

## **2023-2024 Coventry Public Schools District Handbook**

### **Coventry Public Schools Mission Statement**

The Coventry Public Schools will prepare every student for life, learning, and work in the 21<sup>st</sup> century.

### **Introduction**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, procedures, Board policies and regulations. The student handbook is designed to be in harmony with Board policy. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice. To view all policies of the Board of Education in their entirety, please visit our website at [www.coventrypublicschools.org](http://www.coventrypublicschools.org).

This material is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student.

At the conclusion of this district-wide handbook, parents will find individual school-based handbooks. Please be sure to review your child(ren)’s school’s handbook in addition to this district-wide one.

### **Equal Opportunity and Non-discrimination Statements**

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), veteran status, or gender identity or expression, subject to the conditions and limitations established by law.

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

For the purposes of this policy, “veteran” means any person honorably discharged, or released under honorable conditions from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force, and any reserve component thereof, including the Connecticut National Guard.

For the purposes of this policy, “gender identity or expression” means a person’s gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

If a complaint involves allegations or discrimination or harassment based on reasons such as gender/sex or disability, such complaints will be handled under other appropriate policies. Any student and/or parent/guardian wishing to file a complaint regarding discrimination may obtain a copy of the Board’s complaint procedures and complaint form which are included in the Board’s Administrative Regulations regarding Nondiscrimination/Students. Inquiries, or to file a complaint, regarding the Coventry Public School's non-discrimination policies should be directed to:

**Director of Pupil and Staff Support Services, Title IX Coordinator and 504 Coordinator  
Coventry Public Schools  
1700 Main Street  
Coventry, CT 06238  
(860)742-7317 ext. 4**

The Coventry Board of Education’s policies and administrative regulations governing non-discrimination, #1231, #4116.1, #5122.2, #5122.2-A, #5131, and #5131-A, may be viewed at <http://www.coventrypublicschools.org/boe/policies>.

Any student and/or parent/guardian also may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

**Office for Civil Rights, Boston Office  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109- 3921  
(617) 289-0111  
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>**

Any student and/or parent/guardian may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

**Connecticut Commission on Human Rights and Opportunities**  
**450 Columbus Blvd.**  
**Hartford, CT 06103-1835**  
**(800-477-5737)**

**Section 504/American with Disabilities (ADA): Notification of Rights, Grievance Procedure and Coordinator Information**

The Coventry Board of Education's policy and administrative regulation governing Section 504, #4116.11, #4116.11-A, #5145 and #5145-A, may be viewed at <http://www.coventrypublicschools.org/boe/policies>.

**Notification Concerning Asbestos Management Plan**

The Board of Education, in compliance with federal law, has developed an asbestos management plan, concerning the presence or suspected presence of asbestos-type materials within district school buildings, and required inspections and preventive measures related thereto. In accordance with federal law, members of the public, including parents, teachers and other employees, shall be permitted access to the asbestos management plan of the Coventry Board of Education.

Upon request, the district shall permit members of the public, including parents, teachers and other employees, to inspect any asbestos management plan. The district shall grant access to such management plans within a reasonable period of time after a request from a member of the public is received.

**Attendance and Truancy K-8 Notification**

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy. In addition, the Board of Education takes seriously the issue of chronic absenteeism. To address this issue, the Board of Education, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

The Coventry Board of Education's policy and administrative regulation governing attendance and truancy, #5110 and #5110-A, may be viewed at <http://www.coventrypublicschools.org/boe/policies>

**Sex Discrimination and Sexual Harassment**

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a

standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action.

The Coventry Board of Education's policies and administrative regulations governing non-discrimination and sexual harassment, #1231, #4116.1, #5122.2, #5122.2-A, #5131, and #5131-A, may be viewed at <http://www.coventrypublicschools.org/boe/policies>.

### **Curricular Exemptions**

Upon the written request of a parent or guardian received by the school district prior to planned instruction in the areas set forth below, per state statute, the Coventry Board of Education (the "Board") shall permit curricular exemptions for instruction in the following areas: (1) Dissection; (2) Family life education; (3) HIV/AIDS; (4) Sexual abuse and assault awareness and prevention program; or (5) Firearms safety programs.

The Coventry Board of Education's policy governing curricular exemptions, Policy #6164, may be viewed at <http://www.coventrypublicschools.org/boe/policies>.

### **Bullying Prevention and Intervention and Safe School Climate**

The Coventry Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education. Both students and parents need to be familiar with the district's Safe School Climate Plan which is intended to promote school safety and an atmosphere conducive for learning.

The Coventry Board of Education's policies governing bullying prevention, intervention, Safe School Climate, and the process by which students may make anonymous reports can be found in Policies #5131.7 and 5131.71, may be viewed at <http://www.coventrypublicschools.org/boe/policies>.

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

The Board is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the unlawful use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in C.G.S. Section 21a-240, or alcohol on or off school property or during any school sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the unlawful possession, distribution, sale or use of substances that affect behavior.

The Coventry Board of Education's policy governing drug and alcohol use by students, Policy #5131.6, may be viewed at <http://www.coventrypublicschools.org/boe/policies>.

### **Student Meals and Food Service Charging**

The Coventry Board of Education (the "Board") recognizes the importance of providing nutritious food to students in the Coventry Public Schools (the "District").

The Board is a sponsor of the United States Department of Agriculture (USDA) Food and Nutrition Services' Child Nutrition Programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP), and the District shall adhere to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. In accordance with federal law, the Board will make a public announcement and notify parents and guardians of the eligibility criteria for free and reduced price meals and provide information regarding how a household may make an application for these benefits. Such notice and application will generally be distributed at the beginning of each school year.

For purposes of this policy, "delinquent debt" is when unpaid meal charges are not collected and are considered a loss. Money owed because of unpaid meal charges shall be considered "delinquent debt," as defined, as long as it is considered collectable and reasonable efforts are being made to collect it. Such debt must be paid by June 30 of each school year or written off as an operating loss, which cannot be absorbed by the District, but must be restored using nonfederal funds.

The Coventry Board of Education's entire policy governing student meals and food service charging, Policy #3542.4, may be viewed at <http://www.coventrypublicschools.org/boe/policies>.

### **Student Dress**

In order to maintain an environment conducive to the educational process, the Board of Education prohibits, unless specifically authorized by the administration, certain clothing from wear during the academic school day. Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

The Coventry Board of Education's entire policy governing student dress, Policy #5132, may be viewed at <http://www.coventrypublicschools.org/boe/policies>.

### **Student Discipline**

Students may be **suspended** for conduct on school grounds or at any school-sponsored activity that **violates a publicized policy of the Board or is seriously disruptive of the educational process or endangers persons or property**.

Students may be **expelled** for conduct on school grounds or at any school-sponsored activity that either **(1) violates a publicized policy of the Board and is seriously disruptive of the educational process, or (2) endangers persons or property.**

Students may also be suspended or expelled for conduct off school grounds if such conduct **violates a publicized policy of the Board and is seriously disruptive of the educational process.**

The Coventry Board of Education's entire policy and administrative regulation governing student conduct and school discipline, Policy #5144, and #5144-A may be viewed at <http://www.coventrypublicschools.org/boe/policies>.

### **Title I Parental Involvement**

In accordance with Section 1010 of the Every Student Succeeds Act ("ESSA"), Public Law 1114-95, it is the policy of the Coventry Board of Education to provide parents and family members of students participating in the district's Title I programs meaningful opportunities to participate in the education of their children within these programs. To facilitate parental and family participation, the Board encourages parents and family members of Title I eligible students to be involved in regular meetings, communications, and activities that will inform them about the district's Title I programs, to participate in the improvement of such programs and to help improve their child's progress within these programs.

As a parent of a student enrolled in Coventry Public Schools, under the Every Student Succeeds Act of 2015, you have a right to request the following information concerning the qualifications of teachers and paraprofessionals who work with your child:

1. Whether your child's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether your child's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. Whether your child's teacher is teaching in the field of discipline of his or her certification and
4. Whether your child is provided services by paraprofessionals, and, if so, the paraprofessionals' qualifications.

If you wish to obtain this information, please contact your child's school principal.

The Coventry Board of Education's entire policy governing Title I and parent involvement, Policy #6120, may be viewed at <http://www.coventrypublicschools.org/boe/policies>.

### **Pesticide Application on School Property**

It is the policy of the Coventry Board of Education to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building, or the grounds of any Coventry public school, by using all available pest control techniques including judicious use of pesticides,

when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.

The Coventry Board of Education's policy and administrative regulation governing pesticide application, #3524.1 and #3524.1-A, may be viewed at <http://www.coventrypublicschools.org/boe/policies>.

### **Notification of Rights Under the Protection of Pupil Rights Amendment ("PPRA")**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (*i.e.* students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include:

1. the right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
2. the right of a parent to inspect, upon request, any survey concerning one or more of the following confidential topics:
  - a. political affiliations or beliefs of the student or the student's parent;
  - b. mental or psychological problems of the student or the student's family;
  - c. sex behavior or attitudes;
  - d. illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. critical appraisals of other individuals with whom respondents have close family relationships;
  - f. legally recognized privileged relationships, such as those with lawyers, doctors, physicians, or ministers;
  - g. religious practices, affiliations, or beliefs of the student or the student's parent; or
  - h. income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs;
3. the right of a parent to consent before a student is required to submit to a survey that concerns one or more of the confidential topics (see #2, above, a-h) if the survey is funded in whole or in part by a program of the U.S. Department of Education;
4. the right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum. Instructional material means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet) but does not include academic tests or academic assessments;

5. the right of a parent to inspect, upon request, any instrument used in the collection of personal information from students gathered for the purpose of marketing, selling or otherwise providing that information to others for that purpose. Personal information means individually identifiable information including, a student or parent's first and last name, a home or other physical address; a telephone number or a social security number;
6. the right of a parent whose student(s) is scheduled to participate in the specific activities provided below to be directly notified of the specific or approximate dates of the following activities, as well as the right of a parent or eligible student to opt-out of participation in these activities:
  - a. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose);
  - b. the administration of any survey containing confidential topics (see #2, above, a-h); or
  - c. any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance, and unnecessary to protect the immediate health and safety of a student. Such examinations do not include a hearing, vision, or scoliosis screening or other examinations permitted or required by State law.

Parents and eligible students may not opt-out of activities relating to the collection, disclosure, and/or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing education products or services for, or to students or educational institutions, such as the following:

- a. college or other post-secondary education recruitment, or military recruitment;
- b. book clubs, magazines, and programs providing access to low-cost literary products;
- c. curriculum and instructional materials used by elementary and secondary schools;
- d. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
- e. the sale by students of products or services to raise funds for school-related or education-related activities; and
- f. student recognition programs.

To protect student privacy in compliance with the PPRA, the Coventry school district has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:



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

The Coventry Board of Education's entire policy governing student privacy, Policy #5145.4, may be viewed at <http://www.coventrypublicschools.org/boe/policies>.

### **Notification of Rights Under FERPA for Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (i.e., students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights.

Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record the parents or eligible student want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a

parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Further, and in accordance with state and federal law and guidance, the District may disclose education records to another school for enrollment purposes, which may include exploration of educational placement options by the District or educational placement decisions made by a planning and placement or Section 504 team, or in order to explore placement options for the provision of alternative educational opportunities.

(4) 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, S.W.  
Washington, DC 20202-8520

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student, without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

The written objection to the disclosure of directory information shall be good for only one school year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one school year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

The Coventry Board of Education's entire policy governing confidentiality and access to education records, Policy #5125, may be viewed at <http://www.coventrypublicschools.org/boe/policies>.

### **Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease**

The Coventry Public Schools (the "district") recognize that food allergies, glycogen storage disease and diabetes may be life threatening. For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a student suffer an allergic reaction while at school. The district is also committed to appropriately managing and supporting students with glycogen storage disease and diabetes. The district further recognizes the importance of collaborating with parents, adult students (defined as students age eighteen (18) and older) and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy, glycogen storage disease or diabetes, as developmentally appropriate.

The Coventry Board of Education's entire policy governing this plan and guidelines, Policy #5141.4, may be viewed at <http://www.coventrypublicschools.org/boe/policies>.

### **Wellness**

It is the policy of the Coventry Board of Education to promote the health and well-being of the district's students. In furtherance of this policy, the Board has created an Advisory Council on Wellness ("Advisory Council") to review any available state or federal guidance on wellness issues and to assist in formulating recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among district students.

The Coventry Board of Education's entire policy on wellness, Policy #5140.1, may be viewed at <http://www.coventrypublicschools.org/boe/policies>.

## **Connecticut State Department of Education Complaint Resolution Procedure**

### **Elementary and Secondary Education Act - 34 Code of Federal Regulations (CFR) Part 299(10)(a)**

#### **I. Filing of Complaint**

##### **A. Violation of Law**

A written complaint may be filed by an organization or individual with the Connecticut Commissioner of Education alleging that the state educational agency (SEA) or an agency or consortium of agencies is violating a federal statute or regulation that applies to the following applicable programs:

1. Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies).
2. Part B, Subpart 1 of Title I (Reading First).
3. Part B, Subpart 3 of Title I (Even Start Family Literacy Programs).
4. Part D of Title I (Children and Youth Who Are Neglected, Delinquent, or At Risk of Dropping Out).
5. Part A of Title II (Teacher and Principal Training and Recruiting Fund).
6. Part D of Title II (Enhancing Education Through Technology).
7. Part A of Title III (English Language Acquisition, Language Enhancement, and Academic Achievement Act).
8. Part B, Subpart 4 of Title III (Emergency Immigrant Education Program).
9. Part A of Title IV (Safe and Drug-Free Schools and Communities).
10. Part A of Title V (Innovative Programs).

##### **B. Review of an Appeal**

A written complaint may be filed by an individual with the Connecticut Commissioner of Education appealing the decision of an agency or consortium of agencies based on prior written complaint presented by an individual to such agency or consortium of agencies.

##### **C. Content of Complaint**

The complaint shall be in writing, signed by the complainant and contain the following:

1. A statement that the SEA or an agency or consortium of agencies has violated a requirement of federal statutes or regulation regarding the applicable program, or in the case of an appeal, a statement of

aggrievement with the decision rendered by the agency or consortium of agencies based on a prior written complaint.

2. A clear and concise description of the facts on which the statement is based and the specific alleged violation or aggrivement.
3. A description of prior efforts to resolve the complaint, including information demonstrating that the SEA, agency or consortium of agencies has taken action adverse to the complaint or has refused or failed to take action within a reasonable period of time.
4. Complainant's and respondent's name, address and telephone number.
5. Other materials or documents containing information which support or clarify the statement.

## II. Review of Complaint

### A. Analysis

Within three business days of the receipt of the complaint, the Commissioner shall assign a review official. Within five business days of the assignment, the review official shall determine whether the complaint has been properly filed in accordance with Section I. If necessary, the review official shall interview the complainant.

### B. Dismissal of Complaint

The review official may dismiss the complaint in writing stating an explanation for such action. The grounds for dismissal shall include, but not limited to, the following:

1. Failure to file a proper complaint pursuant to Section I.
2. The allegations fail to state a bona fide violation of federal statute or regulations by the SEA or an agency or consortium of agencies.
3. The allegations fail to state a bona fide aggrivement with the decision rendered by an agency or consortium of agencies based on prior written complaint.
4. The allegations were not caused by the actions or failure to act by the SEA, agency or consortium of agencies.

## III. Notification of Complaint and Investigation

If a complaint is not dismissed, the review official shall forward the complaint to the respondent immediately along with a copy of the Complaint Resolution Procedures.

#### IV. Response to Complaint

Within 10 business days of the receipt of the complaint from the review official, the respondent shall file with the Commissioner a written response to the complaint.

##### A. Content of Response

The response shall address each and every allegation of the complaint and shall list the respondent's name, address and telephone number.

##### B. Interview

The review official or the respondent may request an interview to discuss the response and to resolve the dispute informally.

#### V. Complaint Investigation

Upon completion of Section IV or the failure of the respondent to file a response, the review official shall conduct an investigation. All parties may be duly notified that an investigation has begun. At any time during the investigation, the review official shall attempt to resolve the dispute informally.

Within 60 calendar days of the receipt of the complaint, an investigation of the complaint shall be completed and a written report shall be mailed to both parties. Information shall be gathered in a timely manner, while minimizing any inconvenience or disruption to the complainant or respondent.

Concerning a review of an appeal of the decision of an agency or consortium of agencies, the review official may elect to disregard the procedures contained in this section using in lieu thereof the following abbreviated procedure.

1. Review all of the appropriate records and determine whether the decision of the agency or consortium of agencies shall be affirmed, reversed or modified.
2. Draft a letter of review of an appeal addressing, but not limited to, the issue in dispute, the facts found, the affirmation, reversal or modification of the lower decision and recommendation for improved practices, policies or procedures.

##### A. Data Collection

The complainant and respondent shall provide the review official with copies of all relevant records requested in writing. Telephone interviews of the complainant, respondent and others with knowledge of the allegations may be conducted.

Pursuant to 34 CFR 99-35(a) the review official, acting on behalf of the SEA, is authorized to have access to education records in connection with an evaluation of federal or state-supported education programs or for the enforcement of or compliance with federal legal requirements which relate to those programs.

B. Independent On-Site Investigation

The review official may conduct an on-site visit to investigate the complaint if the official deems it necessary.

Any on-site visit shall be coordinated with the respondent.

C. Complaint Investigation Report

The Complaint Investigation Report shall be completed by the review official and mailed to the parties within 60 calendar days of the receipt of the complaint by the SEA. The Commissioner may grant an extension for the completion of the report on written request of the review official or respondent if exceptional circumstances exist with respect to the particular complaint. Such extension shall be in writing and shall be mailed to the parties.

The report shall contain the following contents:

1. Summary of all investigation activities including, but not limited to, date of receipt of complaint, allegations, parties interviewed, documents received and dates of on-site visits.
2. Specific allegation of the complaint, the findings of fact, conclusions and final decisions rendered regarding each allegation, including citation to applicable federal statute or regulation.
3. Specific corrective action plan that resolves the complaint or ensures future compliance of the respondent regarding the violation of federal statute or regulation.
4. Recommendations for improved practices, policies or procedures shall be offered when no violation of federal statute or regulation is found.

D. Corrective Action Plan

If the Complaint Investigation Report finds that the respondent is violating federal statute or regulations, the respondent shall be requested to submit a corrective action plan within a specified period of time as determined by the review official.

Respondent may request technical assistance from the SEA in order to prepare a plan to achieve compliance.

VI. Review of Final Decision

The complainant may file a written request with the Secretary of the U.S. Department of Education to review the final decision of the SEA.

All local educational agencies shall disseminate information about the complaint procedures to teachers, staff, parents and appropriate private school officials or representatives.

A private school official shall have the right to complain that a local educational agency did not engage in consultation that was meaningful and timely, or did not give due consideration to the views of the private school official.

### **In closing**

Items of special note for STUDENTS and their families are listed below and are available on the district's website. Please click here: <http://www.coventrypublicschools.org/boe/policies>

- 5131.2 and 5131.2-A - Student Use of the District's Computer Systems and Internet
- 5131.4 - Use of Private Technology Devices by Students Policy
- 5131.1- Bus Conduct
- 5131.1a - Bus Rules and Regulations
- 5131.8 – Theft
- 5134 – Social Events
- 6146.1 – Weighted Grading and Calculation of Grade Point Averages
- 5141.21 – Administration of Medications in the Schools
- 5118.1 – Homeless Children and Youth
- 5141.3-A – Immunizations Administrative Regulation
- 5142-A – Health Assessments Screenings Administrative Regulation
- 5123 – Promotion
- 4116 – Prohibition on Recommendations for Psychotropic Drugs
- 5130 – Pledge of Allegiance
- 5145.1 – Search and Seizure
- 3541 – Transportation
- 5142-A - Health Assessments Screenings Administrative Regulation, Including Non-Emergency Invasive Physical Examinations

**All of the Coventry Board of Education's policies and administrative regulations, in their entirety, may be viewed at: <http://www.coventrypublicschools.org/boe/policies>.**



# HALE EARLY EDUCATION CENTER

## **Family Handbook 2023-2024**

**Phone: (860) 742-4550  
1776 Main Street, Coventry, CT 06238**



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*Families requiring translation to interpret this information should contact the office staff for assistance 860-742-4550*

## **Mission Statement**

The Hale Early Education Center exists to provide a strong foundation for children as they begin their formal educational journey toward becoming lifelong, self-directed and self-fulfilled learners. We strive to provide each child with developmentally appropriate activities and experiences within a warm, caring and positive environment, and to meet the needs of the families in our school community. We believe that by cultivating children's curiosity, excitement for learning, and respect for themselves and others, we will foster confident, independent thinkers.

## **Philosophy**

A child's early years are a time of tremendous learning and growth. At the Hale Early Education Center, we believe that all children are capable learners. The success of every child is important to us. Our goal is to provide high quality instruction for 3- and 4-year olds in a supportive environment that fosters development in all domains (cognition, social-emotional development, physical development and health, language and literacy, creative arts, mathematics, science, and social studies). The Connecticut Early Learning and Development Standards (CT ELDS) are the basis for the HEEC curriculum. HEEC also provides support and services to families recognizing the critical need to partner with families to ensure that all students learn and grow as students and citizens.

