:00 AM and end at its regular time.

During inclement weather, we suggest parents/guardians check our website, **Region-12.org** for the most accurate announcement regarding delays, dismissals or closings. The Superintendent will continue to use the radio and television broadcasts as in the past, but the most accurate statement can be found through **Region-12.org**. Dismissal time will be determined by the emergency condition. Stay tuned to the radio or television. **In most cases, emergency early dismissal will be at 12:15 p.m. for K-5 students and 10:00 for REACH. The announcement to close school, delay opening, or dismiss early will make reference to Regional District No. 12. Individual schools will not be mentioned. When weather is threatening, keep your radio turned on, as stations will carry announcements of early dismissals.**

**PLEASE DO NOT CALL THE SCHOOLS, BOARD OF EDUCATION, POLICE DEPARTMENT, OR RADIO STATIONS AS THESE LINES MUST BE KEPT OPEN FOR EMERGENCY BUSINESS.**

**Announcements will be broadcasted on following stations:**

WVIT-TV 30 West Hartford  
WTNH-TV 8 New Haven  
WFSB-TV 3 Hartford  
WTIC-TV 61 Hartford

Although we try to make sure that parents/guardians are aware of changes in a regular schedule, it is imperative that parents/guardians develop an alternate plan for their child(ren) in the event of an early dismissal or late opening. Alternate plans may include making arrangements with a neighbor, giving the child specific instructions so that she/he will know what arrangements have been made, or having a back-up daycare provider on call. Although we do have a notification service, this does not take the place of the need for an emergency plan.

## SCHOOL HOURS

The official school day of instruction begins at **9:00 AM** and ends at **3:15 PM**. Children enter the school at **8:45-8:55 AM**.

### **Scheduled Early Release Days-12:45 Dismissal for K-5 and 10:45 for REACH**

#### Conference Days

Wednesday, October 18, 2023  
Thursday, October 19, 2023  
Friday, October 20, 2023  
Thursday, March 14, 2024  
Friday, March 15, 2024

#### Additional Early Release Days

Thursday, September 21, 2023  
Thursday, December 7, 2023  
Thursday, January 25, 2024

#### Last Two Days of School (Tentative)

Monday, June 10, 2024  
Tuesday, June 11, 2024

## SCIENTIFIC RESEARCH-BASED INTERVENTIONS (SRBI)

As educators and families, we want all of our students to succeed in our learning community. Scientific Research-Based Interventions also known as SRBI is a way to provide support and quality instruction to children who are experiencing learning challenges.

Universal assessments are administered to all children throughout the year in reading, math and writing. Student progress is analyzed and those students who may need more support or other types of instruction are identified. Through our Student Success Teams, composed of teachers and specialists, a child's progress is studied. The findings are used to make decisions about teaching and learning strategies that have been proven to be effective to specifically address the needs of the student. SRBI interventions are most commonly used to support areas of reading, math and behavior.

The SRBI provides a continuum of support using a three "tier" framework. Tier I reflects the general education classroom program. It is essential that all children receive a high quality curriculum and instruction in their classrooms. Tier II includes researched based programs in the school that provide help for children who need more support than they are receiving from the general curriculum. This support may occur within the classroom or in an alternate setting. Lastly, Tier III support includes programs that provide a more individualized instruction for children needing the most support. On-going progress monitoring is a key component in ensuring that students demonstrate growth and that the strategies selected are successful. If not, the strategies are then adjusted appropriately.

For further information on Scientific Research-Based Interventions, visit the Connecticut State Department of Education website, [www.sde.ct.gov/sde](http://www.sde.ct.gov/sde) and search SRBI "[A Family Guide.](#)"

## SEARCH AND SEIZURE

School officials have the authority to exercise a search and seizure based on reasonable grounds to protect the health, safety and welfare of all students under their supervision. This includes desks, school lockers and other student and school related property.

**Parents should monitor what children bring to school so that inappropriate items do not appear on the bus or on the school grounds.**

**For the complete Reporting of Search and Seizure Policy #5145.12 visit Region 12 [Board Policies.](#)**

## SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of a disability in any program or activity which receives Federal financial assistance. The person who is responsible for assuring that the district complies with Section 504 is the school principal.

**For the complete Compliance with 504 Regulations Policy, #3511, visit Region 12 [Board Policies.](#)**

**For the complete Students and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 Policy 5141.23, visit [Board Policies.](#)**

## SEXUAL DISCRIMINATION AND SEXUAL HARASSMENT

Region 12 School district maintains a positive learning and working environment. It strictly prohibits the sexual harassment of employees or students. Policies are in place to protect these rights. Procedures are in place to investigate and resolve any allegations of sexual harassment. Any substantiated charge will result in disciplinary action.