## **Equal Opportunity Statement**

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

Dr. Beth Giller is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

## **Anti-Bias Statement**

Consistent with Coventry Board of Education policy, HEEC does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability or handicap, veteran status, or sexual orientation. HEEC staff understand that at an early age children can absorb our society's biases of gender, age, color, language, and physical characteristics. We believe that the anti-bias curriculum that we embrace supports children as they explore, celebrate, and understand differences. Our program will;

- not conduct religious observances, such as prayer, grace, confession, church attendance, or religious instruction.
- accommodate the practice of a child's personal religious beliefs where the practice is required during program hours.
- not require children or their families to participate in faith-based or church-sponsored activities or services.
- not discriminate in hiring based on religious affiliation or lack thereof.

Our approach acknowledges that children and adults can be empowered to stand up for their rights and the rights of others and to recognize and question social injustice. We challenge the children and ourselves to:

- explore issues of fairness as seen from a child’s perspective;
- see conflict as a challenge in problem-solving;
- be open to differing perspectives, ideas, attitudes and behaviors; and
- monitor our words and actions for unconscious bias or prejudice; recognize and demonstrate respect for diversity among people.

## HEEC Staff

POSITION	NAME
Preschool and Early Childhood Education Coordinator	Dr. Lois Hasty
Administrative Assistant/Secretary	Liz Murphy
Classroom Teachers (dual certified regular/special education)	Cherise Buckley
	Alicia Le Borious
	Amanda Mayer
	Tina Savluk
Special Education Teacher	Stacy Lagasse
Para Educators	Marianella Alonzo
	Matthew Maynes
	Janice Litwinas
	Jennifer Scott
	Theresa Okun
	Sally Cherniske
	Amalia Merluzzo
	Hallie Kegler
	Marisa Topliff
	Julie Klimkiewicz
	Amanda Hawkins
Speech Pathologist	Dawn Murphy
Occupational Therapists	Tirza Roda
Physical Therapist	Linda Tomaszewski

## Staff Credentials

HEEC teachers hold Masters Degrees and are certified by the state of Connecticut. Para Educators hold Certificates of Developmental Associates and/or continuing education in early childhood or related subjects.

The majority of staff members on-site hold current certificates in pediatric CPR and first aid. The School Readiness program requires teaching staff to have at least a Child Development Associate Credential (CDA), Associate's degree, or Bachelor's degree, with twelve early childhood credits during all hours of operation.

## **Professional Development**

Staff are involved in all Coventry Public Schools professional development activities.

The School Readiness Grant also requires staff to have a professional development plan that includes all required training for the program.

Professional development must include but not be limited to the following:

- A. Literacy skills development.
- B. Racial/ethnic diversity, including how to respect the cultural and linguistic diversity of each family in communications, classroom curriculum, and family activities.
- C. Annual training in serving children with disabilities.
- D. Annual participation in at least two workshops in child development, curriculum, or other early childhood topics.
- E. Annual participation in at least two workshops on health related issues; e.g., well child care, special diets, allergies, and feeding needs of the children in the program.
- F. Administrators of the School Readiness program must have annual training in best business practices, supervision of early childhood programs, and topics directly related to early childhood practices.
- G. Program staff meets annually with district Kindergarten staff.
- H. The School Readiness program must use a professional development form to document the training of each staff member.

## **Confidentiality**

HEEC and School Readiness Council's confidentiality policy ensures the security of all children and staff information. HEEC School Readiness Council members are required to sign a Confidentiality Agreement prior to service. Information contained in child and staff records is privileged and confidential. All information regarding School Readiness assistance and requests for outside services are kept confidential. Unauthorized removal of records or unauthorized divulgence of families', children, staff, or program's confidential information is strictly prohibited.

Violation of these rules is considered serious and may result in discharge of staff, board or School Readiness Council members without prior warning. Staff must observe professional ethics at all times and never discuss children, families, or staff elsewhere. Employees and volunteers are required to refrain from discussing individual children with parents/guardians in hallways or in the community. If you, as a parent/guardian, would like to request information about their child, please contact the certified classroom teacher. Non-certified staff will refer your questions to your child's teacher.

Observations made in the classroom and all information discussed at staff meetings/trainings are to be kept in strict confidence. No use of a child's name is permitted in any journals or papers related to staff work.

## HEEC Programs

The Hale Early Education Center offers preschool for children ages (3) three and (4) four. We have a variety of programs to meet the needs of children and families:

Program	Days	Times
5 Day – AM/PM	Monday through Friday	8:30–11:00 or 12:00–2:30
5 Day – School Day	Monday through Friday	8:45-2:45
Lunch Bunch (for part-time programs)	Monday through Friday	11:00-12:00
Before and After Care	Monday through Friday	Before Care opens at 7:00 a.m. M-F *After Care closes at 5:30 p.m. M-F

*\*Subject to change*

*If child is absent on scheduled day, there will still be an incurred charge.*

## Eligibility and Enrollment

Children are eligible to enter HEEC if they are turning age 3 or 4 on or before December 31<sup>st</sup> of the current school year. If your child(ren) is turning age 5, he/she is eligible for Kindergarten. If you are looking to enroll your 5-year old at HEEC and he/she did not previously attend HEEC, a meeting with the Administrator is required. A spot is not guaranteed as priority is given to our 3 and 4-year olds. HEEC follows the Coventry Public Schools Calendar. [..\HEEC General Info\Calendars\2022-2023 School Year Calendar.pdf](#)

HEEC registration, with the exception of the School Readiness and Smart Start programs, is based on a first come, first served basis. HEEC has a rolling admission process. Registration is open all year for families.

A \$50 registration fee is required at the time of the initial registration. If at the time of registration, a family is requesting tuition assistance, the registration fee of \$50 will be waived. If the family does not qualify for assistance (as determined by the qualification meeting with the Tuition Assistance Coordinator) the \$50 fee will be added to the first invoice.

HEEC will make every effort to accommodate program requests during enrollment. However, we will not accept requests for a specific teacher at any time during the process. Once all the classrooms are established, families who request program changes will be subject to a waiting list. The preschool recognizes that extenuating circumstances in a family might necessitate withdrawing a child from school. If withdrawing your child from HEEC, please contact the HEEC office as soon as possible.

## Registration Forms

Prior to the first day of school, the following must be completed:

- An on-line Power School account must be created for your child. Within this account, you can upload forms that are necessary for registration (i.e., Birth Certificate, Proof of Residency including mortgage or rent statements and a utility bill), emergency contact information and alternative pick up information.

- A Health Assessment Record must be completed by you and your physician. Health Assessment Records are due to HEEC two weeks **before** school starts to be reviewed by the school's nurse consultant. Students are not allowed to start until the Health Assessment Record has been reviewed.
- Any medicines that are to be given at school must be brought in by the parent/guardian prior to the first day of school along with a Medication Authorization Form.

## **Program Funding**

The preschool is funded through the following sources:

1. Family tuition fees
2. A School Readiness Grant
3. A Smart Start Grant
4. The Coventry School System ~ Special Education Funding

## **Tuition**

For all Preschool families, tuition will be paid on a monthly basis. The invoices are emailed out prior to the upcoming month and are due in full on the date indicated on the invoice. The first tuition installment will be due in the summer, prior to the start of the school. No partial payments will be accepted. Full monthly fees must be paid prior to the start of the next month. Tuition for the year may be paid in full at any time during the school year.

Payments can be cash, check, money order or credit card that can be paid on-line. Tuition checks are to be made payable to HEEC and may be mailed to Coventry Public Schools, Attn: Business Office, 1700 Main Street or dropped off at HEEC. As parents/guardians last names may be different from their child's, please be sure to include your child's name on the check or money order.

Discontinuation of programs (Part Day, School Day, Before Care, After Care, Lunch Bunch) can only be made on a monthly basis. Additions of programs (Before, After Care, Lunch Bunch) can be added but must be paid in full for the current billing month before attending the program.

Fees for programming outside of regular program hours (e.g., early release days, for professional development days, or report card conferences), will be charged and paid separately from tuition payments.

Fees are not refundable due to absences or vacations outside of the school scheduled vacations.

Programs that have been cancelled due to weather related delays, weather related early releases or weather related cancellation of afternoon activities (i.e., After Care), will be credited in the next month's invoice. When the Coventry Public Schools cancel school due to snow, or any event and K-12 are remote, HEEC will have a snow day, which will be made up at the end of the year.

A 10 percent discount will be given to siblings that are in the preschool at the same time; however, if you are receiving tuition assistance the discount does not apply.

## **Tuition Assistance**

Through the town of Coventry's School Readiness and Smart Start Grant, HEEC receives funding which provides children a high quality preschool program for a reduced tuition rate.



Through the School Readiness grant, HEEC has an allotted number of part-day slots. These slots are available to families who meet the State of Connecticut Office of Early Childhood Fee Scale. The School Readiness and Smart Start grants both have school day slots available for those families meeting the income guidelines. If you meet those qualifications, you are eligible to receive some level of financial assistance that is determined by the Tuition Assistance Coordinator. Children enrolled in the Smart Start slots must be residents of Coventry. Children enrolled in the School Readiness program must be residents of Coventry. Slots will be available to non-Coventry residents after September 1<sup>st</sup> based on availability. Families must provide written proof of residency.

## **School Readiness Fee Requirements**

The following are the guidelines for the School Readiness Fees;

1. HEEC uses the current OEC School Readiness sliding fee scale to determine fees. The family fee for the School Readiness program will not be higher than the fee determined by the Care4Kids program.
2. HEEC does not accept Care4Kids Funding.
3. HEEC will annually publish their cost of care for School Readiness spaces to families, and shall file their published rate with the School Readiness Council.
4. HEEC will not charge fees to families who receive Temporary Assistance to Needy Families (TANF) cash assistance and who have no earned income.
5. HEEC will charge fees to families who receive TANF cash assistance and who have earned income.
6. Families who are not on TANF cash assistance and who may or may not have earned income, but cannot afford the determined family contribution, may be granted a total or partial scholarship. This will be determined on a case-by-case basis by the School Readiness Council.
7. All fees received by HEEC from families shall be used to support the School Readiness program.
8. Families who believe that they might qualify for the sliding scale will be contacted to schedule a family intake appointment by the Tuition Assistance Coordinator to determine eligibility. Families must provide documentation showing the last 4 weeks of income (or an IRS tax form) for all family members in the household and proof of residency (mortgage statement, utility bill). Fee calculation is reviewed with parent/guardian and includes parent/guardian signature and they will receive a copy of the fee calculation form.
9. Families who qualify for the sliding scale will be given a copy of the School Readiness Financial Form, which will indicate family contribution. A copy of this form will go to the provider for fee collection purposes. All other income-related information will be kept confidential.
10. Re-evaluation of School Readiness fees occurs once a year.
11. The Coventry School Readiness Grant provides for sixteen (16) spaces at the Hale Early Education Center. Ten slots (10) are designated for part-day/part-year fee scale and six (6) are designated for school-day/school-year sliding fee scale. If the sliding fee scale slots are filled, a waiting list based on date of receipt of application will be developed.
12. The School Readiness Council will review the School Readiness program budget for appropriateness of expenditures as part of the consideration of proposals for funding. The Program will make every attempt to keep administrative costs to a minimum. Detailed justifications for administrative costs must be provided to the School Readiness Council. Administrative costs should not exceed 20% of the total School Readiness portion of the total program budget.

## **Arrival, Departure and Attendance Procedures**

### **Arrival**

Families are responsible for dropping off and picking up their child at the designated times of our morning and afternoon programs.

The following are the procedures for drop off and pick up:

- Classes will have scheduled drop-off and pick-up times.
- Staff will greet children at the main door as they arrive.
- Pick up will follow the same procedure. Parents/guardians will remain outside, and your child will be dismissed to you. You will be provided a card in the color of your child's classroom with their first name and last initial. Cards should be presented upon pick up.
  - If someone else besides the parent/guardian (e.g., grandparent, aunt, neighbor) is picking up your child, their name must be in your PowerSchool contact list, and they must show their license upon pick up.
  - If special court ordered arrangements are in place, please provide HEEC a copy and those arrangements will be followed.
  - No child will be released to any adult appearing to be under the influence of alcohol or other substances.

Before Care students are dropped off between the hours of 7:00-8:30AM. After Care students are picked up between the hours of 3:00-5:30PM. *\*subject to change*

The following guidelines are to be followed by parents/guardians to help make arrival and departure run smoothly:

- We encourage parents/guardians to maintain a consistent pattern of adults who drop off and pick up.
- Parents/Guardians should hold their child's hand or have him/her in your sight at all times in the parking lot.
- Unless parents/guardians have the proper permit, please refrain from using the handicapped parking spots.
- Parents/Guardians should not park along the curb – that is reserved for vans/buses.
- To maintain healthy air quality, do not leave your car idling during drop-off and pick-up. State regulation 22a-174-18(b)(3) states that a mobile source shall not operate for more than 3 consecutive minutes when such mobile source is not in motion except if the vehicle is operating for one of the conditions exempted in the regulation.

We would like to thank parents/guardians for ensuring their children are in school on time. For all our classrooms, instruction time begins almost immediately after the children put their backpacks away in cubbies. There are activities on the tables so that the children are engaged right from the start of the day. While we understand that on certain occasions lateness cannot be helped, we ask that persistent lateness is avoided.

Attending school and arriving on time supports the children in making great progress. It can be very unsettling for children if they are late for their classes, and it is also disruptive for the other children as the teachers may need to repeat themselves. All school-day children need to be in their classroom no later than

8:45am. Part-day children need to be in the classroom by 8:30am for the morning class and by 12:00pm for the afternoon class.

If you are going to be late dropping off your child for school (or absent for the day) please call the office at 860-742-4550 or email Liz ([lmurphy@coventryct.org](mailto:lmurphy@coventryct.org)) and we will know to have someone available in the lobby.

Early drop-off can also create issues. Unless your child is scheduled to attend Before Care, please do not drop off your child prior to the times listed below, as staff may not be available prior to those times:

- Green AM – 8:20 a.m.
- Orange, Blue, Rainbow, Purple, Yellow – 8:30 a.m.
- Green PM – 11:50 a.m.

### **Pick Up and Late Pick Up**

Please arrive promptly at pick up time (11:00am for part-day AM and between 2:30-2:45pm for part-day PM and School Day). The staff have meetings, planning time and other after-school duties that start at 2:45. When you are late, two staff members must stay with your child which then makes them late to their other duties. Also, it can be extremely stressful for children when parents/guardians are late picking up.

If a parent/guardian is late picking up their child (any time after 11:00am and 2:45pm), an emergency contact will be called. The child will be placed in our After Care program and a \$10 fee per child will accrue for every 10 minutes past the designated pick-up time that the child remains in After Care.

We understand that sometimes you can be running late due to traffic or unforeseen circumstances. If you know you will arrive later than 11:00am or 2:45pm, please call the office at 860-742-4550 and let us know.

If a parent/guardian or emergency contact cannot be reached and your child is not picked up after one hour, the police will be called.

### **After Care Families**

Please remember that pick up for After Care is no later than 4:30/5:30. Late pickups necessitate overages in staff payroll which have become a major problem for the center. Persistent late pickups may result in removal from the program.

If a parent/guardian or emergency contact cannot be reached and your child is not picked up after one hour, the police will be called.

### **Attendance**

If your child will be absent due to illness or any other reason, or late to school, please call the HEEC office at 860-742-4550. By the third consecutive day of the child's absence, the teacher or nurse consultant will make a phone call to the family and inquire about the child's situation. If a child is absent after two weeks following such inquiry, a letter will be sent to the parent/guardian asking for an explanation for the child's absence.

If the child is part of our School Readiness or Smart Start program, the provider will notify the School Readiness and Smart Start Liaison of any attendance concerns. If there is no response after one week, the

School Readiness and Smart Start Liaison may remove the child's name from the program. When a child is absent and the family has no contact with the School Readiness and Smart Start Liaison, the Liaison will document the efforts to contact the family, and will withdraw the child after a two-week period. An absence beyond two weeks will require the approval of the School Readiness and Smart Start Liaison.

Our lunch counts are due to the CNHMS cafeteria by 9:00AM each morning. Teachers send in counts based off of the returned lunch menus. Please notify the HEEC office (860-742-4550) prior to 9:00AM if your child will be absent. This will enable us to remove your child from the lunch count and prevent you from being charged. No call = lunch ordered = charge.

## **Weather Related Delays and Early Releases and Scheduled Early Releases**

HEEC *Weather* Related Delays (1, 2 hour or 3 hour delay)

- **1 Hour Delay:** 8:00 am Before Care Opens, 9:30am Part Day AM, 9:45 am School Day Program Begins, 11:00 am Lunch Bunch, 12:00 pm PM Part Day Program as regularly scheduled
- **2 Hour Delay:** No AM Part Day Program, 9:00 am Before Care Opens, 10:45 am School Day Program Begins, 11:00 am Lunch Bunch, 12:00 pm PM Part Day Program as regularly scheduled
- **3 Hour Delay:** No AM Part Day Program, 10:00 am Before Care Opens, 11:45 am School Day Program Begins, No Lunch Bunch, 12:00 pm PM Part Day Program as regularly scheduled

HEEC *Weather* Related Early Release

- HEEC closes at 10:30AM

HEEC Scheduled Early Release

- 8:30-10:00 AM Program
- 10:30-12:00 PM Program
- 8:45-12:00 School Day Program
- No Lunch Bunch or After Care on Early Release Days

Keeping you informed is a top priority at Coventry Public Schools. The School Messenger Notification System is used to send a telephone, email or text message to you providing important information about school emergencies. School Messenger is being used to notify you of school emergencies, closings, delayed openings, and early releases. In the event of an emergency at school, you can have peace of mind knowing that you will be informed as soon as possible.

## **Transportation**

### **Special Education Transportation**

- Children with special needs who have been identified as needing transportation under their IEP will be transported by special education vans through the Coventry Public Schools.
- Para educators will be assigned to get children off the van at drop off and put on the van at pick up.
- Para educator will escort each child to the classroom after placing child's belongings in his/her cubby and washing hands.

## Updating Information

All forms must be updated each September via PowerSchool. However, please also inform the staff if there are any changes during the course of the school year to the following information: phone numbers, address, emergency contacts, health status, or change in family income.

Please be sure to notify the staff if a family event has occurred that may affect your child's behavior.

## Curriculum, Instruction and Assessment

### Classroom Curriculum

Our curriculum is based on the Connecticut Early Learning and Developmental Standards (CT ELDS). Teachers use a themed-based monthly curriculum document to guide instruction. Teachers meet weekly to collaboratively identify specific weekly targets and plan learning experiences.

The CT ELDS articulate standards in eight developmental domains:

1. Social and Emotional Development,
2. Physical Health and Development,
3. Language and Literacy,
4. Creative Arts,
5. Mathematics,
6. Science,
7. Cognition and
8. Social Studies

### Assessments

- Preschool Screen
- Ages and Stages Questionnaire (completed by parent/guardian)
- Teacher Observation Data
- Child Work Samples
- ESGI (Educational Software for Guiding Instruction) assessments
- Family Information
- Sparkler

HEEC staff uses the following procedure:

- At the beginning of the school year, family projects, such as a family page for a classroom book and a *Parents as Partners* questionnaire are sent home. The purpose of these projects/forms is to allow families to share important information about their child and home environment.
- At the initial family conference held in October, families are given an opportunity to share information about their child and/or family dynamics. Also, the teachers share the initial observations used to assess children's growth.
- In November, HEEC holds a town-wide preschool screen. HEEC students participate in hearing and our local Lions Club of Coventry provide the visual screenings.
- A standards-based report card is distributed to families three times over the course of the school year. Information is shared with families during conferences and as needed throughout the year.
- At the family conferences or at any other time throughout the school year, by contacting the school, families have the opportunity to raise questions or concerns about how the assessment methods will meet their child's needs.

Educators are trained to conduct all the child assessments utilized in the program through a variety of means including staff meetings and professional development provided by EastConn and the program administrator.

HEEC staff members have access to children's assessments records for the following reasons:

- To observe and monitor each child's progress related to curricular goals and performance standards.
- To support curriculum development and planning
- To share information with receiving institutions to support effective transitions to Kindergarten programs (unless otherwise instructed by family)
- To share with Child Study Team if needed for child's positive outcomes

The HEEC staff maintains confidentiality for all assessments conducted during your child's educational program. The following procedure is used for confidentiality:

- Screening and assessment results are accessed by HEEC staff; itinerant personnel (PT, OT); HEEC contracted consultants; State Department of Health & Education; NAEYC
- The child's file containing the child's profile and assessment information is kept in the HEEC office in a locked file cabinet.
- An individual child record is not allowed to be taken out of the HEEC facility.

Family(ies)/Guardian(s) have the right to access their child's file at any time upon request.

For School Readiness students, the Coventry School Readiness Council provides for the oversight, coordination and support for the measurement of child progress in the following ways:

1. Family Survey Reports are shared with the Council once a year
2. NAEYC yearly evaluations are shared with the Council once a year
3. The School Readiness yearly evaluation is shared with the Council once a year

## **Preschool Screen**

A preschool screen is held for all preschool-aged children who are Coventry residents.

HEEC utilizes the statewide Sparkler App as a universal screening tool for all children residing in Coventry, ages 0-5. This free mobile app is available in English and Spanish (accessible on your smartphone or tablet). In addition to screening results related to social-emotional, cognitive, motor and communication, families receive:

- Periodic developmental screenings tools (ASQ-3 and ASQ:Social-Emotional-2) to check in on their child's development
- Fun, educational activities parents/guardians and children can play together off-screen to promote learning
- Connection with professionals - HEEC or 211 Child Development (which is part of the United Way).

If concerns are noted and a child requires additional assessments:

- The Brigance Screening is the standardized measure used. The Brigance provides an overview of development in the areas of motor, speech and language, and cognitive skills
- HEEC staff reviews results.
- Families are notified if results indicate a need for further evaluation

## **Child Study Team/Scientific Research-Based Intervention**

HEEC has established a process for supporting young children utilizing universal best practices in early childhood education. This 3-tiered intervention allows child study teams (CST) to collaboratively problem solve, brainstorm intervention strategies, target specific skills and collect data. Movement through the tier system is determined by the team.

The CST meeting initiates the support process after a teacher requests assistance from program staff including the Preschool and Early Childhood Education Coordinator, special education teacher, and speech and language pathologist.

### Tier 1

The CST determines the need to move into Scientific Research Based Intervention (SRBI). Tier 1 in the SRBI process ensures that all children are receiving developmentally appropriate programming and universal best practices are implemented.

### Tier 2

Tier 2 is utilized if the universal strategies determined in Tier 1 are not sufficient to meet the needs of specific students. Families are notified and data is collected via informal observation/screenings. Additional support staff are included as needed (occupational therapy, physical therapy). Individualized target skills are determined. Progress monitoring occurs every 4-6 weeks.

### Tier 3

After extended strategizing, implementation and data collection, a team decision will be made with regards to the necessity of a referral to special education. At that point, permission may be obtained that allows the team to evaluate the child's current developmental levels.

## **Special Education Services**

Tier 3 supports may include a referral to special education. A PPT (Planning and Placement Team) meeting is scheduled to discuss the referral and determine the need for formal evaluation. Evaluation results would assist in determining eligibility for special education services.

Special education services may include special education teacher support, speech and language therapy, occupational therapy, physical therapy and social skills support. HEEC is a fully integrated program and strives to provide all children with best practices in early childhood education. Teachers work together as a collaborative team to implement individualized goals and objectives from the students IEP (Individualized Education Plan) as well as differentiate instruction as needed. Family goals, desires and concerns provide direction as the PPT moves forward in decision-making and goal setting.

# Health and Medical

## Health Assessment Record Policy

In compliance with the Coventry Board of Education, an Early Childhood Health Assessment Record (ED 191) form must be submitted and kept on file at the preschool. This health form must indicate that your child has had a physical exam within the past 12 months, that she/he is in good health, and that she/he meets current vaccination requirements. The health form must be signed by a physician. By law, your child will not be allowed to attend school without a current health form on file, and no exceptions can be made. Health forms may be mailed to the 1776 Main Street, Coventry, CT 06238 or hand delivered to the preschool office.

If your child has (a) any serious medical conditions, (b) serious allergies (to food, medication, or insect stings), or (c) any other physical or medical restrictions, you will need to provide an *Authorization for the Administration of Medication School, Child Care and Youth Camp Personnel* form. This form must be signed by your physician stating the problem as well as any special procedures that must be followed in the classroom. The form is available in the school office.

In case you are unavailable to pick up your child in the event of sickness, families should have an emergency number for an adult who will be able to pick up your child and care for him/her until you return. At all times, the school must have some way of reaching a family member or legal guardian in case of emergency or illness. Please be sure you indicate your emergency contacts when filling the Emergency Contact/Medical page in PowerSchool.

## Procedure

Health Forms are provided to new and existing families/guardians of students in the registration package.

- Families/guardians are required to submit the completed Health Form (front & back) prior to the student's first day of school.
- Routine screening tests and immunizations are based on the recommendations of the Centers for Disease Control, American Academy of Pediatrics, and the Academy of Family Practice. The recommendations of these organizations are updated periodically and represent best practice; HEEC follows these guidelines in order for these indicators to be met.

Health Forms expire one year after the date of the physical exam. The families have 30 days post the expiration date to submit a current health form. After that the child will not be able to attend school until a new Health Form is on file. It is your responsibility to maintain a current Health Form on file for your child throughout the school year.

- Child Health Records include:
  - Information regarding the child's health insurance coverage including the carrier, policy number, and insured name is located on the Health Form.
  - Evidence of immunizations; screening tests; and indicators of normal or abnormal test results.
  - Lead tests and developmental screenings are mandated by the State of CT and need to be reported on the Health Assessment Form.



- Family member/guardian signature on the Health Form authorizes HEEC to have access to health information about the child.
- The Nurse consultant reviews each Health Form for routine screening tests, updated immunizations, updated physicals, and allergy information prior to the first day of school. Should the nurse identify missing or abnormal test results, a letter is sent to the families/guardians requiring medical resolution

If you have questions or need assistance to secure medical insurance, a physician, on-going well-child care, immunizations, and health, dental and nutritional screening, please visit the following websites or contact the HEEC for further assistance: [www.medicalhomeinfo.org](http://www.medicalhomeinfo.org) – [www.ct.gov/dph](http://www.ct.gov/dph). For general information about HUSKY Health, please visit [www.huskyhealth.com](http://www.huskyhealth.com). To apply by phone or for additional information about the HUSKY Health and Access Health CT programs, contact their information hotline at 1-855-805-4325 or visit [www.accesshealthct.com](http://www.accesshealthct.com).

## **Illnesses, Communicable and/or Infectious Disease**

HEEC has written procedures to promote wellness and safeguard the health and safety of children and adults.

- Upon arrival in the classroom, children are greeted by an adult and observed for any possible health problems.
- If a child becomes ill at the center, a family member or authorized person is contacted to pick up the child. A designated quiet area within the school office is set up for the child until a family member or authorized adult arrives. A staff member provides continual visual supervision.
- If an illness prevents the child from participating in activities or creates greater need for care than the staff can provide without compromising the health and safety of other children or if a child's condition is suspected to be contagious, then the child is made comfortable in a location where she or he is supervised until he or she can be picked up by a parent/guardian, family member or other person authorized by the parent/guardian.
- A note from child's physician is required in order for child to return to school after any communicable disease/illness (i.e. Chicken Pox, Measles). The note should be given to the office and will be filed in the student's Health Assessment Record.
- The administrator will immediately notify all families and staff in writing when any communicable disease/illness has been introduced to the preschool.
- All soiled clothing is sent home in a plastic bag (see toileting procedure).
- Scheduled times for daily cleaning of toys and play areas are arranged.
- Use of gloves when dealing with bodily fluids is required.

## **Plan for Identifying Special Health Care Needs**

- Families provide information regarding any allergies or other health care concerns at registration. Information is listed on the child's emergency card and updated as needed.
- A list of all allergies is posted in classroom information binders. All staff members are made aware of the list and the children identified.
- Families are asked to sign a release of information regarding food allergy information.
- If a child has an allergy and medication is prescribed for an anaphylaxis reaction, families must provide: (1) A written order from an authorized prescriber/parent permission form, (2) Emergency

health care plan, and (3) Medication administration checklist. All forms need to be submitted and cleared by the nurse consultant and preschool administrator before administration of medication.

## **Emergency Health Care**

When a child becomes sick or an accident occurs, HEEC determines the severity of the situation and contacts the family member/authorized person or arranges for transportation to the hospital and/or calls for an ambulance. One staff member will accompany the child to the hospital and take the child's medical information. They will remain with the child until the family member or designee arrives. If a family member cannot be reached, they will contact the designated person on the child's Emergency Information Sheet.

The Captain Nathan Hale Middle School nurse is available in the event of emergencies.

## **Injury Prevention Plan**

- Monitoring of the environment by all staff members occurs daily. All staff are required to bring to the attention of the administrator any problems, repairs, or hazards.
- Staff conduct regular safety checks of the Preschool.
- Teachers and Para-educators check rooms and outdoor playground daily.
- Staff examine equipment and toy purchases carefully and all donated materials are checked for safety and health concerns.
- Teachers maintain an injury log for their classroom.
- Families are given a written accident form informing them of any significant injuries. Families and staff member(s) sign the form, and then staff file the original in the student's file. A copy goes home with the child.
- The temperature and wind chill factor are checked daily and then the Child Care Weather Watch System is followed to determine when it is safe to bring preschool children outside.
- In the warm weather, children wear sun-protective clothes (clothing made with fabrics rated for ultraviolet protection, or clothing that protects skin areas most prone to sun damage. Examples of sun-protective clothing: broad-brim hats, long sleeve shirts, full-length pants/skirts).
  - In summer months, we ask that families apply sunblock with UVB and UVA protection of at least SPF15 to their child before he/she comes to school.
  - Only with written parental/guardian permission (OEC Form Administration of Nonprescription Topical Medications) do staff apply sunscreen or sunblock.
- Only with written parental/guardian permission (Administration of Nonprescription Topical Medications) do staff apply sunscreen or sunblock. In the event the public health authorities recommend the use of insect repellents due to a high risk of insect-borne disease, only repellent containing DEET can be used. Families will be advised to apply a repellent at home prior to coming to school.
- Storage and Administration of Medication is found in Attachment A of this Family Handbook.

## Illness Guidelines

### *CHECK YOUR CHILD EVERY MORNING BEFORE SENDING HIM/HER TO SCHOOL:*

If your child has both:	Then you must:
FEVER (100 degree F or 37.7 degree C) AND sore throat or cough. These symptoms suggest influenza-like illness. Your child may have the flu. Other symptoms can include runny nose, body aches, vomiting and diarrhea.	<u>CDC recommends that people with influenza-like illness remain at home until at least 24 hours after they are fever free or signs of a fever without the use of fever-reducing medications.</u>
If your child only has:	Then you must:
<ul style="list-style-type: none"><li>• Fever alone, OR</li><li>• Vomiting or diarrhea, OR</li><li>• Sore throat or new cough with no fever</li></ul>	Keep your child home from school and child care until symptoms are gone for 24 hours.

We will monitor for influenza-like illness in school and will consult with the appropriate health and medical personnel to assure you that we have the health and safety of your child as our number one priority. Other illness guidelines and symptoms:

- Severe cold and fever, sneezing, nose drainage, and coughing.
- Conjunctivitis- an eye infection commonly referred to as “pink-eye”. The eye is generally red with some burning and yellowish discharge.
- Bronchitis. This can begin with hoarseness, cough, and a slight elevation in temperature. The cough may be dry and painful, but it gradually becomes productive.
- Rashes that you cannot identify or that have not been diagnosed by a physician.
- Impetigo. Begins as red pimples on the skin, which eventually become small vesicle surrounded by a reddened area. When the blister breaks, the surface is raw and weeping. The lesions occur in moist areas of the body, such as: creases of the neck, groin, and under the arm, around the mouth and nose.
- Diarrhea- watery or greenish bowel movements that look different and are much more frequent than normal.
- Vomiting- more than the usual “spitting up”.
- If child becomes really sick without obvious symptoms. In this case, the child may look or act different. There may be an unusual paleness, tiredness, irritability, or lack of interest.
- If a doctor diagnoses an ear or throat infection, as an example, and the child is prescribed an antibiotic, the child may not be brought to the Preschool until he/she has been on the medication for at least 24 hours. Please call the Preschool with diagnosis.

Thank you for helping us to keep the school environment as healthy as possible for all students and staff.

## **Toilet Training**

We recognize that this process is unique for each child and want toilet training to be a positive, rewarding experience. Staff will work with families to support children wherever they are in the toilet training process and will assist children in changing should an accident occur during the school day.

Children will be cared for using the following procedure following a toileting accident at school:

- Clothing that is soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
- Underwear is changed when wet or soiled.
- Staff will change children in the designated changing areas and not elsewhere in the facility.
- Both the staff member and the child will wash their hands after changing.

## **Hand Washing Policy**

Children and adults must wash their hands prior to entering the classroom for the day. Children are taught and utilize the following hand washing procedure:

- use liquid soap and running water
- rub hands vigorously for at least 20 seconds including back of hands, wrists, between fingers, and under fingernails (staff wash around jewelry)
- rinse well and dry hands with paper towel
- avoid touching the faucet with just washed hands (use paper towel to turn off water)

Children and adults wash their hands:

- on arrival for the day
- after changing or using the toilet
- after handling body fluids (blowing or wiping a nose, coughing on a hand, touching any mucus, blood or vomit)
- before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking
- after playing in water that is shared by two or more people (emerging criteria)
- after handling pets and other animals or other materials such as sand, dirt, or surfaces that might be contaminated by contact with animals
- when moving from one group of children to another

## **Nap/Rest**

Each child who spends more than four hours a day in the program needs to rest for at least 20 minutes. HEEC provides an opportunity for, but does not require sleep. The children who are unable to sleep, HEEC provides space for quiet play. Books, puzzles, and other forms of quiet play are made available.

- HEEC will provide a cot, and parents/guardians may send in a small pillow, blanket and stuffed animal. Rest time items will be sent home every Friday to be washed.
- A solid barrier or at least three feet of space will separate sleeping children from one another.
- Each child has their own designated cubby to store their belongings

## **Behavior and Discipline**

The HEEC Behavior and Discipline Procedure complies with federal and state civil rights laws. In addition, expectations for behavior are consistent with developmentally appropriate practices issued by NAEYC. This includes building a community that values considerate, respectful, and accepting attitudes toward all families, and arranging the environment to avoid problem-causing situations. Staff members model and encourage skills that allow each child to develop a sense of control and autonomy, identify feelings, solve problems, and find their own rewards in cooperative social behavior. Classroom learning activities stress the importance of friendships, caring, sharing, and celebrating differences in others. As part of this, the Second Step Curriculum: Social-Emotional Skills for Early Learning is integrated into the HEEC curriculum and utilized in each classroom throughout each week. HEEC emphasizes five basic rules:

- Take Care of Yourself
- Take Care of Your Friends
- Take Care of Your Teachers
- Take Care of Your Classroom
- Take Care of Your World

HEEC is committed to working with any child to improve their social-emotional functioning. Staff members are trained to respond to a variety of situations using best practices, such as establishing clear and consistent expectations, offering choices, redirecting activity, pointing out natural or logical consequences of different behaviors, and scaffolding problem solving. Positive reinforcement is always used to encourage positive behavior. Staff never use physical punishment, psychological abuse, or coercion when disciplining a child. Examples of prohibited staff practices include hitting and withholding of food.

In addition, HEEC never uses suspension and expulsion to address problem behaviors. Use of other exclusionary measures (i.e., seclusion) is limited as much as possible, but may be used in extreme situations as a temporary measure when a child in our care becomes harmful to himself, harmful to another child or staff, and/or highly destructive to property. Appropriate use of restraint for safety reasons is also permissible in extreme situations when a child becomes harmful to herself and/or harmful to another child or staff. Any staff member engaged in such restraint has received proper training through the Coventry Public Schools (i.e., Physical Management Training).

Use of seclusion and/or restraint are only considered if the following conditions are met:

- After all other strategies have been exhausted
- After the steps listed below (relative to addressing ongoing challenging behavior) have been taken
- When there is agreement that exclusion is the in the best interest of the child
- In the rare instance when exclusionary measures must be taken, HEEC offers assistance to the family in accessing services and an alternative placement.

When a child's ongoing challenging behavior must be addressed, the following occurs:

- Data is collected to assess what function the behavior is serving for the child (e.g., Antecedent-Behavior-Consequence data; observations)
- Teachers collaborate with family members and other professionals to develop an individualized plan to address the behavior
- Positive behavior supports are always included in the plan
- Plans are reviewed weekly or bi-weekly with teachers and support staff to monitor progress and adjust the plans as needed.
- After two weeks, the SRBI (Scientifically Researched Behavior Intervention) process may also be implemented, including identification of specific target goals and ongoing monitoring of progress through specific data collection. Tiered interventions are identified by the team.

HEEC's behavior and discipline policy is communicated to all staff several ways:

- Staff Orientation Meeting held every year prior to the start of the school
- Operation's Manual reviewed by all staff annually

## **Parent Communication and Involvement**

### **HEEC Parent Group**

The purpose of the HEEC Parent Group is to enhance and support the educational experience at the Hale Early Education Center (HEEC), develop a closer connection between school and home by encouraging parent involvement and to improve the environment at Hale Early Education Center through volunteer and financial support. The goals of this organization are to provide a forum for discussion and foster communication between parents, administrators, educators and the community, to enhance the educational facilities and opportunities for students at HEEC that are not otherwise provided for in the school budgets, and to sponsor projects and events for the benefit of HEEC students. This home/school partnership initiative is designed to develop reciprocal communication and engagement. A variety of fundraisers and events take place throughout the school year. Families are not required to participate; however, any contribution or volunteering of time is greatly appreciated. All parents/guardians are welcome and encouraged to attend meetings when possible.

HEEC also provides opportunities for parenting education. In our monthly newsletter we share ideas that families can do at home like practicing problem-solving skills through learning and play based activities, and also sharing a segment of a document from the Connecticut Office of Early Childhood (OEC), "Supporting All Children Using the Connecticut Early Learning and Development Standards: A Guide for Families," that provide suggestions for parents and guardians related to the standards that underpin our curriculum.

### **Welcoming Children and Families to the Preschool**

HEEC's staff establish intentional practices designed to foster strong reciprocal relationships with families from the first contact and to maintain those relationships over time. In addition, HEEC has plans and procedures to prepare for, orient and welcome children and families. The following plans and procedures are shared verbally and in writing with families of enrolled children and are available in languages that families use and understand.

Program events encouraging family involvement are held throughout the school year:

- A Q&A session is held three times a year. Families are welcome to visit the preschool and meet with the Administrator who is available to answer any questions about the program.
- A welcome letter from the child's assigned teacher is mailed to the child in August.
- Come and See Day is held before the first day of school. Children are invited to explore their classroom and the center, and have an opportunity to meet their teacher, classmates and center staff.

In addition, HEEC staff maintain relationships with families throughout the year:

- Monthly newsletters are sent home from the classroom and center
- Teachers, families and relevant specialists meet at conferences times in the fall and spring and other times throughout the school year as needed to discuss each child's progress, accomplishments and any difficulties in the classroom and at home, as well as to plan learning activities.

HEEC also has committees and educational teams and a parent/guardian group that work collaboratively throughout the school year to ensure the partnerships between the program families, staff and professionals are strengthened. This includes:

- Parent/Guardian Group Meetings; Gingerbread House Family Activity, Mystery Readers, Pedal for a Purpose and End of Year Picnic

Program staff engage with families to learn from their knowledge of their children's interests, approaches to learning, and the child's developmental needs, and to learn about their concerns and goals for their children.

This information is incorporated into ongoing classroom planning and obtained through activities such as:

- Ages and Stages Questionnaire; All About Me; Preschool Screen, Sparkler App

## **Family/Teacher Conferences**

Family/Teacher conferences will be offered two times during the year. The first conference in October will involve discussion of your child's progress toward meeting initial standards and their transition into preschool. The second conference in March involves continued discussion of the child's development toward meeting CT ELDS standards. We value family participation and feedback as a crucial aspect of the preschool program. If you wish to request a conference at a different point in the year, please feel free to speak to your child's teacher. Should you need a translator to assist during the conference; every effort will be made to translate program information in the appropriate language.

## **Transition to Kindergarten**

HEEC collaborates with the Coventry Grammar School administrators and teachers to prepare for and manage children's transition to the kindergarten, including special education programs. HEEC staff members also provide information to families that can assist them in communicating with other programs. The following measures are taken to ensure a smooth transition:

- Post information regarding kindergarten registration, kindergarten information nights, etc. and assist families in completing the kindergarten registration process (if needed).
- HEEC teachers share information, including relevant assessment information, with the Coventry Grammar School (CGS) Principal.
- Records transferred to Kindergarten include: Report Cards, SRBI Data, Health Forms
- Special education students are transitioned via the Planning and Placement Team Process.
- HEEC staff and CGS kindergarten staff participate in vertical team meetings to articulate the sequence of skill development from preschool to kindergarten in key developmental areas.
- Coventry Public School Kindergarten transition activities include:
  - Initial online registration process begins in the Spring.
  - A parent/guardian orientation night is held to provide information and opportunity to ask questions.
  - Children are invited to visit their classroom, meet their teacher and new classmates and take a short bus ride.

For those families whose child is eligible to attend kindergarten but who feel that an extra year at HEEC is needed, the parent/guardian must schedule a meeting to review this request with their child's teacher and the Preschool and Early Childhood Education Coordinator.

If, despite that fact that the teacher and Education Coordinator determine the student is ready for kindergarten, the family wants their child to remain at HEEC for another year, the child will be placed on a waitlist. Priority will be given to our families of incoming 3- and 4-year-olds. If, at the end of summer, there is still availability for your child to attend HEEC for another year, program staff will contact the family and offer the family a spot.