**For the complete Prohibition of Sex Discrimination and Sexual Harassment (Students) Policy #5145.5 visit Region 12 [Board Policies.](#)**

## SPECIAL EDUCATION

Under the Individuals With Disabilities Education Act ("IDEA"), Region 12 will provide necessary services to all children with disabilities residing within the district required under the Individuals With Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The district follows procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education.

**For the complete Individualized Education Program/Special Education Program # 6159 visit Region 12 [Board Policies.](#)**

## **Preschool Special Education**

Region 12 School district ensures that all resident preschool children with disabilities have an opportunity to participate in services to support their identified needs. Procedures are in place to locate and identify preschool aged children with disabilities pursuant to the relevant provisions of the Individuals with Disabilities Act (IDEA) and to plan an appropriate and approved preschool program for the district children.

**For the complete Preschool Special Education # 6171.2 visit Region 12 [Board Policies](#).**

## **Special Education Referral**

The school has a responsibility to both identify and provide a program for children with special needs of a handicapping nature. Further, it requires that we identify children who may be gifted or talented. To institute a formal special education referral you may write to the principal describing your child's exceptional abilities and/or special needs.

## **STATEWIDE PROFICIENCY/MASTERY EXAMINATIONS**

Students in grades 3-8 are required to take statewide mastery tests that measure essential and grade appropriate skills in math and English language arts. Students in grades five, eight and ten also are required to be assessed in Science. Students in grade eleven are administered a nationally recognized college readiness test.

Special education students shall participate in mastery testing except in the rare case when their Planning and Placement Team determines that participation would be inappropriate and recommends the use of an alternative assessment as specified by the State Board of Education.

**For the complete Individuals with Disabilities Education Act - Alternative Assessments for Students with Disabilities for Statewide and District-wide Assessments # 6171 visit Region 12 [Board Policies](#).**

## **STUDENT DRESS CODE**

Students should wear appropriate clothing for seasonal changes. Snow attire is essential for winter play. Sneakers are required for each physical education class. To avoid injury, it is strongly recommended that students wear closed rubber soled shoes such as sneakers for playground equipment use. Questions or concerns should be directed to the administrator.

Certain school activities may require special attention regarding student dress such as:

- Sneakers are required for each physical education class session.
- Recess- Children should wear clothing appropriate for seasonal changes.

**For the complete Dress Code Policy #5132 visit Region 12 [Board Policies](#).**

## **STUDENT HEALTH**

Each elementary school employs a school nurse who promotes healthy habits. Each nurse works in concert and collaborates with the district medical advisor to plan and administer each school's health programs, maintain accurate records, and to provide health services and proactive measures to prevent and control disease. Our school nurses are liaisons between schools and families to communicate medical concerns,

develop medical plans, administer authorized medication, provide resources for specific student needs, and to monitor student health.

The following topics are outlined with greater specificity in the **Student Health Policy #5141**:

- School District Medical Advisor
- Health Records
- Regular Health Assessments
- Vision Screening
- Hearing Screening
- Postural Screening
- Tuberculin Screening
- Immunizations/Vaccinations
- Health Assessment/Interscholastic Sports Programs
- Student Medical Care at School

**For the complete Student Health Services Policy #5141 visit Region 12 [Board Policies](#).**

**Exclusion Due to Illness** - Students who have a temperature of 100.4 or higher are considered ill and will be sent home. Students must be fever free for 24 hours without mitigation before reentering school. In addition, any child who is checked by the nurse and is deemed to need further attention will be sent home after conferring with the parent.

**Absence Due to Illness** - Regular school attendance is important. Children should be kept home when ill, but unnecessary absences should be avoided. The nurse has the responsibility to follow-up on children absent from school due to illness. A student who has been absent because of a communicable disease will be seen by the nurse upon reentering school. Students returning to school after an absence must bring an explanatory note from the parent or guardian. If your child is absent due to illness, please contact the school nurse. **Please call Booth Free School at 860-354-9391 Burnham School at 860-354-5559, and Washington Primary School at 860-868-7331 and follow directory prompts to reach the school nurse.**

**Transporting and Administering Medication** - Under Connecticut State Law the nurse may not administer any medication, either prescribed or over the counter, without the written authorization of the physician and parent. The parent or other authorized adult must transport the medication to school with the proper form completed and given directly to the principal, nurse, or head teacher. The medication must be in the original pharmacy container. The amount of medication is limited to a 45-day supply. **Under no circumstances may a child transport medication to school.** (The only exception to this would be for students who have a doctor's authorization to carry an inhaler or injectable adrenalin for severe allergy reaction.) For your convenience, there is a copy of the Physician's Authorization Form located on the district website, [Forms and Health Info](#).