## **Program Evaluation and Improvement**

### **Accreditation**

HEEC is a National Association for the Education of Young Children (NAEYC) accredited preschool. As HEEC houses the School Readiness Program and receives funds, NAEYC accreditation status must be maintained. School Readiness requires programs that are not yet accredited to be working towards accreditation, have a timeline for completion of the process and demonstrate adherence to the timeline. Programs must be working weekly with an early childhood consultant or be participating in the Accreditation Facilitation Project. Any changes proposed in the program that may affect the NAEYC accreditation must be reported in writing to the School Readiness Council. The School Readiness Council provides support to HEEC in the following ways:

1. Provide training for staff regarding curriculum development and evaluation
2. Provide resources and materials that support learning center and child interest
3. Provide for family understanding of curriculum and assessment
4. Provide for training for staff in Health, Diversity and Inclusion
5. Supports the transition to kindergarten process



## **Program Evaluations**

HEEC is responsible to a number of agencies. Each agency has developed guidelines and mandates that align to state and federal standards. These standards define program procedures and help identify areas of need for program improvement. If required, action plans are developed annually and implemented within a six month period of time. All action plans will be reviewed to ensure that progress has been made.

The Office of Early Childhood (OEC) is a state agency that administers and regulates state child daycare centers. HEEC has received license-exempt status from the OEC. Connecticut General Statutes, Section 19a-77(b) provides that a program administered by a public school system is not required to be licensed to operate. The Coventry Public Schools Board of Education administers HEEC and retains responsibility for the management and oversight of the program and for the program staff and children served.

## **The National Association for the Education of Young Children (NAEYC)**

NAEYC is a national organization that sets standards for a high quality preschool program. The program is evaluated using ten standards, including relationships, curriculum, teaching, assessment, health, teachers, families, community relationships, physical environment, and leadership and management. Programs wishing to become accredited must apply for candidacy, participate in the self-study process and undergo an extensive onsite visit by a trained NAEYC evaluator. NAEYC accreditation is valid for five years; however, programs must maintain standards of excellence through ongoing program improvement, family surveys, and by filing an annual report.

## **Family Surveys**

As part of the NAEYC accreditation process, HEEC will provide each family with a survey near the end of the school year in order to receive feedback in assessing our program and helping to improve our overall quality. This survey is confidential and the results will be provided to families.

## **The School Readiness Council (SRC)**

The SRC administers and maintains the School Readiness grant through the Connecticut Department of Education. Council members may visit the program at any time to ensure the program's compliance to all mandates. The SRC will direct the program to self-monitor, utilizing an instrument that encompasses all program components, to be implemented annually.

In the event that any complaint is filed with the Department of Public Health, the Department of Children and Families, or any other police or investigative agency concerning an alleged act at the site:

- The SRC is to be notified in writing by the provider of the details of the complaint. Such notification shall include the date and time of the alleged noncompliance, the nature of the complaint, the results of any investigation by provider personnel, and any action taken by the provider to correct the situation. Notification shall be made within 24 hours of the time that the provider is made aware of the complaint.
- The provider shall make the SRC aware of any findings made by the investigating agency within reasonable limits of confidentiality. Formal complaints made against the program, or a staff member must be reported to NAEYC. The academy retains the right to initiate a review of accreditation of a program at any time on the basis of evidence of non-compliance of NAEYC standards.
- Monitoring results from the above evaluations will be reported to the SRC in the fall of each year and/or during the review of proposals for funding.
- The State Department of Education (SDE) will be notified in the event of a violation

# **Safety and Security**

## **Emergencies**

In the event of an emergency, the school will retain responsibility of all children on premises until they are released to a family member, guardian, or other designated person, or until they have been transported to an official evacuation center, in which case selected staff will remain with the children until they have reunited with their families.

Families should not telephone the school; they will be updated via email for whatever situation is taking place. If families are able to reach the school without danger to themselves or without interference with emergency personnel, they should come to pick up their children. Children will be released only to families, guardians, or other persons designated persons by the family.

## **Evacuation**

- Daily attendance recorded each day by the classroom teacher
- Evacuation plans are posted at every exit
- Teacher and/or paraeducator lead children out of the building
- All meet on the field between the HEEC playground and the CNH softball field for head count by classroom teacher or paraeducator
- Teacher or paraeducator take attendance book and daily schedule whenever possible
- Children or staff with a disability may require additional assistance

## **Fire Drill Procedure**

Fire Drills are scheduled regularly in conjunction with the Captain Nathan Hale Middle School and Coventry High School. A log of each fire drill document each drill. Sprinklers are installed in all classrooms and common areas of the preschool. Staff follow evacuation procedures as noted above.

## **Fire Drill Procedure While Families are in the Building**

The following is our procedure for fire safety when families are in the building:

- If the child is NOT in the classroom, families will take their child out to the nearest exit door.
- If the child is in the classroom, **FAMILIES ARE NOT ALLOWED BACK INTO THE CLASSROOM TO REMOVE THE CHILD.** Classroom teachers are responsible for taking your child outside through their designated exits.
- Families should proceed out the exit to the softball field to the right of the playground.
- Once outside, families are instructed to **REMAIN IN THE FIELD.** Children must remain with the class so accountability is insured. Your cooperation on this point is vital.
- Families should wait until either the signal is given to return into the building or additional instructions are given by fire personnel.
- **FAMILIES ARE NOT ALLOWED** to take their child until instructed to do so by school or the emergency personnel when the area is clear, or the drill is complete.
- The teachers will bring the classroom children back into the building.
- Families should then bring children who were not dropped off at the time of the drill into the building and to their respective classes.

## **Lock Down Procedure**

Lockdown drills are also practiced in conjunction with Captain Nathan Hale Middle School and Coventry High School. During lockdown drills the teachers will direct children to an area of the room away from windows and doors. It will be explained to the children in a calm, reassuring manner that, “We are practicing in case there was ever something unsafe outside of our classroom.” The doors will be locked from the inside and the teachers will work with the children to remain quiet until the completion of the drill. Our teachers have a number of strategies to utilize to make this a positive, learning experience.

## **Building Security**

The safety and security of the children and staff at the center is important to us. As a result, the following security system procedure is in place:

- Exterior doors remain locked at all times.
- Press the doorbell and a staff member will allow entrance once the person states their name and purpose for visiting
- When school is in session, visitors will be required to show identification and receive a visitor badge.

## **School Activities and Community Service**

### **Family Involvement and Visitations**

Families are the most important people in their children’s lives. They are also their first and primary teachers. Early childhood programs are far more effective when the families are involved in meaningful ways so that children’s learning is a joint effort between early childhood educators and families. This involvement begins with a mutual respect and trust. The early childhood educator provides knowledge of child development and early childhood education and families contribute specialized knowledge and experiences about their children. When young children observe positive and genuine communication between their families and teachers, they feel that their two worlds are connected.

HEEC encourages and welcomes families to visit the facility at any time during the program hours of operation: Monday through Friday from 8:30-2:45pm.

If a parent/guardian would like to schedule a classroom/program observation, they may contact the teacher or Preschool and Early Childhood Education Coordinator or call the office to make an appointment.

Parents/guardians are welcome to volunteer in the classrooms (e.g., read a story, share a craft; share family culture, share a special talent).

## **Volunteers**

If you would be interested in participating in the classroom environment, please consider becoming a volunteer. Volunteers can go to the following link:

<https://www.applitrack.com/coventry/onlineapp/default.aspx?Category=Volunteers>

Look for: JobID: 1253 for School Volunteer. The fingerprinting fee is waived once the online application is completed. The school contacts you on the next steps.

## **Celebrations**

### **Birthdays/Special Occasions**

Families are encouraged to acknowledge special occasions in other ways, such as coming in to read a child's favorite story or participating in a special game or craft with the children. Please see the above information related to visitation.

If you wish to bring in food for a special occasion, such as a child's birthday or a seasonal celebration, please discuss plans with your child's teacher. Due to food allergies, food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory sealed containers. The Centers for Disease Control recommends this practice because of the risks of potential allergic reactions to ingredients that may not be identified, as well as, in maintaining food safety especially during transport.

### **Cultural**

We know that each family has unique and special interests or traditions. We encourage families to share these ideas, which will enhance our curriculum and support children in recognizing and celebrating our similarities and differences. If there is a conflict between home values and school activities, please let us know so that we can accommodate your child.

### **Year End Celebration**

HEEC will hold a family picnic to celebrate the end of the school year and also the children entering Kindergarten in the fall. All HEEC families are welcome! This event is held in June. The goal is to congratulate the children on their successful completion of the preschool year.

## **Community Resources and Events**

Throughout the school year, HEEC will share information with preschool families related to local events, support services, and educational opportunities for families with young children. This may include information such as library programming, local theater performances appropriate for young children, parenting seminars, recreational opportunities, available supports from Coventry Human and Youth Services, etc. This information will be shared in numerous ways, such as via email, sent home in student backpacks, and/or posted in the entryway of the school. Information will also be placed in a Digital Backpack which can be accessed on the Coventry Public Schools website HEEC site.

## **School Readiness Collaborative**

In partnering with the HEEC program, the School Readiness Collaborative works with community agencies, such as Booth & Dimock library, Town Social Services, Parks and Recreation, Adult Education, and with Pupil Services to provide a seamless network for families with young children. The School Readiness Council obtains interagency agreements with all partners each year. The interagency agreements will be reviewed annually and should collaboration show to be unsatisfactory, an action plan will be developed to improve the collaboration.

## **Other Services**

If families are in need of social, mental health, educational, or medical services for their child or family, HEEC will assist the family in making the appropriate referral for services. If needed, a referral can be made to any of the agencies listed below:

- *School Social Worker: (860) 742-7317*
- *Town Social Services: (860) 742-5324*
- *Booth and Dimock Memorial Library: (860) 742-7606*
- *Adult Education or Job Training: Vernon Adult Education Program [www.vrabe.org](http://www.vrabe.org).*

## **Family Rights**

1. Families/Guardians have the right to access their child's file including information such as; child's profile/assessments, enrollment, health records, etc.
2. Family members who are legally responsible have the right to receive support and information about the care and well-being of the child.
3. All families, regardless of family structure; socioeconomic, racial, religious, and cultural backgrounds; gender; abilities; or preferred language have the right to be included in all aspects of the program, including volunteer opportunities. These opportunities consider each families interests and skills and the needs of program staff.
4. Families have the right to visit any area of the facility at any time during the program's regular hours of operation as specified by the procedures of the facility.
5. Families have the right to receive program information in a language they can understand which includes program policies and operating procedures. HEEC Staff are familiar with family support services and specialized consultants who are able to provide culturally and linguistically appropriate services.
6. Families have the right to be informed about the program's formal and informal assessment of children's progress. This information includes the purposes of the assessment, the procedures used for assessment, procedures for gathering family input and information, the timing of assessments, the way assessment results, or information will be shared with families and the ways the program will use the information.
7. Families have the right to receive communication regarding a suspected child developmental delay or other special need in a manner that is sensitive, supportive, confidential, and provided with documentation and explanation for the concern with suggested next steps and information about resources for assessment.
8. HEEC staff encourage families to raise concerns and work collaboratively with families to find mutually satisfying solutions that staff then incorporate into classroom practice. Staff use a variety of techniques to negotiate difficulties that arise in their interactions with family members and make arrangements to use these techniques in a language the family can understand.

If a parent/guardian has a complaint, the following is the process to be followed:

- Parent/Guardian must first contact the teacher/special education case manager verbally and/or in writing

- Teacher sets up a meeting
- Notes are taken at the meeting stating the following:
  - the concern
  - a plan of action
  - date to revisit to determine complaint resolution

If the complaint was not resolved after the initial meeting:

- Teacher sets up a time verbally and/or in writing to meet with the Program and Early Childhood Education Coordinator.
- If concern involves special education, a Pupil Planning Team Meeting is set.
- A plan of action is documented.

## **What Does Your Child Need?**

### **Proper Attire**

Families should send their children to school appropriately dressed for a day of outdoor play, art activities, water play, and other, often messy, school activities. Non-slippery shoes such as sneakers are best.

During the winter months, winter boots, snow pants, hats and mittens are required to participate in outdoor play in the snow. We recommend name labels on boots, gloves, and other items of apparel to determine ownership.

### **Change of Clothing**

Families will be responsible for sending a complete change of clothes appropriate to the season (shirt, pants, socks, underwear).

### **Snack**

Families are responsible for supplying a nutritious snack and drink for their child each day she/he attends. Snack items should be placed in the bins in front of the child's classroom when dropping your child off. The snack bags should be labeled with the child's name and, if necessary, please include an ice pack.

- For School Day students: there will be an *optional* morning snack served immediately upon arrival. If your child orders school breakfast, it will be served during this time. If you would like your child to participate, please send in two snacks daily.

### **Lunch**

Families are responsible for supplying a nutritious lunch daily for School Day and Lunch Bunch students. Lunch bags should be labeled with the child's name and, if necessary, please include an ice pack.

### **School Lunch Program**

School Day and Lunch Bunch students have the option to purchase school lunch through Coventry School Food Services. The lunches are delivered to HEEC from the middle school cafeteria on a daily basis.

The Coventry Public Schools participates in the Child and Adult Care Food Program (CACFP). CACFP meals follow USDA nutrition standards. Breakfast consists of milk, fruits or vegetables and grains. A

choice of a hot entrée or a yogurt plate with a bagel will be available each day. Meals require milk, grains, meat or other proteins, fruits and vegetables.

If you choose to order lunch: please complete a Monthly Lunch Calendar and return to school at the beginning of each month. Circle which days your child will be purchasing lunch, including their choice of hot lunch or yogurt and bagel. There is a daily cost for lunch. Families may choose to have their child purchase lunch on a daily basis, or they may choose to purchase lunch on some days and send in a lunch from home on others. Students are assigned an ID number, and families may view their student's account and make payments by visiting [www.myschoolaccount.com](http://www.myschoolaccount.com). Families may also send a check (made payable to "Coventry School Food Services") or cash into school for deposit on the account.

If you would like information about applying for Free and Reduced Priced School Meals, please contact the Director of School Food Services at 860-742-4571 or visit the "Food Services" link on [www.coventrypublicschools.org](http://www.coventrypublicschools.org).

### **Nutrition and Food Safety**

We ask that you refrain from sending the following foods to school: popcorn, hard pretzels, raw peas, raw carrots and whole grapes since these items pose a choking risk for children under the age of four. While we recognize that some children may be developmentally able to handle these foods, we ask that you save these items to be enjoyed at home.

We encourage families to promote good eating habits and good food choices. For more information please visit: [www.sde.ct.gov/sde/cwp/view.asp?a=2626&Q=320670](http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&Q=320670).

### **Child Abuse and Neglect**

All staff have a responsibility to prevent child abuse and neglect of any children involved in our center. HEEC policy defines and outlines the proper procedures for reporting child abuse and neglect to comply with applicable federal, state and local laws.

#### Procedure Mandating Reporting

"As professionals in contact with young children and their families, you are required by law to help the Department of Social Services (DSS) become aware of children who may be abused or neglected. According to the law, public or private school teachers, educational administrators, guidance or family counselors, as well as day care/child care workers, are mandated reporters." Thus, it is the policy of HEEC to report any and all suspected cases of child abuse and/or neglect to DSS, the Child Care Circuit, and the Office of Child Care Services (OCCS) immediately by telephone and to follow up in writing, within 12 hours, with the same information as reported by telephone. HEEC will offer full cooperation of its staff during the investigation of the reported incident.

#### Phone Number of Services Involved in Abuse/Neglect Cases

- Call DCF Child Abuse Hotline: 1(800) 842-2288
- The reporters name is required but may be kept confidential.

See BOE Policy 4116.35: Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees.

## **Attachment A: Storage and Administration of Medication:**

HEEC has a plan to ensure that medication administered to their students is done so appropriately and that there is detailed instructions and permission/authorization from parents or legal guardians and providers.

1. Parent/Guardian notifies HEEC that their child has an allergy and/or specific medication need.
2. HEEC gives the following forms to the parent/guardian for completion:
  - a. Emergency Health Care Plan
  - b. Written Order From An Authorized Prescriber; Parent's Permission for Emergency Medication
3. Parent/guardian provides written permission/authorization to administer medication to their child by completing forms which include physician authorization/prescriber instruction and signature, etc.
4. Parent/guardian brings forms along with EPI PEN and/or specified medication to HEEC.
5. Prior to accepting any medication from a parent/guardian, the following procedure is followed:
  - a. Nurse consultant and/or child's teacher with Medication Certification reviews that the medication is labeled with the child's first and last name; the date the prescription was filled or the recommendation from the child's licensed health care provider; the expiration date of the medication or the period of use of the medication; the manufacturer's instructions or the original prescription label that details the name and the strength of the medication and the instructions on how to administer and store it.
  - b. Staff administer both prescription and over-the-counter medications to a child only if the child's record documents that the parent or legal guardian has given the program written permission.
6. All medications are locked in a cabinet in the hallway by the Center's refrigerator. Children do not use this hallway unless accompanied by an adult and the cabinet is located out of reach of any child. The key for the cabinet is hung just to the left of the cabinet, out of reach of any child. At the end of the school year, all forms are filed in the student Health Record.
7. All medication is returned to the parent/guardian.

### **Procedure for Documenting Medication Administration – HEEC Staff:**

1. Any administrator or teaching staff who administers medication has completed and passed the CT Medical Administration in Early Education and Child Care Settings. Any staff who administer the medication check the "5 Rights":

Verifying that:

1. Right child
2. Right medication
3. Right dose
4. Right time
5. Right route

The person giving the medication signs documentation of items 1-5 above. Teaching staff who are required to administer special medical procedures have demonstrated to a health professional that they are competent in the procedures and are guided in writing about how to perform the procedure by the prescribing health care provider.





# **Coventry Grammar School**

## **2023-2024 Student Handbook**

**3453 Main Street  
Coventry, CT 06238  
860-742-7313**

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***Principal***

# **Coventry Grammar School**

## **Handbook 2023-2024**

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# **MISSION STATEMENT AND GOALS Coventry Grammar School**

## **Mission Statement**

At Coventry Grammar School, we believe in creating a safe learning environment for all students; an environment in which students feel safe enough to take academic risks. Creative, motivating and differentiated activities fully engage and involve children in the learning process.

Our curricular beliefs focus on developing within each student an ability to read with comprehension and critical judgment, to write and speak with clarity and effectiveness, and to master the disciplines of mathematics and science. Additionally, we believe exposure to the applied as well as performing arts, and a practical knowledge of how to acquire and maintain personal physical and mental health are important aspects to a total education experience.

The emergence of a global economy and technology innovations allow children to become more aware of the culturally diverse communities that exist in the world. The nature of the social, economic, and scientific problems they will encounter will be complex. Therefore, possessing the ability to work cooperatively with others has become an essential life skill.

The instructional program of the Coventry Grammar School is in compliance with the goals of the Coventry Board of Education and with the district's policy on inclusion. Continued emphasis will be placed on the integration of general education and special education activities so that the needs of all children can be met.

## **Goals**

The administration, faculty, and staff of Coventry Grammar School will strive to:

1. Design an educational program to support primary students as they acquire the academic skills that will provide them with a sound and solid basis for all future learning.
2. Develop a cooperative system of home-school communication that will encourage parents and families to become involved in the education of their children in partnership with school staff.
3. Continually review the curricular expectations to ensure that there is continuity of instruction across grade levels.
4. Lay the foundation for the development of the higher-level thinking skills needed to participate in a diverse society.
5. Encourage communication among staff members and parents relative to the social, emotional, and academic stages of growth characteristics of children in this age group.

***Coventry Grammar School recognizes and respects the variety of families within our community, and understands that we live in a world where families can be defined in many different and unique ways. In this handbook, “parent” refers to a mother, father, guardian, grandparent, foster parent, or any other adult responsible for the care of our students.***

## **THE ORGANIZATION OF THE SCHOOL**

Educational programs and curriculum development at Coventry Grammar School are organized around a K-2 instructional framework. Children are encouraged to climb the scaffold of skills and concepts at a pace that is guided by the standards that have been adopted by the State of Connecticut. There is a continuing commitment to the development of higher-level thinking skills through language arts and mathematics instruction that are integrated into all content area subjects.

### **Grouping: Regular Education and Special Education**

Classrooms are organized heterogeneously. Teachers assess the children’s educational abilities, social and emotional needs, and work habits throughout the year to provide data to support their instruction. The dynamics of the classroom group are of primary importance because children need to be able to work together as a community.. The principal, grade level teachers, interventionists, and special services staff are part of the grouping process.

*Differentiated* groupings within each classroom (e.g., by ability, interest, special talent, etc.) meet specific educational needs during the school day. Such groupings are *flexible* to allow students diverse learning opportunities, and to encourage students to partner with a variety of their classmates.

### **Identification of Educational Concerns**

At times, teachers may observe that a child is having trouble acquiring concepts or performing routine tasks. Concerns are discussed with parents as soon as possible. Teachers will consult with their colleagues at grade level meetings where assessment data will be discussed with general education and special education staff in order to determine the interventions and support that may be needed. A Student Assistance Team (SAT) meeting may be scheduled if concerns persist, and interventions will be collaboratively planned by the classroom teacher and the SAT team. In compliance with *Response to Intervention* requirements (RTI), every effort will be made to support students within the general education environment before special education is considered. However, if more support is needed after a period of intervention strategies, the team may decide to schedule a Planning and Placement Team (PPT) meeting to discuss further intervention measures.

Additionally, children who are experiencing problems adjusting to school or being comfortable in social

situations can be referred to the school social worker or the school psychologist. Support can be provided in a variety of ways, each of which includes parent consultation and involvement.

## **Intervention**

### **1. SRBI**

Scientific Research-Based Intervention (SRBI) emphasizes successful instruction for all students through high-quality general education practices, as well as targeted interventions for students experiencing learning, social-emotional or behavioral difficulties. At CGS, this tiered intervention model of academic support is determined based on screenings and benchmark assessments. This targeted instruction is provided in all academic areas by interventionists, special education teachers, para-educators, and related service staff.

### **2. Special Education**

As mandated by the federal Individual with Disabilities Education Act (IDEA), public schools must provide special education and related services to all children determined to have an educational disability. The law applies to all children, including those in non-public schools, preschools, and hospital settings. Parents who suspect their child might have an educational disability are encouraged to contact the school to discuss their concerns. School personnel will provide parents with information on the procedures for determining if their child is eligible for special education services. Services provided include:

- Specialized Instruction, Special education teachers/Interventionists provide direct services to students according to each student's Individualized Education Plan (IEP). Special education teachers/Interventionists collaborate with general education teachers to ensure each student's success in the mainstream classroom.
- Speech, Occupational Therapy, Physical Therapy, School Social Work, School Psychology, and School Nurse

## **School Schedule**

8:10– 8:30 a.m. Arrival

3:10-3:40 p.m. Dismissal

## **Shortened Day Schedule (2 Hour Delay)**

10:10– 10:30 a.m. Arrival

3:10-3:40 p.m. Dismissal

## **Shortened Day Schedule (3 Hour Delay)**

11:10 a.m. - 11:30 a.m. Arrival

3:10-3:40 p.m. Dismissal

**\*\* Please note: No Breakfast, No Recess on a 3 hour delay schedule.**

## **Early Release Schedule**

8:10– 8:30 a.m. Arrival

11:40a.m.-12:10 p.m.\*\* Dismissal

**\*\*Please note that breakfast and lunch will be available on regularly scheduled Early Release days.**

***In the event of an UNSCHEDULED Early Release Day (Inclement Weather/Emergencies), it is critical for your child to know where he or she should go (e.g., neighbor, relative, another trustworthy adult).***

## **“No School” Announcements**

Cancellations: In the event that it is necessary to cancel school due to inclement weather, parents will be contacted by the **School Messenger Notification System**.

## **School Messenger**

Keeping you informed is a top priority at Coventry Public Schools. The School Messenger Notification System is used to send a **telephone, email or text message** to you providing important information about school emergencies.

School Messenger is being used to notify you of school emergencies, closings, delayed openings, and early releases. In the event of an emergency at school, you can have peace of mind knowing that you will be informed as soon as possible. In addition, we will be using the system to phone you if your child is absent from school if the nurse has not received parent notification (attendance call).

# **SCHOOL POLICIES AND PROCEDURES**

## **Arrival and Dismissal**

On regular school days, children may enter the building at 8:10a.m.; on late opening days, children may enter the building at 10:10 a.m (2-hour delay) or 11:10am (3-hour delay). If you arrive late, accompany your child to the front door to sign your child in.

Adhere to all signage, parking/no parking and bus traffic/vehicle traffic, in order to assist with a safe arrival and dismissal. State law requires vehicles to stop when the school bus lights are flashing and the stop sign is extended. It is not permissible to idle your vehicle for extended periods of time. Handicapped spaces exist for those with appropriate authorization.

Bus drop off and pick up occurs in a designated bus loop on the side of the building.

Parent drop off occurs at the front of the building. A staff member will serve as the door holder at the main office entry. Parents are to park and walk their child to the front door. If you arrive after 8:30am you accompany your child to the front door where you will sign your student in.

Parent pick up occurs in the cafeteria/gymnasium. Check-in will begin at 3:05pm. Students will be released to the cafeteria/gymnasium, where they will be paired with the parent. **Parents will exit with their children through the side corridor** (i.e., past the Nurse's office).

Send a note to the school office on days you are picking up your child. The office keeps a master list of all children who are picked up. A note is needed even if you are only picking up your child on certain days. The note should include your child's first and last name, the teacher's name, and the name of the person picking up your child. For the safety of our students, office staff will ask for picture identification before releasing any child. Please communicate this to any adult who may be picking up your child for you.

If you forget to send a note, we appreciate calls **prior to noon** allowing us ample time to notify the child and the teacher prior to bus dismissal.

## **Attendance**

Regular daily attendance and punctuality are essential for the continuous progress of your child in school. Coventry Board of Education Policy #5113B, in compliance with state regulations, defines an excused absence as "a school absence due to illness or injury, a death in the immediate family, a religious obligation, an emergency, or an exceptional circumstance". The policy also defines truancy as "any unexcused absence" as well as "any absence not verified within 24 hours". **State law requires**

**schools to identify and report students who have four (4) unexcused absences in any one month or ten (10) unexcused absences in a school year.**

Coventry Board of Education Policy # 5113B in compliance with state regulations has established two levels of criteria for excused absences.

**Level 1: (absence 1-9)** Parent or guardian is notified and a reason for absence is required for absence to be excused.

**Level 2: (absence 10+)** Parent or guardian is notified and in some cases additional documentation will be required to excuse the absence.

If your child will be absent from school, please notify the school nurse at 860-742-4558 to report the reason for their absence before 9:30 a.m. each day. If you do not contact the school, the *School Messenger Notification System* will call to advise you of your child's absence and request that you call the school nurse to excuse this absence.

Family vacations outside of the school's vacation calendar are discouraged. Parents requesting class work are asked to give the teacher at least five school days' notice to prepare materials.

## **Birthdays and Other Special Celebrations**

### **Birthdays**

Teachers recognize their students' birthdays in the classroom as part of our celebration of special days. Parents who wish to provide their child's class with a treat are asked to inform the classroom teacher in advance. Please be aware of any children in the class who may have a serious food allergy or other dietary restrictions. Check with the teacher regarding how many children will be in the classroom when your child's birthday is recognized.

Food alternatives to sweets are fruit or vegetables in bite-size pieces, crackers and cheese, or small, individually packaged items such as pretzels. Small juice boxes or small bottles of water would also be special for the children with or without a food treat. Parents may also want to consider providing non-food items such as unsharpened pencils or stickers, or even sending in the child's favorite story to be read on his or her birthday. Parents who wish to purchase snacks through the cafeteria should reach out to the kitchen manager and classroom teacher at least one week in advance, to ensure the proper quantity of snacks is available.

### **Party Invitations**



Party invitations for birthdays and other such occasions should only be distributed in school if **all** classmates are invited. Parents who need a class list for invitations should contact the school office rather than the classroom teacher. Please note that we will provide students' names, but cannot provide students' addresses or telephone numbers.

## **Bus Policies and Procedures**

The Coventry school district contracts with M&J Bus Company to provide transportation for all students. Riders are expected to behave in ways that show:

- adherence to a set of appropriate rules to ensure their own safety and security
- respect for their bus driver
- consideration of their peers

No eating or drinking on the bus.

### **Three simple steps to a successful bus ride:**

1. Keep hands and body to self
2. Use kind words
3. Keep bottom on the seat

## **Bus Violations**

When violations occur, students are initially warned by the driver, who may also speak with a parent at pick-up or drop-off. If a problem reoccurs, the driver will complete a written report that is forwarded to the principal. The principal will meet with the student, and the student's parents will be contacted. Three written violations may lead to the loss of bus privileges for a period of time.

**Parents are encouraged to speak regularly with the bus driver and to call the principal if help is needed in resolving a problem that their child might be experiencing.** Questions about bus routes, bus stops, and bus schedules are best addressed directly to M & J at 860-742-0344.

**If your child does not come home from school at the expected time** and you do not know his or her whereabouts, please contact the following in the order indicated:

1. Coventry Grammar School (860-742-7313)
2. M&J Bus Company (860-742-0344)
3. Superintendent's Office (860-742-7317, ext.1101 or 1102)
4. Coventry Police (860-742-7331)

Buses that are delayed may be dealing with mechanical problems, traffic back-ups, or bad weather. In these cases, the school office and bus company are the two best sources of information.

**If a parent or other responsible adult is not at the bus stop to meet a child, the bus driver will keep the child on the bus** and will call the dispatcher, who will contact the school. If the school is unable to contact the parents, the bus company will return the child to school if a secretary or the principal is in the school office. If not, the child will be brought to the Superintendent's office. If no one is available at that office, the child will be brought to the Coventry police station.

## **Bus Passes**

**Students may not ride a bus other than the one assigned unless the school office receives a note from home requesting a change.** Please check with the bus company before requesting passes for group activities to be sure that there is room on the bus.

All bus pass requests must include the child's name, the teacher's name, the number of the alternate bus, the street address where the child will be dropped off, and the name of an adult who will be receiving the child. For your convenience a bus pass form is available on the CGS website. Requests will be honored whenever possible. We cannot issue bus passes for buses that are filled to capacity.

## **Collectibles and Electronics**

**Collectibles:** Items that children like to trade or collect **should not** be brought to school. For example, Pokemon Cards, Bey Blades and jewelry are often the source of student conflicts. Students have different understandings of the word borrow, lend, etc. and sometimes students use items as a means to gain friendships. Problems frequently arise between students over items.

Please oversee items brought to school for activities such as "Show and Share". We are especially concerned about family 'treasures' making their way to school without parents' knowledge!

**Electronics:** Personal electronics **are not** allowed in school. They can be easily lost or damaged. Students who need to carry such items for use before and/or after school will be instructed to keep the item(s) in their backpacks throughout the school day.

## **Custody of Children**

If there are guardianship stipulations that affect your child, the school should be notified in writing. Legislation exists concerning protection of students' rights and records. In connection with this legislation, we must make sure our records are accurate and current regarding custody and visitation rights where a student's parents are divorced or separated. To assist in protecting your child's rights, the school requires the following:

1. Proof of custody arrangements. A copy of the section of your divorce decree pertaining to custody, or a letter from your lawyer stating legal custody arrangements must be supplied.
2. A dated notation on the student's registration card concerning visitation, attendance at teacher conferences, rights to normal school communication and removal of the student from school by parents not having legal custody.

Please complete these requirements either in person or in writing. Contact the school if you have any questions about this.

## **Discipline and Good Citizenship *Be Respectful, Be Responsible, Be Safe***

Good citizenship is an important part of the positive climate at Coventry Grammar School. Children are expected to be considerate, respectful, tolerant, and understanding toward their peers and the adults in school. Good citizenship also includes using appropriate language and taking care not to damage school facilities, books, equipment, and instructional supplies. Parents are urged to discuss the importance of appropriate behaviors with their children.

## **Bullying/Harassment**

Our society has become increasingly aware of and concerned about the problem of the many forms of bullying and harassment to which individuals are subjected. For some individuals, the quality of life is altered significantly by the frequency and form of intolerance, insensitivity, and disregard.

We model and support positive feelings and attitudes in children and foster appropriate social behaviors. Our positive behavioral support initiatives, classroom units, and school programs throughout the year will stress the importance of friendships, caring, sharing, and respecting the differences in others whether in class, on the playground, at lunch, or on the school bus. Communication and collaboration with parents will be an essential aspect of our efforts.

Children who believe they are being bullied are encouraged to speak with their classroom teacher and the principal. If necessary, parents may have to do this on their child's behalf. Anonymous complaints can be made; however, it will be important that such complaints contain as much detailed information as possible.

(Please refer to the Administrative Regulations on *Bullying Behavior in the Schools* in the policy section of the handbook.)

## **Standards for Success**

Success in school will be easier to achieve if children demonstrate respect for themselves and others by: allowing others their physical space; using appropriate language when speaking to others; listening when others are talking; and waiting for others to finish speaking before talking.

Children demonstrate responsibility by: coming to school prepared; being careful with their own and other people's belongings; following school and classroom rules; and acting in a safe and thoughtful manner.

Classroom teachers often use behavior management systems such as checklists or charts to help children be successful in school. Staff members at CGS are available to help children succeed. The principal, the nurse, the school psychologist, the school social worker are among the adults who are in a position to assist.

## **Inappropriate Behaviors**

Behaviors that interfere with a positive learning environment require cooperation between home and school before any constructive changes can be made in a child's conduct. Our staff will make every effort to work with parents when difficulties arise. A pattern of serious behavior problems can result in removal from class, and the loss of class or school privileges.

## **Dress Code and Footwear**

Please select apparel for your children that is **safe and appropriate** for a school setting. Avoid clothing with violent themes or inappropriate phrasing, as well as clothing that is uncomfortably tight or short or is inordinately large or baggy.

Footwear that does not fit properly or that does not support or protect feet is dangerous for young

children who are in constant motion. As such, heeled sandals, backless footwear and “flip-flops”, should be avoided.

Clothing and footwear should be appropriate for weather conditions, and should be protective during inclement periods. During the winter months, children should have outerwear (including boots) that will keep them warm and dry waiting for their buses, during their walk to and from their buses or cars, and during outdoor recess. **We will have outdoor recess on most days**, the exceptions will be only when the temperature (including wind chill) is deemed unsafe or when the play area itself is unsafe (e.g., icy). Hats should not be worn in the building except for specific health reasons and/or when entering or leaving the building in the winter. Children should wear sneakers on the day they have Physical Education class.

We encourage all parents to pack a change of clothes in their children’s backpacks. Spilled drinks, splashed puddles and missed bathroom trips can be the cause for a change of clothes.

## **Enrollment/Transfer Procedures**

Information regarding school registrations can be found on the Coventry Public Schools website: [www.coventrypublicschools.org](http://www.coventrypublicschools.org)

The school secretary is to be notified in advance when a child is **transferring** from the Coventry Grammar School to another school. This is necessary in order to secure a transfer card and a report card before leaving. We also require the signature of a parent on the transfer information form. We will furnish additional information to the new school once we have received a signed release from the new school. The school nurse will prepare a validated copy of the child’s medical form.

## **Field Trips**

**Parents must have their Parent PowerSchool Annual Update completed, for their child to be allowed to attend field trips. This includes going to the Fire Station across the street from the school, a trip usually scheduled for October.** It is our experience that PowerSchool can be challenging to navigate. **Please reach out to the office for assistance well in advance of your child’s first field trip.**

Field experiences are used to enhance the instructional program, and are directly related to curriculum goals and objectives to reinforce a particular unit of study. As such, time spent on a field experience is

considered time spent in the classroom, regardless of the location. Parents will be advised in advance of anticipated field trips. Each student must have written permission in order to participate in a field experience. Admission and transportation costs are the responsibility of the student's family. Every effort is made to keep costs down, and financial support is available for families in need. For those families who need support, please call the school social worker for assistance.

## **Food Allergies**

Each year, we have several children in our school with serious food allergies. The most predominant food allergy is to peanuts, peanut oil, and other nut products. Our faculty and staff, including the school lunch personnel, are aware of the affected children. Additionally, we have set up a "nut free" table at lunchtime. Some nut allergies are so severe that simply touching a surface that has been touched by a nut product can trigger them. Only children who purchase lunch from school or who are identified with a life threatening allergy will be allowed to sit at the designated table. Also, children are not allowed to eat on the bus.

Classroom teachers who have students with any kind of allergies are informed at the beginning of the school year. They, in turn, inform all of their students in a manner appropriate to the particular grade level. If needed, reasonable accommodations are made within the classrooms. In the case of food allergies, all classroom parents are notified so that special care can be taken when snacks or other food items are prepared or distributed.

## **Home and School Communications**

Clear, regular, on-going, and two-way communications between home and school are essential to children's growth and progress. In addition to participating in conferences and meetings, parents and family members are encouraged to call or write to teachers or to the principal when questions or concerns arise. During school hours, a secretary will be happy to direct your telephone call. After hours, you can access a complete mailbox directory by calling 860-742-7313 or 860-742-4553. Staff members can also receive your email. Each staff member's e-mail address consists of the first letter of his or her first name, the complete last name, and the designation "@coventryct.org". (For example, Sue Smith's email address is [ssmith@coventryct.org](mailto:ssmith@coventryct.org))

## Illness/Injury at School

Children are expected to complete the school day whenever possible. If a child is injured or becomes ill at school, the school nurse will evaluate his or her condition. The school nurse will then contact the parent if necessary. Therefore, it is essential for the school to have *complete, updated emergency information* at the beginning of the school year and any time during the year when information changes.

## Insurance

Student accident insurance is offered every year. A pamphlet will be sent home in September describing the current program. Purchase of this program is optional.

## Library Media Center

The goals of the CGS Library Media Center include:

- To foster a love of reading
- To promote practices that will encourage students to become life-long readers
- To acquire and maintain a balanced and diverse collection of media center resources representing a wide range of subjects
- To support grade-level content and curriculum through materials and instruction

Students visit the library with their classes each week to participate in a library lesson and to exchange books. Lessons are designed to introduce students to fiction and nonfiction, literary genres, authors and illustrators, parts of a book, basic knowledge of library organization, and digital citizenship.

Students are responsible for handling their library books with care and for returning them to the library every week. Reminder notices for overdue books will be sent home with students when necessary. Families will be asked to pay for the replacement of books that have been lost or damaged beyond repair.

The LMC also hosts a web page that includes links to age-appropriate databases and literacy websites that can be accessed from home or school.

## **Lunch Program**

Our school food service program begins on the first day of school. Three meal choices are offered for lunch daily and include milk, fruit and vegetables. Milk is available to purchase separately, for students who prefer to bring their own lunch, along with other a-la-carte items such as bottled water and snacks. Parents may deposit money into their children's lunch account at any time during the school year. Money can be sent in with your child, or deposited online to be accessed on their account so they do not have to worry about carrying money each day. Breakfast is also available daily, and includes milk, fruit or fruit juice, and bread or cereal.

School lunches are planned to meet one-third of the Recommended Daily Allowances (RDA) established by federal guidelines for students.

Lunch menus are posted on the school website and the foodservice Facebook page. Applications for free or reduced meals are available throughout the year in the school office and on the Coventry Public Schools website. This application needs to be updated yearly. Students who are approved for free or reduced meals are automatically eligible for free or reduced breakfast.

Letters prepared by the Cafeteria go home on a regular basis if a child's account owes over \$5.00. Please call the Cafeteria (860-742-4554) or the food service office (860-742-4535) if you have any questions. If there is ever a time when paying a school bill is not possible because of family circumstances, please do not hesitate to call the principal (860-742-7313).

## **Lunch From Home**

It is helpful to pack a lunch that your child can manage independently (i.e. can open the container, can place the straw in the box). For our youngest students, please label lunch separate from snack, as students will eat lunch thinking it is snack. If lunch from home requires a utensil (spoon, fork), provide the utensil from home to be placed in the lunch bag.

## **Medication: Administering in School**

We are required by Connecticut State Statutes (Sec. 10-212 A&B, Connecticut State Department of Education and Health) to have an authorized prescriber's written order for a licensed nurse to administer medication to your child during the school day. This includes both prescription and over the



counter medications. A form entitled Authorization for the Administration of Medicines by School Personnel is available from the health office or on the school website under support services/health services.

No medication will be given without this written authorization. All medications must be brought to the school by a parent or other responsible adult. These medications must also be picked up from the health office by the parent or other responsible adult when the medication order expires, or at the end of the school year. **Students are not allowed to transport medication on their person.**

Please note: The school nurse will instruct your child's teacher on how and when to administer medication on a field experience. During field trips Injectable medications (e.g., Epi-pen) may be administered by the principal or a teacher only to a student with a medically diagnosed allergic condition that requires prompt treatment to protect the student from serious harm or death.

## **Immunizations**

In accordance with state law, the Coventry Board of Education requires each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, haemophilus influenzae type B, hepatitis B, hepatitis A, varicella and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to Conn. Gen. Stat. § 19a-7f, prior to enrolling in any program or school under its jurisdiction. Exemptions to these requirements can be found in Board of Education Administrative Regulation 5141.3.

## **Physical Examinations**

The Coventry Board of Education requires each student enrolled in the Coventry Public Schools to have health assessments as mandated by state law. Physicals are required for preschool/kindergarten, Grade 6, and Grade 10 students. Children will be excluded from school at the beginning of the new school year until the requirements are met. (See Administrative Regulation 5142-A)

## **Health Screenings**

Vision and hearing are screened annually in grades K and 1 per C.G.S. Sec. 10-214. These screenings are typically done early in the school year to maximize early identification and intervention. You will receive a written referral if your child does not pass a screening and medical follow-up is recommended.

## Parent–Teacher Organization (PTO)

The Coventry Grammar School Parent-Teacher Organization (P.T.O.) provides invaluable support to our school through fundraising, special activities and family events. A packet of P.T.O. information is distributed to families at the beginning of each school year; a P.T.O. Communication is published and posted on our school website; and flyers and postings are provided regularly throughout the school year. Parents are encouraged to join the P.T.O., attend monthly meetings, and volunteer their services to ensure successful P.T.O. endeavors.