**Administration of Medication** - Students may need authorized medication to be administered within the school day or at an extracurricular activities. Under these circumstances, only trained personnel will administer medication. For specific information on the following topics, please see **Administering Medication Policy 5141.21**:

General Policies on Administering Medication

- Diabetes
- Asthma
- Life-Threatening Allergic Condition
- Authorized Staff
- Training

**For the complete Administering Medication Policy #5141.21 visit Region 12 [Board Policies](#).**



## **Management Plan and Guidelines for Students with Food Allergies, Glycogen Storage Disease (GSD) and Diabetes**

The Region 12 Schools recognize that food allergies, glycogen storage disease and/or diabetes may be life threatening. The district is committed to developing strategies and practices to minimize the risk of accidental exposure to food allergies and to ensure prompt response should a student have an allergic reaction in school, as well as to appropriately manage students with glycogen storage disease and diabetes. The district encourages parents/guardians of students with life-threatening food allergies, GSD or diabetes to notify the school of the condition and provide as much medical documentation, and the known effective treatments. Students with life-threatening allergies and diabetes should be referred to a Section 504 of the Rehabilitation Act of 1973.

**For the complete Management Plan and Guidelines for Students with Allergies, Glycogen Storage Disease (GSD and Diabetes Policy #5141.25 visit Region 12 [Board Policies](#).**

### **Accidents**

All school personnel are vigilant to the possibility of accidents. We try to prevent mishaps and dangerous situations, but on occasion accidents may occur. When a student is involved in an accident during school hours, the nurse will contact the parents. The principal or designee will be made aware of all serious accidents and the plan for care. Should a referral to a doctor for treatment be necessary, the school will contact the parent immediately. If a parent cannot be reached, authorized emergency persons will be contacted in an effort to reach a parent. If the parent/guardian is unable to be contacted, the school nurse and/or doctor will be asked to recommend the course of action.

Parents and teachers should instruct young children to report school accidents to school personnel. Parents must report all school-related accidents to the school nurse promptly.

### **Transportation in the Event of Illness or Accident**

If a child is ill or injured and should be sent home, the school will make every effort to contact the parent or those persons designated by the parent as being responsible to care for the child. It is the parent's responsibility, under these conditions, to arrange transportation for taking the child home.

### **Pediculosis (Head Lice)**

Head lice are small parasitic insects that live and feed on the scalp of their human host. They are not known to carry or spread illness. The most common symptom is excessive itching. Active infestation is diagnosed with the presence of live insects on the head or "nits" or egg sacks found on hair shafts.

Guidelines have been developed that include identification, treatment procedures, and notification process which will insure prompt and medically accurate action for students having pediculosis. The management of pediculosis should not disrupt the education process and students are not required to be removed from school. The school nurses will provide appropriate health information for treatment and prevention to parents.

### **Wellness Policy**

The elementary schools encourage healthy eating and physical activity. Our food service responds to the dietary guidelines and provides students with healthy lunch choices. To promote a healthier school environment, classroom teachers utilize a variety of non-food items for celebration. Parents are also provided with non-food ideas for celebrations such as birthdays. Some curricular or event-based exceptions may receive administrative approval.

Physical activity is provided through daily recess and through our physical education program. Teachers also integrate physical movement breaks throughout the day. School-wide exercise events are planned throughout the school year.

The following topics are outlined with greater specificity in the **Wellness Policy**:

- Nutrition, Education and Promotion
- Physical Activity and Other School-based Activities
- Nutrition Guidelines for School Food
- Reimbursable School Meals
- Guidelines for the Marketing of Food on Campus
- Monitoring
- Non-sold Foods and Beverages
- Community Input
- Measuring the Implementation of the Wellness Policy

**For the complete Student Wellness Policy #6142.101 visit Region 12 [Board Policies](#).**

## **STUDENT RECORDS**

Educational records are maintained for each student inclusive of physical, social and academic aspects throughout the educational process. Confidentiality, access to, and amendment of students records will be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and its implementing and revised regulations.

The district implements safeguards that protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information. Additionally, information may only be accessible to individuals with legal entitlement.

**The Family Educational Rights and Privacy Act** (20 U.S.C. 1232g, or FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-8520

**For the complete Confidentiality and Access to Education Records Policy #5125 visit Region 12 [Board Policies](#).**

## **STUDENT USE OF THE DISTRICT’S COMPUTER SYSTEM AND SAFETY**

Technology resources are provided to students to enhance instruction and to prepare students for an increasingly digital society. Use of these resources is restricted to students working under a teacher's supervision and for educational purposes only. Parents are asked to review and sign with their student the **Technology Permission/Agreements** and **Elementary School Device Agreement** located on PowerSchool under Forms. Permission must be provided prior to the use of Region 12 devices and networks and to

access networked resources such as the Internet and email. Violations of the agreements may result in withdrawal of privileges and other disciplinary action.