## PowerSchool Annual Update

Coventry Public Schools utilizes an online Returning Student Registration system. This online system houses the Student Emergency Contact Information, the Pesticide Notification form, the No Photo form and the Handbook Agreement form and Device agreement. It is imperative that Annual Update for returning students be updated **every year** for any address changes, phone # changes, emergency contact changes as well as health changes. PowerSchool Annual Update must be updated separately for every student in the Coventry Public School system. You can access PowerSchool Annual Update by logging into the PowerSchool Parent Portal using your username and password. ***Students will not be able to attend any off-site field trips or participate in school sponsored after-school activities without the annual update being complete.***

## Report Cards, Parent Conferences and Student-Led Conferences

Report cards are electronically posted on PowerSchool, three times a year (December, March and June). The primary purpose of the report card is to communicate information relative to a child's educational progress at a specific grade level. Parent-teacher conferences are scheduled twice a year. These meetings give parents and teachers a chance to discuss each child's strengths as well as areas for growth. The March conferences include the Student-Led Conference. This is the opportunity for students to present their areas of celebration, pride, and goals.

## School Colors and Mascot

The Coventry Grammar School colors are green and gold, and the school mascot is a dolphin called Flippy. School spirit wear is available through the PTO and school spirit days are held once a month during the year, typically the last Friday of every month.

## **Snacks**

Each child should have a small snack to eat at the appropriate break time. A healthy, nutritious snack such as fruit, vegetables, or cheese is encouraged at all grade levels. Please make sure that your child's snack does not need refrigeration and can be safely stored in his or her backpack. It is helpful to pack a snack that your child can manage independently (i.e. can open the container, can place the straw in the box). For our youngest students, please label snacks separate from lunch, as students will eat lunch thinking it is a snack.

## **Visitors**

We welcome parent and family visitors to Coventry Grammar School. If you are visiting a classroom, having lunch with your child, joining recess or volunteering during school hours for a PTO or a classroom activity, you sign in at the Main Office to obtain a visitor pass. Please be sure to bring your driver's license with you into the building to complete this process. Parents and family members chaperoning field trips should also sign in at the Main Office. Prior to leaving for the day, please checkout in the Main Office, by returning your visitor pass.

## **Volunteers**

Many of our special trips and programs would not take place without the assistance of parent volunteers. The educational program at the school includes many diverse activities, and we need volunteers to work with the children. The following is a list of ways that volunteers can help to enhance the educational program of our school:

1. Classroom volunteers can assist with small groups of children or work one-on-one with a child, as directed by the teacher. Classroom volunteers can also help plan special projects.
- 2.. A parent can be helpful in sharing special talents, hobbies, work-related experiences, ethnic or multicultural customs, or travel experiences.
3. Library volunteers can assist by checking in books, typing, and assisting children with their book

selections.

***It is important for volunteers to remember that matters concerning students are confidential and should not be discussed either inside or outside the school. Confidentiality is essential to a successful volunteer program.***

## **Website**

Coventry Grammar School's web pages are part of the Coventry Public Schools' website ([www.coventrypublicschools.org](http://www.coventrypublicschools.org)), and contain regularly updated information of general interest to parents, family, and the community. In addition to such standard items such as our school's Newsletter, Student/Parent Handbook, a staff directory, program descriptions, PTO information, and the monthly lunch menu, the web pages announce "important dates" and "important events" that occur throughout the school year, many times including photos of the special activities described. Please note that our students' names are never included when photos of class, grade-level, or school-wide activities are posted.

# **G. H. Robertson Intermediate School**



## **Student Handbook 2023-2024**

227 Cross Street  
Coventry, CT 06238  
860- 742- 7341

Jennifer DeRagon  
Principal

# **G. H. Robertson Intermediate School Handbook 2023-2024**

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## **GHR Mission Statement & Goals**

### **Mission Statement**

In pursuit of our vision, we are committed to a shared partnership with students, staff, and families...

- We value the intellectual, social, emotional, and physical well-being of all members of our community.
- We promote and maintain a positive learning environment that inspires creativity, innovation and confidence.
- We are dedicated to educating and empowering all students to be successful in our dynamic world.

### **Goals**

The elementary years are recognized as being very crucial in a child's life. It is during this time that attitudes toward self, peers, and society are developed.

The ultimate goal of the elementary schools is to develop each child's desire to learn and understand through the skills of communication, conceptualization, evaluation, and self-discipline. This happens best in an atmosphere of cooperation, effort, play and mutual respect by the student, teacher, and parent. Within such an atmosphere, the child is provided with the opportunity to succeed and to develop self-confidence.

The goals of G.H. Robertson Intermediate School will be presented in the following skill and content areas: Literacy (reading and writing), Mathematics, Science, Social Studies, Physical Education, Music, Art, and Health Education.

The following goals are particularly stressed during grades 3-5:

- A. Promote acceptable self-concepts that are attuned to an individual's emotional and social needs.
- B. Develop, in each learner, an appreciation of and respect for the dignity, worth, and property of all people.
- C. Provide each learner with the skills, attitudes, information, and values necessary to accept and deal with changes.
- D. Provide learning experiences for the student that will be sufficient in scope so that he or she will understand a given problem or situation and be able to reason and reach a logical solution.

- E. Develop, in each learner, knowledge of the democratic ideals as well as an awareness of the values necessary for citizenship.
  - F. Expose the student to the beauty and culture of our area, our country, and the world.
  - G. Provide an educational experience within the school that makes a student understand who he or she is in relation to the world today so that he or she will be able to make life choices that are fulfilling and effective.
- G.H. Robertson recognizes and respects the variety of families within our community. In this handbook, "parent" refers to a mother, father, guardian, grandparent, foster parent, or any other adult responsible for the care of our students.*

### **Student Motto**

CARES rests within me to be the best I can be –  
With Cooperation, Assertion, Responsibility, Empathy, and Self-Control,  
We can ALL reach our goals!

### **CARES**

- C** – Cooperation
- A** – Assertion
- R** – Responsibility
- E** – Empathy
- S** – Self-Control

### **Arrivals and Early Dismissals**

Parents are requested to use the side parking lot when dropping off or picking up their children. Do not park in the handicapped spaces unless you have the appropriate authorization. Do not park in restricted lanes. As you drop off your children, please ensure that students exit on the passenger (curb) side of the car. Please pull away from the curb in the order you are lined up. Passing cars creates a hazard.

Cars should not enter the front driveway to drop off or pick up children at times when buses may be entering, stopping or exiting the school grounds. Generally, this is 8:00-8:35 a.m. and 2:50-3:40 p.m. It is a violation of state law to pass a school bus when the lights are flashing and the stop sign is extended.



Children begin to arrive on the buses at 8:10 a.m. No child should be brought to school **prior** to 8:10 a.m., or picked up after 3:30 p.m., as the school is not responsible for students before or after school hours.

**Late Arrivals:** Students who arrive after 8:30 a.m. **must** report to the school office, sign in and receive a late pass. Students arriving after 8:30 are considered tardy.

**Dismissals:** All children will be dismissed from their classes onto the buses. Students being picked up at the end of the day will be dismissed from the gym foyer area. Parents shall use the car pick up line and remain in their cars. Staff will assist students to their cars as they come out. Parents who desire to pick up their children need to remember the following:

1. Send a note with your child with the following information: **date, student's first and last name, teacher's name, the name of the person picking up the student, and time (if early dismissal)**. For your convenience, pre-printed pick-up notes and bus passes are available in the office.

***Any end of the day pick up changes should be communicated to the main office by 2:00 pm.***

2. All **early** dismissals will be from the office and also require a note allowing us to plan ahead and not disrupt classroom instruction. For security reasons, **parents must report to the main office to pick up their child. Please be prepared to show photo ID.** No child will be permitted to wait for his or her parent in any other area.
3. In order to maintain a non-disruptive learning climate parents are requested **not to** come earlier than stated in their notes.

## **Bicycles/Walkers**

1. Written permission to ride a bicycle or walk to and from school must be sent in by the parent or guardian and be on file in the office.
2. All bicycles must be walked in from Cross Street when coming to school and walked out to the sidewalk when leaving school.
3. All travel must be directly from home to school and from school to home. For safety reasons, students are not to ride around the school grounds.

## **School Messenger**

Keeping you informed is a top priority at Coventry Public Schools. The School Messenger Notification System is used to send a **telephone and/or text message** to you providing important information about school emergencies.

School Messenger is being used to notify you of school emergencies, closings, delayed openings, and early releases. In the event of an emergency at school, you can have peace of mind knowing that you will be informed as soon as possible by phone. In addition, we will be using the system to phone you if your child is absent from school and the nurse has not received parent notification (attendance call).

## **PowerSchool Annual Update**

Coventry Public Schools utilizes an online Returning Student Registration system. This online system houses the Student Emergency Contact Information, the Pesticide Notification form, the No Photo form and the Handbook Agreement form, Device agreement and the optional daycare information and bus stop release forms . It is imperative that Annual Update for returning students be updated **every year** for any address changes, phone # changes, emergency contact changes as well as health changes. PowerSchool Annual Update must be updated separately for every student in the Coventry Public School system. You can access PowerSchool Annual Update by logging into the PowerSchool Parent Portal using your username and password. ***Students will not be able to attend any off-site field trips or participate in school sponsored after-school activities without the annual update being complete.***

## **Attendance**

***Time missed from school is irretrievable.*** Regular and punctual attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. Coventry Board of Education Policy #5110-A, in compliance with state regulations, defines an excused absence as "a school absence due to illness or injury, a death in the immediate family, a religious obligation, an emergency, or an exceptional circumstance". The policy also defines truancy as "any unexcused absence" as well as "any absence not verified within 24 hours". State law requires schools to identify and report students who have **four (4) unexcused absences in any one month, or ten (10) unexcused absences** in a school year. If a call is not received from the parent the absence will be documented as unexcused. In addition, letters will be sent home to inform families whose children have accumulated excessive absences. If attendance concerns continue after written notification, parents will be required to attend a meeting with school administration to review. These will include students who have accumulated numerous tardies, unexcused absences, or excused absences.

If your child will be absent from school, please notify the school nurse at (860)742-4529 before 9:00 am each day. If you do not contact the school, the *School Messenger Notification System* will call to advise you of your child's absence and request that you call the school nurse to excuse this absence.

Tardiness to school is disruptive to the classroom, and can be upsetting to the child who arrives late. If you are bringing your child to school, please make sure that he or she arrives at the same time as bus arrivals. Students will not be able to enter the school until 8:10 am. If tardiness is unavoidable, your child must come to the Main Office so that a late pass can be issued.

Early Dismissal is also disruptive to the classroom, and interferes with learning. If at all possible, please schedule your child's medical, dental, or other appointments after school hours or on days when school is not in session.

Family vacations outside of the school's vacation calendar are discouraged because invaluable instructional time will be lost. Parents requesting class work are asked to give the teacher at least five school days' notice to prepare materials. Parents should be mindful that a homework packet cannot possibly cover all of the new learning or the important interactions between teacher and students that will be missed because of the absence.

### **Birthdays and Other Special Celebrations**

Teachers recognize their students' birthdays in the classroom as part of our celebrations of special days. Edible treats are prohibited. Parents may provide non-food items such as unsharpened pencils or stickers. Parents who wish to purchase approved snacks for the classroom from the cafeteria are asked to inform the classroom teacher in advance and **all** classmates must be included.

Please note that for birthdays and all other special celebrations, the classroom teacher will provide students' names, but cannot provide students' addresses or telephone numbers.

## **Bus Policies and Procedures**

The Coventry school district contracts with M & J Bus Company to provide transportation for all students. Riders are expected to behave in ways that show:

- adherence to a set of appropriate rules to ensure their own safety and security
- respect the bus driver
- consideration of their peers

Drivers are instructed, in the interest of safety, to maintain order on each bus and to report instances of misconduct to the school principal who will then act in an appropriate manner regarding such incidents.

**Bus Violations** - The most common violations made by young children are: disregarding and/or disobeying the bus driver; standing or kneeling while the bus is in motion; moving from a seat that may be assigned by the driver and making noise that is distracting to the driver and/or bothersome to the other riders.

When violations occur, the following process will be followed:

- Problems on morning runs – the driver will send the student to the office with a completed School Bus Incident Report OR immediately after the bus run, the driver will bring the completed form to the office.
- Problems on afternoon runs – the driver completes the School Bus Incident Report immediately after the bus run and the following morning sends the student to the office with the form OR the driver brings the completed form to the office.
- If the driver makes contact with a child's parent, the action taken (i.e. phone call or visit) must be documented on the School Bus Incident Report.
- Parents with bus behavior/discipline concerns are asked to report them in writing by sending a note to the office. Parents should describe the incident in detail and include their phone number and the best time to call.

**NOTE: Bus concerns involving scheduling/bus routes should be directed to Bob Carroll in the Central Office at 860-742-7317.**

### **Bus Report/Warning Guidelines** -

**First Incident – Warning #1:** Principal/School Administrator will conference with the child. Copies of the School Bus Incident Report will be sent home and to the bus driver.

**Second Incident – Warning #2:** Principal/School Administrator, student, and parent conference. Copies of the School Bus Incident Report will be sent home and to the bus driver.

**Third Incident – Warning #3:** Student will be suspended (only by the Principal/School Administrator) from riding the bus for one to ten days depending on the severity and frequency of the misconduct. Copies of the School Bus Incident Report will be sent home and to the bus driver.

**Note:** Students may be suspended at any time prior to warning reports, if serious misconduct occurs. When a student is suspended from riding the bus, transportation becomes the responsibility of the parent/guardian.

**If your child does not come home from school at the expected time** and you do not know his or her whereabouts, please contact the following in the order indicated:

1. G.H. Robertson Intermediate School (860-742-7341)
2. M & J Bus Company (860-742-0344)
3. Superintendent's Office (860-742-7317 x1101 or 1102)
4. Coventry Police (860-742-7331)

It is most likely that children who do not get off the bus missed their bus and are in the school office. School staff will make every effort to inform the parents immediately in such cases. Buses that are delayed may be dealing with mechanical problems, traffic back-ups, or bad weather. In these cases, the bus company is the best source of information. If the school is notified by the bus company that a bus run is delayed, the office staff will notify parents by School Messenger.

If a parent or other responsible adult is not at the bus stop to meet a child, the bus driver will keep the child on the bus and will call the dispatcher, who will contact the school office. The school will then contact the student's parent/guardian. If the school is unable to make contact with a parent or guardian. If an adult is unable to get the student promptly at the bus stop, the bus driver will bring the student back to the school where the authorized adult can pick them up. If no one can be reached to pick up the student, the school will contact the Coventry Police Department.

In order to drop a student off at home without a parent present, we need to have the School Bus Stop Release Form completed and on file with the GHR office and the bus company. Please call the GHR office to obtain a form.

For complete policies, please reference Board of Education Policies 5131.1 Bus Conduct and 5131.1a Rules and Regulations. These policies may be found at the Coventry Public Schools website at [www.coventrypublicschools.org](http://www.coventrypublicschools.org).

**Bus Passes** - Students may not ride a bus other than the one assigned unless the school office receives a note from home requesting a change. Please check with the bus company before requesting bus passes for group activities to be sure that there is room on the bus.

All bus passes must include the child's name, the teacher's name, the number of the alternate bus, and the name and address of the adult who will be receiving the child. Requests will be honored whenever possible. We cannot issue bus passes for buses that are filled to capacity. For your convenience, pre-printed bus passes are available in our office.

***Any end of the day bus changes should be communicated to the main office by 2:00 pm.***

### **Dress Code and Footwear**

Because it is difficult for students to resist fashionable clothing, parents bear the responsibility for selecting apparel for their students that is **safe and appropriate** for a school setting. It is in violation of Board of Education policy #5132, for students to wear clothing with violent themes, inappropriate phrasing, as well as clothing that is uncomfortably tight or short.

Footwear that does not fit properly or that does not support or protect feet is dangerous for students who are in constant motion. As such, heeled sandals, backless footwear and "flip-flops", should be avoided. Black soled shoes or other footwear which mars the floors should also be avoided.

Clothing and footwear should be appropriate for weather conditions, and should be protective during inclement periods. During the winter months, students should have outerwear (including boots) that will keep them warm and dry waiting for their buses, during their walk to and from their buses or cars, and during outdoor recess. If a student does not have the appropriate clothing for outdoor recess, they will need to remain in the office during their scheduled recess. Hats should not be worn in the building except for specific health reasons and/or when entering or leaving the building in winter. Students participating in Physical Education are required to wear sneakers for safety reasons.

Note: During wet or muddy times, parents may want to pack a change of clothes (especially pants and socks) in their student's backpack. Our school nurse maintains a limited supply of clean clothes.

### **Field Experiences/Field Trips**

Field experiences are used to enhance the instructional program, and are directly related to curriculum goals and objectives to reinforce a particular unit of study. As such, time spent on

a field experience is considered time spent in the classroom, regardless of the location. Parents will be advised in advance of anticipated field trips. Each student must have written permission in order to participate in a field experience. ***Additionally, student's emergency contact information needs to be up-to-date in PowerSchool Annual Update.***

Admission and transportation costs are the responsibility of the student's family. Every effort is made to keep costs down, and financial support is available for families in need who should call the school social worker for assistance. Students without the required permission forms signed by their parents or whose information has not been completed in PowerSchool Annual Update will not be allowed to accompany their class.

### **Library Media Center**

The goals of the GHR Library Media Center:

- To foster a love of reading through the introduction of good literature
- To promote practices that will encourage students to become life-long readers
- To acquire and maintain a balanced collection of media center resources, which represent a wide range of subjects, levels of difficulty, and formats
- To support the Coventry public School's curriculum through materials and instruction

Classes visit the library weekly for book exchange and a library lesson. For students checking out books, the loan period is one week. Students are responsible for returning borrowed materials in good shape and on time. Lost or damaged items are the responsibility of the student. Reminder notices of overdue books are sent home with students on a regular basis.

The LMC hosts a web page that includes links to e-books, student-friendly databases, and age-appropriate literacy websites that students can access at home and at school. The library staff looks forward to traveling with students on their literacy journey.

### **Home Communication**

GHR teachers' goals are to help students learn and become responsible citizens. Along with your child's teacher, the social worker and/or the school psychologist can be contacted to set up a parent meeting. Teachers welcome active parental communication with the school. At GHR we believe in teamwork; parents, teachers, and community members working as partners is the best way to ensure that our students develop to their fullest potential.

### **School-Related Problems and Concerns Procedure**

From time to time, parents may wish to bring problems or concerns to the attention of appropriate school officials. To assist parents in this regard, the following general guidelines may be helpful:

1. The parent should first raise any concern regarding a school-related matter with the staff member most directly involved (i.e. questions regarding the content of instructional materials or homework assignments should be raised with the teacher involved.)
2. If the matter remains unresolved, the parent may wish to speak with the building principal. Appointments can be scheduled by contacting the main office at (860) 742-7341.

We urge that parents use the progressive steps outlined above as the teacher or other staff member most directly involved can address most problems satisfactorily. "Starting at the top" inevitably results in the matter being remanded to the staff member most directly involved with facilitation by the principal, if necessary.

### **Lunch Program**

Our school lunch program begins on the first day of school. Three meal choices are offered daily, and milk and bottled water are available for students who prefer to bring their own lunch. Parents may deposit money into their children's lunch account at any time during the school year. Breakfast is also available daily, and includes milk, fruit or fruit juice, and bread or cereal.

School lunches are planned to meet one-third of the Recommended Daily Allowances (RDA) established by federal guidelines for students.

Lunch menus are also posted on the school website. Applications for free lunch or reduced lunch are distributed at the beginning of the school year, and are available throughout the year in the school office. Students who are approved for free lunch or reduced lunch are automatically eligible for free breakfast or reduced breakfast.

Letters prepared by the Cafeteria go home on a regular basis if a child's account is under \$5.00. Please call the Cafeteria (860-742-7341 x3172) if you have any questions. If there is ever a time when paying a school bill is not possible because of family circumstances, please do not hesitate to call the school Social Worker (860-742-7341 x3200).

Breakfast and lunch will be available on early release and parent/conference days.

### **Snacks**

Students do have snack time daily. Healthy snacks, fruits and vegetables, are encouraged. The Healthy Kids Snacks flyer is available for your review in our Digital Backpack. For special occasions, like birthdays, please do not bring in a snack for consumption. Instead, we encourage snack alternatives like pencils, erasers, stickers, seasonal pads of paper.



## **Medication: Administering in School**

We are required by Connecticut State Statutes (Sec. 10-212 A&B, Connecticut State Department of Education and Health) to have a physician's written order for a nurse to give your child medication during the school day. In order for the school nurse to give your child medication (prescription or non-prescription), we ask for your cooperation in following the procedures outlined below:

1. Your doctor must give the school nurse written permission to administer the medication.
2. The doctor must specify the name and the dosage of the medication.
3. Written permission must include the time(s) during the day when the medication is to be administered as well as the period of time (e.g. days, weeks, or months) during which the medication is to be administered.

No medication will be given without this written authorization. All medications must be brought to the school by a parent or other responsible adult. They must also be picked up from school at the end of the school year by a parent or other responsible adult. Students are not allowed to bring medication to school. A form entitled Authorization for the Administration of Medicines by School Personnel is available from the school nurse.

Please note: The school nurse will instruct your student's teacher on how and when to administer medication on a field experience. Injectable medications (e.g. Epi-pen) may be administered by the principal or teacher only to a student with a medically diagnosed allergic condition that requires prompt treatment to protect the student from serious harm or death.

## **Health Screenings**

Health screenings are conducted each school year as directed in C.G.S. 10-206 and 10-214.

- Vision screening for all students in grades 3-5
- Hearing screening for all students in grades 3 & 5 and 4<sup>th</sup> grade students receiving special education
- Postural screening for all 5<sup>th</sup> grade students

You will receive a written referral if your child does not pass a screening and medical follow up is recommended.

## **Illness/Injury at School**

Students are expected to complete the school day whenever possible. If a child is injured or becomes ill at school, the school nurse will evaluate his or her condition. The school nurse will

then contact the parent or guardian if necessary. Therefore, it is essential for the school to have complete, updated emergency information at the beginning of the school year and any time during the year when information changes. Emergency information is updated through PowerSchool Returning Student Registration which can be found at [www.coventrypublicschools.org](http://www.coventrypublicschools.org) . It is imperative that the emergency information be kept up-to-date with accurate information, work, cell and home phone numbers, email addresses, physicians' names and hospitals, and designated emergency person(s).

## **Homework Policy**

Education is a life-long process, which extends beyond the school. It is important that students recognize that learning occurs in the home and community. Homework is one means of teaching and practicing necessary skills of independent study and learning outside the school. A broad definition of homework is considered here to include not only written work but also related activities such as viewing specific television programs, news reporting, recreational reading and other activities that are related to classroom work.

### **Reasons for Homework**

- complete work started in class
- expand and/or enrich regular class work
- build interest in reading, math and learning
- make up work missed due to absence
- encourage parents' awareness of student learning
- provide an opportunity to pursue special interest or ability areas
- increase learning time and establish independent study skills
- develop sound time management

**Time Assignments** - Time limits for homework will vary from one grade to another. Under normal circumstances it should not exceed the following total amounts per day for an average student working at an average speed:

### **Daily Total**

Grade 3: 30 minutes daily

Grade 4: 40 minutes daily

Grade 5: 50 minutes daily

There may be situations when classroom instruction may not warrant homework assignments. The above time allotment is to be considered as a guideline only. Children should be encouraged to read for the suggested time when no specific homework is assigned. This encourages good study habits.

## **Lost And Found**

At G. H. Robertson Intermediate School a lost and found table will be located in a central location. Parents are reminded that all clothing items, lunch boxes, etc., should have the student's name on them for easy identification.

Unclaimed items will be put on display by the gym lobby. Items not claimed by the end of each trimester will be donated to service organizations that can benefit from such items.

## **Parent Open House**

G.H. Robertson School will hold an annual open house to familiarize parents with staff, grade level objectives, and any other pertinent information that will help make the school year a success. Please be on the lookout for additional information in September.

## **Parent-Teacher Organization**

The G.H. Robertson Intermediate School Parent-Teacher Organization (PTO) meets once a month. Monthly meeting dates and times will be posted on the website in early September. Parent participation and attendance is urged and encouraged. The Parent-Teacher Organization provides and sponsors enrichment and cultural activities during the school year.

Active parent participation creates an effective PTO. We encourage your participation and support.

## **Personal Items/Electronics**

**Personal Items:** Items (games, toys, etc.) are considered to be a distraction from the focus of school and should be left at home. If these items are brought to "show" the class or for use in after school activities, they must be kept in backpacks. Items that children like to trade or collect should not be brought to school.

**Electronics:** Personal electronics **are not** allowed in school. Not only are we concerned about their use, we are also mindful that such items can be easily lost or damaged. Students who need to carry such items (i.e. cell phones, SMART watches, tablets, etc.) for use before and/or after school must keep the item(s) in their backpacks throughout the school day. If

any student violates this policy, administration may confiscate the device and require a parent or guardian to pick it up from the main office. Repeated violations will result in disciplinary action.

## **Recess**

Students in grades 3 -5 do have daily recess. It is expected that parents monitor their child's clothing knowing that children will go outdoors for recess, unless there are adverse weather conditions. Guidelines from Child Care Weather Watch are followed at the elementary level.

The following activities will not be permitted during recess or on the playground; snow throwing (snow does not leave the hand and go through the air - including down), stick and stone throwing, use of hard baseballs and footballs, rough housing (including knocking others to the ground) and piggy back rides. In addition, students should not stand in front of swings when in use, push others on swings, or run between the swings when they are in motion.

## **Report Cards**

Report cards of academic progress are given three times a year. These indicate the child's academic achievement and progress as well as his or her development of social skills and work habits.

Conferences are scheduled for November 9th, 10th, 11th and March 15th, 16th, 17th this year to correspond to the first and third trimester report cards.

### Marking Periods

First:	Ends Dec. 1 / Report Cards out on Dec. 8
Second:	Ends Mar. 8 / Report Cards out on Mar. 15
Third:	Ends June 3 /Report Cards out on June 10 or last day of school

- Depending on the number of days to be made up due to inclement weather, the second trimester is subject to change.

## **2023 - 2024 School Schedule**

Individual classroom schedules will be sent home at the beginning of the year.

8:10 a.m. – 8:30 a.m.	Arrival - Children report to classrooms
8:30 a.m.	Classes begin
3:10 p.m.	Dismissal

### **2 Hour Delay Start**

10:10 - 10:30 a.m.	Arrival – Children report to classrooms
10:30 a.m.	Classes begin
3:10 p.m.	Dismissal

***A modified breakfast will be served on days when there is a 2 hour delay.***

### **3 Hour Delay Start**

11:10 - 11:40 a.m.	Arrival – Children report to classrooms
11:30 a.m.	Classes begin
3:10 p.m.	Dismissal

***There will be no breakfast or recess on 3 hour delay days.***

### **Early Release/Parent Conferences**

8:10 a.m. – 8:30 a.m.	Arrival – Children report to classrooms
8:30 a.m.	Classes begin
11:40 a.m.	Dismissal

*Breakfast and lunch will be available on these days.*

On UNSCHEDULED early release days (i.e. inclement weather), please make sure your child is aware of what to do, as once school has been dismissed by the Superintendent, **ALL AFTER SCHOOL ACTIVITIES** will be canceled.

### **School Colors and Mascot**

The George Hersey Robertson School colors are green and gold, and the school mascot is a dragon called Spike. School spirit wear is available through the PTO and school spirit days are held once a month during the year, typically the last Friday of every month.

### **School Visits**

G.H. Robertson Intermediate School welcomes visits from parents and interested townspeople. Please make arrangements through the school office or directly with the teacher in advance, so that you may have a more satisfactory visit. For the protection and safety of the children, all visitors (including volunteers) are requested to check in at the office. First time visitors should bring their license to be scanned through our Visitor Express system. Returning visitors need only provide their last name and our office staff can search our system. The Visitor Express system will print a visitor badge with your photograph. Children

not enrolled at G. H. Robertson Intermediate School may visit the school, only when accompanied by a responsible adult.

## **Telephone**

Students may not use the office telephone for personal calls except in cases of emergency and only with staff permission. In the event a student receives a call, he or she will only be called out of class in cases of emergency. It is recommended that students of this age group do not bring cellphones to school, but if it is necessary they should remain in the backpack.

Teachers will not be called out of class for telephone calls. Parents are requested to plan their calls to teachers before 8:10 am or after 3:30 pm. Parents also have the option of leaving a message on the teacher's voice mail.

## **Custody of Children**

If there are guardianship stipulations that affect your child, the school should be notified in writing. If there are guardianship stipulations that affect your child, the school should be notified in writing. Legislation exists concerning protection of students' rights and records. In connection with this legislation, we must make sure our records are accurate and current regarding custody and visitation rights where a student's parents are divorced or separated. To assist in protecting your child's rights, the school requires the following:

1. Proof of custody arrangements. A copy of the section of your divorce decree pertaining to custody, or a letter from your lawyer stating legal custody arrangements must be supplied.
2. A dated notation on the student's registration card concerning visitation, attendance at teacher conferences, rights to normal school communication and removal of the student from school by parents not having legal custody.

Please complete these requirements either in person or in writing. Contact the school if you have any questions about this.

## **CARES - What our core values look like at G. H. Robertson Intermediate School**

Cafeteria: (Volume 3) <ul style="list-style-type: none"><li>• We keep the lunch area clean</li><li>• We use good table manners and we don't share food</li><li>• We enter and exit in an orderly manner</li><li>• We don't save seats</li></ul>
Bathroom: (Volume 2) <ul style="list-style-type: none"><li>• We keep the bathroom clean</li><li>• We respect privacy</li><li>• We use the bathroom quickly and safely</li></ul>
Nurse: (Volume 2) <ul style="list-style-type: none"><li>• We wait our turn patiently</li><li>• We respect privacy</li><li>• We return nurse materials promptly</li></ul>
Office: (Volume 2) <ul style="list-style-type: none"><li>• We wait our turn patiently</li><li>• We keep our hands and feet to ourselves</li><li>• We use kind words</li></ul>
Special Events: (Volume 1) <ul style="list-style-type: none"><li>• We use whole body listening</li><li>• We stay seated</li><li>• We respond to the speaker appropriately</li><li>• We enter and exit in an orderly manner</li></ul>
Hallway: (Volume 1) <ul style="list-style-type: none"><li>• We keep one foot on the blue line as we walk</li><li>• We keep our hands and feet to ourselves</li><li>• We stay in line with our class</li></ul>
Arrival/Dismissal: (Volume 2) <ul style="list-style-type: none"><li>• We walk in the hallway, stairs, and sidewalk</li><li>• We exit and enter the bus safely</li><li>• We arrive and depart with our belongings</li><li>• We listen carefully for bus, pick up, and activity announcements</li></ul>
Classroom: (Volume 3) <ul style="list-style-type: none"><li>• We are prepared and ready to learn</li><li>• We complete work to the best of our ability</li><li>• We are kind to our classmates and teachers</li><li>• We follow directions the first time</li></ul>

Playground: (Volume 4)

- We use equipment properly
- We display good sportsmanship
- We keep our hands and feet to ourselves
- We respond to the line-up signal immediately

Library: (Volume 2)

- We put materials back where we found them
- We respect school property
- We use time wisely
- We follow acceptable use policy

Computer Lab: (Volume 2)

- We use technology appropriately
- We use time wisely
- We follow acceptable use policy



# CNH GENERAL INFORMATION

## School Hours

Regular day:

Period 1: 7:40 a.m.

Dismissal: 2:20 p.m.

Two Hour delay:

Period 1: 9:40 a.m.

Dismissal: 2:20 p.m.

Three Hour delay:

Period 1: 10:40 a.m.

Dismissal: 2:20 p.m.

Early Release Day:

Period 1: 7:40 a.m.

Dismissal: 11:00 a.m.

Students are not authorized to be in the school building after school hours unless under staff supervision at an extracurricular activity (i.e. extra help, homework club, sporting event, or other school sponsored activity).

## Late Openings / Early Closings

If school is to be closed or the opening is delayed for any reason, it will be announced on radio stations WDRC, WKSS, WWYZ, WTIC, WILI, and TV channel 3, 8, and 30, between 6:00 a.m. and 7:00 a.m. Sometimes half days are scheduled or caused by special circumstances, in either case, CNH students are dismissed at 11:00 a.m. unless otherwise notified. This information is also available at our school's website [www.coventrypublicschools.org/schools/cnh](http://www.coventrypublicschools.org/schools/cnh)

## School Phone System

When calling 860-742-7334 **during or after school hours**, please listen to the outgoing message for extension numbers and other important information.

## ATTENDANCE

### The School Day

Students may enter the building at 7:20 a.m. Prior to 7:20 a.m. all CNH entrances will be locked. Therefore, if you drop your child off prior to 7:20 a.m., he/she will not be able to enter the building. As students arrive at school, they should report to their designated social area.

### Absent from School

All work missed by students must be made up as soon as possible after returning to school. Excessive absence often results in poor schoolwork. When an absence is necessary (illness, appointments, vacation), the parent or guardian should notify the school. The school needs to be notified of the child's name, grade, and reason for the student's absence. This can be done by leaving a message on the 24-hour attendance line by calling 742-7334, Ext. 4706. *Please do not leave homework requests on this line.* PARENTS SHOULD NOTIFY THE SCHOOL BEFORE 9:00 a.m. IF THEIR CHILD IS GOING TO BE ABSENT FROM SCHOOL. If a call has not been made, students are required to provide a written excuse, signed by a parent or guardian, to the nurse's office on the day they return to school. If this is not done, the absence will be noted as "unexcused." Ten or more absences from school (excused or unexcused) must be documented beyond a note from a parent.

**A child who is absent from school is unable to participate in extracurricular activities for that day. Students must be present in school for a minimum of four hours to participate in after-school activities.**

### Tardy to School

All students should arrive at school prior to 7:40 a.m. in order to be in their first period class on time. Regular school attendance is essential to the educational process. Any student arriving after 7:40 a.m. should report directly to the main office with a parental excuse note stating the reason for the tardiness. Students who are chronically unexcused tardy will be referred to the office for disciplinary action. A pattern of unexcused tardiness may result in disciplinary consequences.

### Class Attendance and Tardy to Class

It is mandatory that students attend all of their assigned classes. Class attendance is not only necessary for maintaining good grades, but it also meets the school's responsibility of knowing where each student is at all times during the day. Any student who skips a class will face disciplinary consequences. Students should be on time and prepared for class. Students who exhibit a habit of being tardy to class may be referred to the office for disciplinary action. Three or more unexcused tardies to class will be referred to the office and may result in disciplinary consequences.

### Early Dismissal

We ask that you schedule all appointments (dental, medical, and the like) outside of the school day. If a student must be

removed from school:

1. Written notification of the date, time, and duration of the time out of school must be received by the office by the morning of the dismissal.
2. The parent or authorized person must be prepared to show identification and sign the student out on the sign-out sheet located in the main office.
3. Students who return to school on the same day of a dismissal MUST report to the office upon their return to school to receive a pass to return to class.
4. Students may not leave school property at any time during the school day for any reason without the consent of the main office or the nurse. Failure to obtain permission before leaving school will result in disciplinary action

### **Students Dismissed from School Due to Illness**

Students who are attending classes and feel ill should report to the nurse's office. Only the nurse or a school administrator may excuse a student from school for the rest of the school day. Failure to be dismissed by the school nurse or an administrator will result in the student being assigned an unexcused absence.

### **CAFETERIA**

When it is time to enter the cafeteria, students should walk quietly to their tables and be seated. Food and drinks may not be taken from the cafeteria. All students are expected to use good manners, common sense and to follow the cafeteria rules. Students may not sell candy, gum, or any other merchandise in school without permission from the administration.

#### **Cafeteria Rules**

- Students will report directly to the cafeteria and be seated. When all students have arrived, a lunch duty supervisor will dismiss each table to purchase hot lunch, milk, snack, and/or a sandwich.
- Students must have permission from an adult to leave the cafeteria.
- To help keep our school clean, all food and drink must be kept in the cafeteria. Before being dismissed, students are responsible for cleaning their table and picking up any garbage on the floor after eating lunch. Table wipes and brooms are provided for clean-up.
- Students must remain seated until an adult dismisses them.
- All students are expected to display good table manners and be courteous and considerate to fellow pupils, teachers, custodian and cafeteria workers.
- Violation of the cafeteria rules will result in either the loss of privilege to use the cafeteria, assigned seating, lunch detention(s), and/or other disciplinary consequences.

### **HOME COMMUNICATION**

CNH teachers' goal is to help students learn and become responsible citizens. To do this effectively, teachers at CNH work together in teams. A team member or a guidance counselor can be contacted to set up a parent meeting. Teachers welcome active parental communication with the school. At CNH we believe in teamwork. Parents, teachers, and community members working as partners is the best way to ensure that our students develop to their fullest potential. Please visit our website, [www.coventrypublicschools.org/schools/cnh](http://www.coventrypublicschools.org/schools/cnh) for important information and email addresses to contact the staff. Through the use of the PowerSchool Student/Parent Portal, you can check student attendance, grades and work completion in each course at any time during the school year. Using the Student/Parent Portal, you can also email teachers directly if you have questions or concerns about your child's performance. PowerSchool also has an App for both Android and iPhone platforms!

### **LIBRARY MEDIA CENTER**

The Library Media Center(LMC) is open to students from 7:20 a.m. until 2:30 p.m. daily. On Tuesdays and Thursdays the LMC is open until 4:00 p.m. Students are encouraged to use the library to find information for research assignments, books for leisure reading or to enjoy a magazine. The LMC hosts a web page that includes links to databases, e-books, and other electronic resources. The LMC staff is always available to assist students with research questions and book selections.

Students are allowed to check out up to three items, for up to three weeks. Additional items may be made available for class projects. Students are responsible for returning borrowed materials in good shape and on time. Lost or damaged items are the responsibility of the student. A student must have a pass from a teacher to use the library and must sign-in when he or she first enters.

We strive to offer a balanced collection of print and electronic resources which support the curriculum, encourage proficient and ethical users of information, and encourage life-long readers. Please visit us online to view our catalog, read our eBooks, and search our databases. <http://coventryct.follettdestiny.com>

## **LOCKERS**

Lockers are the property of the school and can be subject to routine administrative inspection. They should be kept clean and orderly to ensure their good working condition. Students are not to share lockers or locker combinations with others and they are held accountable for any banned contents. Lockers are assigned to students as they enter Grade 6. Students will have the same locker through Grade 8.

## **LOST AND FOUND**

- If you are missing an item, check with the main office.
- Retrace your steps from when you last knew that you had it. Alert all of your teachers and check their rooms.
- Repeat checking lost and found for up to one week.

## **PTO/PARENT TEACHER ORGANIZATION**

The CNH PTO is an organization committed to effective education by facilitating communication among parents, the middle school students, Board of Education, and other schools in the community. In addition, the membership, which is composed of parents, teachers, and administration, provide several auxiliary services for the school and support many school activities through active fund raising. All parents are invited to all meetings and are encouraged to contact the PTO at 742-7334 directly for more information or questions regarding the PTO.

## **ON-LINE RESOURCES**

Students are provided on-line resources free of charge by the Board of Education. Students are responsible for the care of library books, and materials issued to them. Students are responsible for lost or damaged textbooks, library books, or materials.

## **ACADEMICS**

### **Student Schedules**

Copies of all student schedules are kept on file in the main office and with the guidance staff. Any questions regarding student schedules should be addressed to their school counselor.

### **Extra Help**

Students may seek extra help from their teachers if the work is difficult or the student has been absent. Most teachers are available after school until 2:50 p.m. for extra help sessions or makeup work sessions. Students should make arrangements with their teachers when to stay. Homework club is also available and arrangements are set-up through your child's school counselor.

### **PROGRAMS OF STUDY**

Students at CNH study various combinations of reading, language arts, study skills, mathematics, science, social studies, art, music, technology education, family and consumer science, computers, health, world language, and physical education. The program of study concentrates on the mastery of basic skills in these areas:

#### **Students in all grades (6, 7, and 8) take the following courses of study:**

English Language Arts, Math, Science, Social Studies and World Language.

#### **In grade six, students also take the following related arts and other classes:**

Physical Education, Music (Chorus or Band), Art, Technology Education (Robotics), Chinese, Health, Digital Citizenship, STEM (Science, Technology, Engineering, Mathematics), Family Consumer Science, and Developmental Guidance.

#### **In grade seven, students take the following related arts classes:**

Music, Physical Education, Art, Family Consumer Science, and STEM (Science, Technology, Engineering, Mathematics).

#### **In grade eight, students take the following related arts classes:**

Music, Physical Education, Art, Technology Education, and Health.

The **Challenge and Enrichment Program** (CEP) is available to all students who qualify under State of Connecticut guidelines. Identified students will be involved in special projects approximately twice a week. In addition, this program provides school-wide enrichment through a variety of projects. Students interested in participating in an enrichment project should contact the teacher directly to make arrangements and discuss ideas.

### **Special Education**

CNH offers **specialized programs** of study for a variety of special needs students. Special education personnel work closely with the mainstream teachers to meet student individual needs and service students within mainstream settings whenever possible. Courses of study in the Learning Resource Center include math, language arts, science, social studies, pre-vocational education, media arts, and resource support. Some students are selected for a more independent form of special education through total mainstreaming with direct support within the classroom.

### **REPORT CARDS/STUDENT SCHEDULE**

Student report cards will be available electronically at the end of each quarter. Parents will be notified when grades are finalized. Through the use of the PowerSchool Student/Parent Portal, you can check student attendance, grades and work completion in each course at any time during the school year. Using the Student/Parent Portal, you can also email teachers directly if you have questions or concerns about your child's performance. PowerSchool also has an App for both Android and iPhone platforms! PowerSchool will help students and parents know whether students are meeting with success and/or needing additional effort.

Parents are reminded via email to check PowerSchool on specific dates to view student progress. Report cards are an important means of communication among teachers, parents, and students regarding student performance. Parents who wish to have any additional information about their child's progress or placement should contact the Guidance Office at 742-7334, Ext. 4382.