**For the complete Student Use of the District's Computer Systems and Internet Safety #6141.321 visit Region 12 [Board Policies](#).**

## **STUDENT SAFETY**

The priority of each school is the safety of its students. Each school maintains a School Safety Committee which oversees security of the school facility and the implementation of necessary emergency procedures.

The school is responsible for its students once they board the school buses or arrive on the school grounds. Students may not leave school, without proper arrangements, until school is dismissed.

### **Arrival**

Students should not arrive at school before 8:45 AM. Supervision by school personnel begins at approximately 8:45 AM. If you need morning care, a before school care program may be available at a cost at your child's school. Please contact your school for additional information. Student car drop off procedures are specific to each school and will be communicated at the start of each school year.

### **Dismissal**

Each elementary school is responsible for the safety of its students and for establishing the safe dismissal of students via bus or parent pick up. Students may only be released from school with a formal written request from an authorized person. There may be times when a written request cannot be made in a timely manner, a telephone request will be accepted if the caller can be positively identified as the student's parent or legal guardian. In cases of custody, court documentation of authorization of release must be provided to the principal or designee.

If a parent would like to pick up a student prior to dismissal, the parent must come to the office to sign the student out. Parents picking up students at the end of the school day, will go to the designated dismissal area and sign out the student.

**For the complete Security of Buildings and Grounds Policy #3517 visit Region 12 [Board Policies](#).**

## **SUICIDE PREVENTION/INTERVENTION**

When a staff member in the public school system is confronted with a situation in which a student makes a statement of suicidal thinking, or it appears that an attempt at suicide is possible, the staff should immediately refer the student to the appropriate personnel and administration. If the student has taken action which creates a medical emergency, the school will follow emergency procedures. The parents will be notified of the situation and necessary interventions. Appropriate resources will be recommended and referrals will be made as needed.

**For the complete Suicide Prevention/Intervention Policy #5141.5 visit Region 12 [Board Policies](#).**

## **TRANSPORTATION CHANGES**

Students are assigned a specific means of transportation to and from school. A student may be granted the privilege of riding a bus other than the one he/she is assigned. Requests for a long-term bus change must be

submitted in writing to the Director of Finance and Operations, Nicole Grant ([grantn@region-12.org](mailto:grantn@region-12.org)), for approval. Requests for occasional changes of school bus assignment must be made in writing to the principal preferably 24 hours in advance of the change. Requests after noon the day of the requested change will not be honored unless of an obvious emergency situation. Changes must not cause a bus to be overloaded nor cause adjustments to the established bus route. Once a bus request is approved, students will be given a bus permission slip to be presented to the bus driver with student name, bus number, drop off address, and parent contact information.

## **PHYSICAL RESTRAINT/SECLUSION/EXCLUSIONARY TIME OUT**

The elementary schools maintain a safe environment conducive to learning. We are committed to the training and use of proactive strategies to de-escalate challenging behaviors and redirect toward positive outcomes. However, there may be situations that arise that require trained staff to use reasonable restraint or place a child in seclusion to protect the student or others from harm.

**For complete Physical Restraint/Seclusion/Exclusionary Time Out Policy, #5144.1 visit Region 12 [Board Policies](#).**

## **USE OF SCHOOL FACILITIES BY COMMUNITY GROUPS**

Community groups including school parent related groups may request the use of school facilities for meetings, special programs, and events. Appropriate request forms are available on Region #12's website as well as at each school office and must be approved by the principal and the superintendent.

## **VISITORS**

Parents and interested citizens are welcomed and encouraged to visit and volunteer in our schools. All non-staff/student members entering the primary schools are asked to use the main lobby doors. Please report to the office immediately upon arrival. Our office staff will assist you in your needs. This procedure is to ensure the safety of our students.

Regional School District 12 uses **Raptor Technology** software, a visitor management system, in each of our schools. This system helps protect our children by tracking visitors, contractors and volunteers who come into our school. Upon entering a school building, all visitors are asked to present a valid state issued driver's license which will be entered into the Raptor system in order to issue a badge identifying the name of the visitor, as well as the time and date of their visit. The system has the ability to provide alerts on people who may jeopardize the safety of our schools. Visitors will return the badge prior to exiting the building and will be signed out of the system. Subsequent visits will not require a license. The visitor will report to the office, state his/her name and a badge will be printed from the individual's information already in the system.

In addition, parents or guardians who wish to observe their child's class may call in advance to arrange with the teacher a mutually agreed upon visitation time. Please reserve questions or comments for a follow up conference. Visits for potential students must be arranged in advance through each school's main office.