### **Report Card Grades**

A = Excellent	T=Tardies
B = Above Average	A=Absences
C = Average	I= Incomplete*
D = Below Average	F = Failure
P = Pass	

**\*Incomplete grades must be made up within ten school days from the day grades close.**

### **Report Card Comments**

Written comments may be given to further clarify student progress; comments do not become part of cumulative records.

### **Honor Roll**

An honor roll will be compiled each quarter. Honor roll status is granted to students who earn grades "A" and/or "B" (80 and above) in all subjects.

### **National Junior Honor Society**

Seventh and eighth graders who meet the requirements for membership outlined by Capt. Nathan Hale School Chapter are invited for membership. Students must be in their second semester for consideration. Admission to the honor society is based on qualifications for membership, which is based on the five pillars of NJHS: scholarship, service, leadership, character, and citizenship. Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments and commitment to service, leadership, character, and citizenship.

### **Academic/Social Probation**

At Capt. Nathan Hale School we provide safe, fun and exciting school activities that nurture school spirit, build positive relationships and help the students to get to know the staff "outside" of the classroom. While we wish for all students to engage in such activities, participation is a privilege and not a right.

The goals of CNH include helping students understand the ultimate importance of working to be successful academically and exhibiting responsible and respectful choices regarding their behavior. To support this, students will be assigned to social and/or academic probation status if they are not reaching one or both of the above goals. If they are not reaching these goals, a student could be placed on probation and be restricted from some or all of the following activities:

- ☐ school dances
- ☐ pep rallies
- ☐ public performances \*\* band and chorus class performances are required
- ☐ monthly rewards
- ☐ Or any other special activity that is not a part of regular classroom curriculum

Students may be placed on **social probation** if they receive three or more strikes in a month, discipline referrals and/or receive an out-of-school suspension. Once a student has been placed on social probation they must participate in the creation of an improvement plan. This plan will outline the specific changes in behavior that need to take place in order to be removed from social probation. If a student has successfully and consistently implemented their plan, administration will make the determination for removal from social probation status.

Students may be placed on **academic probation** if they receive two or more D- / F at any point during the school year. When placed on academic probation, students will be required to meet with their school counselor and teachers to create an academic improvement plan. In order to be removed from academic probation students will need to exhibit consistent effort and commitment to the academic improvement plan. Teachers along with the school counselor will determine if a student is ready to be removed from academic probation.

Our goal is that every student works to his or her potential and earns the right to participate in the extra activities we provide at Capt. Nathan Hale Middle School.

## **SUMMER SCHOOL**

Students in sixth, seventh, or eighth grades, who are unsuccessful academically throughout the year, may be required to attend summer school in order to be promoted to the next grade level. Eligibility to take a summer school course will be determined by the quality and quantity of work completed and the attendance record during the school year. Students who are unsuccessful in two or more of the following subjects will be required to attend summer school in order to be promoted to the next grade: English Language Arts, Reading, Math, Science, and Social Studies.

## **ACTIVITIES**

### **Extra Curricular Activities**

CNH is proud of its extracurricular activity program. Students will have many opportunities to meet people and participate in a wide variety of activities including interscholastic sports, intramural sports, music, drama club, ski club, and many others. Please see our school website, [www.coventrypublicschools.org/schools/cnh](http://www.coventrypublicschools.org/schools/cnh) for more information. We believe that every student should have the opportunity to participate in the total school program that includes extracurricular activities. Participation in extracurricular activities is a privilege. A student must accept responsibility for his/her own actions and meet the academic guidelines for participation. Students should listen to the morning announcements for information about the clubs, activities, and sports at CNH.

### **Athletic & Extracurricular Activities – Academic Eligibility**

The Board of Education recognizes the value of athletic competition and extracurricular activities for middle school and high school students and the integral role that these activities play in public school education. It therefore endorses and encourages the participation of Coventry students in extracurricular activities during and after school hours in the middle and high schools. It also endorses and encourages the participation of Coventry students in the Connecticut Interscholastic Athletic Conference to provide for an organized program in interscholastic athletics.

Requirements – Extracurricular/Athletic:

To participate in Extracurricular/Athletic Activities, a student must satisfy the following requirements:

1. Not more than one course with a grade below 65%.
2. If a student has one failing grade, all courses averaged together must be at least 70%.
3. Additionally, the student must be a good school citizen and a worthy representative of Coventry Public Schools. Repeated infractions of school rules, poor attendance or other evidence of poor citizenship will, as determined by the building principal, render a student ineligible.

No middle/high school student will be allowed to participate in an interscholastic athletic or extracurricular activity during any quarter marking period immediately following a quarter marking period in which the student has not met the above requirements. Eligibility for fall sports/extracurricular activities will be determined by the final grade for each subject at the end of the previous school year.

Middle school and high school administrators working with athletic directors, coaches, and teachers will develop appropriate support systems to identify and assist student participants who are experiencing academic difficulties that may affect continuing eligibility.

### **Field Trips**

At CNH, we recognize the educational value of field trips to complement the educational program. Field trips which have value in meeting educational objectives relative to school programs and which do not seriously interfere with the educational programs of students who must remain in school are encouraged, within budgetary limitations. Teachers will determine academic and behavioral eligibility for attendance on a field trip. Students who are experiencing academic difficulty may not be eligible to attend a field trip in consideration of the instruction on other classes that the student will miss while attending the field trip. Students who have a history of disruptive behavior in classes may not be eligible to represent the school by attending a field trip. The final decision on a student's eligibility to participate in the field experience will be at the discretion of the trip organizer. The group leader will assess the student's ability to personally remain safe in the environment, but also their ability to maintain the safety of the other students on the trip. Students not attending a field trip and remaining in school will be provided with assignments related to the subject of the field trip.

### **After School Activities**

Students may stay after school for extra help or for extracurricular activities such as intramural sports, band, student, and other organized activities. **ALL STUDENTS WHO STAY AFTER SCHOOL MUST BE UNDER THE DIRECT SUPERVISION OF AN ADULT.** The student must make arrangements for this supervision prior to staying after school.

Students must attend school on a particular day in order to participate in activities held after the normal school hours. Also, any student that is after school to serve a detention is not allowed to participate or observe any activities held after normal school hours. This includes sports, dances, and special events.

*Any student that exhibits inappropriate behavior while staying after school will be subject to disciplinary actions.*

### **Late Bus**

A North and South late bus runs on Tuesdays and Thursdays after school. Students are permitted to ride the late bus with a pass from their teacher. The late bus picks up students at approximately 4:15 p.m.

## **BEHAVIORAL EXPECTATIONS**

### **Cell phones**

Cell phone use in class or text-messaging can impact valuable time needed for instruction and student learning. We do recognize that cell phones can be a safety and security tool, but they can also be a detriment in the event of a building emergency and our protocol is to manage such emergencies in a safe and effective manner. Parents are urged to utilize the school phone to relay any messages that may be urgent in nature to their child. Cell phones should be secured in student lockers or put away in a student's backpack or pocket, and turned off or on silent during class time (unless they have teacher permission).

If a student is found to be using a cell phone when not permitted, the phone may be delivered to the office.

The consequences will be as follows:

1<sup>st</sup> offense: Warning

2<sup>nd</sup> offense: Cell phone will be held by teacher until the end of the period.

3<sup>rd</sup> offense: Cell phone will be held in the office until the end of the school day.

Cell phones are not allowed to be with students during in-school suspension, and will be held in the main office until the end of the day when the student will be able to pick up his/her cell phone.

### **Hallway Behavior/Passes**

Students are expected to be in all classes on time. If delayed between classes by a faculty member, the student must ask for a pass excusing lateness to class. Students tardy to class will be subject to disciplinary action.

For safety reasons and to limit distractions of the learning process, students should use appropriate hallway behavior. Students should:

- Walk quietly and safely through the hallways; walking on the right hand side of the hallway.
- Avoid pushing, shoving, and excessive physical contact.
- Use acceptable language.

### **Items not to be used during the school day**

School is a place to learn. Some items or “toys” can distract from the educational process at school. In order to better focus on school activities, distracting and disruptive items should not be used during the school day.

If any student violates this policy, administration may confiscate the device/item and require a parent or guardian to pick it up from the main office. Repeated violations will result in disciplinary action.

### **Substitute Teachers**

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of CNH will be carried into the community. Please be certain that these are good impressions by being polite, helpful, and considerate. Students who choose not to treat a substitute teacher with respect can be expected to be referred to the main office for disciplinary action.

### **Vandalism**

All our facilities are designed to make CNH an exciting place to learn and grow. Vandalism is considered to be the destruction or damage of private school property while in school, on school grounds, or during a school event. Any damage done to the building, equipment, buses, or books will be the financial responsibility of the vandal(s). Students will be referred to the main office for disciplinary action.

### **Positive Behavioral Interventions and Supports Discipline Policy**

The idea behind CNH's discipline philosophy is to recognize the importance of fostering positive, healthy school climates and helping students learn from their mistakes. Restorative Practices support moving away from harmful and counterproductive zero-tolerance discipline policies and toward proven restorative approaches to addressing conflict in schools. Through proactive measures, students can develop character and establish a positive school climate. The responsive component manages student conflict and misbehavior, meets students' needs, repairs harm, and restores relationships. Through tiered levels of intervention, Restorative Practices acknowledge that relationships are central to building community. They build a system that addresses misbehavior and harm in a way that strengthens relationships. In addition, the focus is on the harms done, rather than only on rule breaking. It gives a voice to the person harmed, allows for engagement in collaborative problem-solving, empowers change and growth and enhances responsibility. Disciplinary action may include a restorative conversation along with a consequence,



such as a detention or in school suspension depending on the incident that occurred.

CNH students:




**A-** Are safe

**C-** Cooperate

**T-** Take responsibility

CNH uses a strike system for all grades. Students who do not meet the ACT standards will earn strikes from teachers. If a student earns three strikes in one month, they will not be able to participate in monthly events.

## CNH Students ACT!

CNH students:	Classroom	Hallway/Lockers	Cafeteria	Bathroom	Bus	Locker Room
<b>Are Safe</b> 	*Follow classroom safety procedures  *Keep body and objects to yourself  *Walk	*Walk  *Keep body and objects to yourself  *Use appropriate voice level	*Enter and exit in an orderly manner  *Raise hand to get out of your seat  *Keep body and objects to yourself	*Practice good hygiene and wash your hands  *Flush toilet  *Use the bathroom in a timely fashion	*Keep body and objects to yourself  *Stay seated  *Keep aisles clear	*Enter and exit in an orderly manner  *Use appropriate voice level  *Use locker room for intended purposes and follow safety procedures
<b>Cooperate</b> 	*Be considerate to others  *Follow directions the first time  *Use school appropriate language	*Maintain personal space  *Follow adult directions  *Treat others with respect	*Use manners  *Use appropriate voice level	*Respect the privacy of others  *Recognize personal space and boundaries	*Follow directions  *Use appropriate voice level  *Wait patiently, while boarding and exiting	*Respect the privacy of others  *Use school appropriate language
<b>Take Responsibility</b> 	*Be prepared, on time, and ready to learn  *Use time wisely and do your best  *Take care of school property and be respectful of the property of others	*Take care of school property and keep locker and hallways clean  *Report anything unsafe or inappropriate  *Lock your locker	*Clean up after yourself, as well as your table  *Follow directions the first time	*Report anything unsafe or inappropriate  *Take care of school property and keep bathroom clean	*Follow all bus procedures  *Be a role model for younger students	*Report anything unsafe or inappropriate  *Cell phones off and away  *Lock your locker and keep your area clean





**Coventry High School**  
**“Source of Community Pride”**



**2023-2024 STUDENT HANDBOOK**

Coventry High School  
78 Ripley Hill Road  
Coventry, CT 06238  
(860) 742-7346

[www.coventrypublicschool.org/chs](http://www.coventrypublicschool.org/chs)

Joseph Blake  
Principal

Jennifer Trueman  
Assistant Principal

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## **Principal's Message**

August 2023

Dear Students, Parents & Guardians,

It is with great pleasure that we welcome you to the 2023-2024 school year at Coventry High School. We are very proud of our highly competent staff and our quality course offerings. Working in partnership with students, parents, and guardians, we are confident that we will provide all Coventry High School students with the skills and background that will prepare them for college, post-secondary education, and meaningful careers.

Coventry High School is committed to the concept that a student's education extends from the classroom into the community at large. We recognize the value in establishing productive relationships with parents and members of the extended community. For our part, we strive to keep students and parents informed on a regular basis about student progress, expectations and school activities. To that end, the COVENTRY HIGH SCHOOL STUDENT HANDBOOK has been developed to use as an adjunct to board policies.

This handbook contains important information regarding our expectations for academic achievement and student conduct. Since students are held accountable for these expectations, we request that all students, parents and guardians read this information carefully. If you have any questions about the expectations described in this handbook please contact the administration.

We wish you a successful and fulfilling school year.

Sincerely,

Joseph Blake  
Principal, Coventry High School

## **Handbook Statement**

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

## **Coventry High School Core Values and Beliefs Statement**

Our community believes in preparing students to become life-long learners by providing a challenging environment that supports the development and use of concepts, knowledge, skills, and ethics that meet the expectations of the global, interdependent society of the 21st century.

## **21st Century Learning Expectations**

Coventry High School students will:

### **Academic**

- Communicate effectively in multiple contexts and for varied purposes using a variety of tools/media.
- Use essential knowledge and skills to demonstrate critical, creative, and adaptive thinking to solve problems with real-world applications.
- Engage productively in self-directed learning, independently, and/or collaboratively.
- Create or respond effectively to artistic works or technical products.

### **Civic and Social**

- Demonstrate civic, social, and personal awareness and responsibility.
- Respect people as individuals within our school and global communities.
- Apply skills for a lifetime of health and well-being.

## **2023-2024 SCHOOL CALENDAR**

August 30	First Day of School for Students
September 4	No School - Labor Day
September 27	Open House at Coventry High School
October 6	No School - Staff Development
October 9	No School – October Break
November 3	First Quarter Ends
November 7	No School - Staff Development
November 8-10	Early Release - Conferences
November 10	First Quarter Report Cards Distributed
November 22	Early Release - Thanksgiving Holiday
November 23-24	No School - Thanksgiving Holiday Break
December 1	Early Release - Staff Development
December 22	Early Release
Dec 25 – 29	No School - Holiday Break
January 1	No School - New Year's Day
January 15	No School - Martin Luther King Jr. Day
January 16-19	Mid-Term Exams
January 19	Second Quarter Ends
January 26	Second Quarter Report Cards Distributed
February 2	Early Release - Staff Development
February 19	No School - Presidents Day
February 20	No School- Staff Development
March 8	Early Release- Staff Development
March 28	Quarter 3 Ends
March 29	No School - Good Friday
April 5	Report Cards Distributed
April 15-19	No School – April Break
May 27	No School - Memorial Day
June 3-7	Final Exams
June 8	Graduation
June 10	Early Release - Last Day of School

For more information: See the calendar feature on the CPS Home Page or the Coventry High Tab.  
[www.coventrypublicschools.org](http://www.coventrypublicschools.org)

## **ACADEMIC PROGRAMS**

The main reason for your attendance at school is to receive an education that will prepare you for future citizenship, employment, and education. To increase your chances for success, you should pay careful attention to the following:

### **A. Academic Probation**

Any student on academic probation is ineligible for extra-curricular activities. Students will be placed on academic probation if they receive more than one failing grade for the marking term. In addition, students with one failing grade for the marking term must have at least a 70% in all courses averaged together, to avoid being placed on academic probation. Students on academic probation should not request early dismissals, except in an emergency. Student's probationary status will be reviewed when report cards are processed at the end of each quarter.

### **B. Academic Assistance Plans**

Academic Assistance Plans are available to students on academic probation. Academic Assistance Plans are designed to allow students and teachers to set up a program that will improve student performance in class. Academic Assistance Plan forms are available in the office and must be completed and submitted to the office within the first two weeks of the close of each marking quarter. Students who have an Academic Assistance Plan on file and are honoring the commitments made in the plan are eligible to participate in school-sponsored field trips.

If a student is placed on academic probation because they failed a one semester course and is not continuing with the teacher of that course into the next semester, they may be eligible for a school-sponsored field trips if the following conditions are met:

1. The student provides signed documentation from all teachers of courses in which they are currently enrolled indicating that all courses are being passed.
2. The documentation is submitted to the teacher organizing the trip at least one week prior to the trip.

### **C. Adding and Dropping Classes**

3. All course add/drops must occur within the first 10 school days. The minimum credits (6.5) must be carried.
4. Courses may be dropped for the following reasons:
  - a. Schedule conflict
  - b. Improper placement
  - c. Principal recommendation
  - d. Excessive course load
5. Dropped Courses: Courses dropped after the initial 10 school day period will be graded with a WF (Withdraw Fail) if the student was failing at the time of withdrawal. If the student was passing the course when it was dropped a mark of W (Withdraw) will be assigned. No credit will be awarded in either circumstance.
6. Semester and full year courses can be dropped after the initial 10 school days in accordance with the following procedure:
  - a. Teacher requests change
  - b. School Counselor explores and assesses situation with student and teacher
  - c. If no solution to the student's academic problem can be found, the student may drop the course with the approval of the principal.
  - d. A parent's signature will be required to finalize the decision to drop the course.



#### **D. Books and Supplies**

All books are loaned for the school year and should be properly cared for and returned to teachers when the course is completed. Students are required to pay for lost, stolen or damaged materials.

#### **E. Grade Point Average (GPA) and Class Rank**

At Coventry High School, each student will earn both an un-weighted and a weighted grade point average. The weighted grade point average is used to determine class rank. Weighted GPA will be calculated at the end of sophomore and junior years, as well as half way through the senior year.

##### **Un-weighted Grade Point Average – 4.0 scale:**

All numerical grades throughout high school are added together and divided by the total number of credits attempted. All classes that receive a numerical grade are factored into this calculation. Course levels are not used in determining the un- weighted GPA. Only course work completed at Coventry High School during the regular school day will be factored into the un-weighted GPA with the exception of external courses/independent studies which have been approved for credit through criteria determined by the School Counseling Department. The un-weighted scale is as follows:

A	93-100	4.0
A-	90-92	3.66
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.66
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.66
D+	67-69	1.33
D	65-66	1.0

### Weighted Grade Point Average – 5.33 scale:

The weighted GPA is used for determining class rank. Points are assigned according to the level of the course and the grade earned. This average is determined by dividing the weighted points earned by the total number of credits attempted. Only course work completed at Coventry High School will be factored into the weighted GPA with the exception of external courses/independent studies which have been approved for credit through criteria determined by the School Counseling Department. The weighted scale is as follows:

<u>Grade</u>	<u>Level IV</u>	<u>Level III</u>	<u>Level II</u>	<u>Level I</u>
100	5.33	4.83	4.33	3.83
99	5.25	4.75	4.25	3.75
98	5.16	4.67	4.16	3.67
97	5.08	4.58	4.08	3.58
96	5	4.5	4	3.5
95	4.92	4.42	3.92	3.42
94	4.83	4.34	3.83	3.34
93	4.75	4.25	3.75	3.25
92	4.66	4.17	3.66	3.17
91	4.55	4.06	3.55	3.06
90	4.44	3.94	3.44	2.94
89	4.33	3.83	3.33	2.83
88	4.22	3.72	3.22	2.72
87	4.11	3.61	3.11	2.61
86	4	3.5	3	2.5
85	3.92	3.42	2.92	2.42
84	3.83	3.34	2.83	2.34
83	3.75	3.25	2.75	2.25
82	3.66	3.17	2.66	2.17
81	3.55	3.06	2.55	2.06
80	3.44	2.94	2.44	1.94
79	3.33	2.83	2.33	1.83
78	3.22	2.72	2.22	1.72
77	3.11	2.61	2.11	1.61
76	3	2.5	2	1.5
75	2.92	2.42	1.92	1.42
74	2.83	2.34	1.83	1.34
73	2.75	2.25	1.75	1.25
72	2.66	2.17	1.66	1.17
71	2.55	2.06	1.55	1.06
70	2.44	1.94	1.44	.94
69	2.33	1.83	1.33	.83
68	2.22	1.72	1.22	.72
67	2.11	1.61	1.11	.61
66	2	1.5	1	.5
65	1.92	1.42	.92	.42

\*The values indicated for each level are based on a 1 credit course.

Class Rank will be calculated based on the weighted GPA at the end of sophomore (4th semester), junior year (6th semester) and again at the end of the first semester of the senior year (7th semester). The 7th semester rank will be considered to be the final rank which will determine the class valedictorian and salutatorian. To be included in class rank, a student must be enrolled at Coventry High School by the start of their junior year. Only courses taken at Coventry High School during the regular school day will be counted toward class rank. Some independent studies may be approved for credit/GPA consideration through criteria determined by the School Counseling Department. Approval for credit/GPA consideration is typically granted when the independent study fits into one of the periods in the regular school day.

## Transfer Grades

Course levels will be assigned to transfer grades based on Coventry High School's current Program of Studies. Grades will be factored into the calculation of the un-weighted and weighted GPA. To be included in class rank, a student must be enrolled at Coventry High School by the start of their junior year. Letter grades are converted to numerical grades based on the following chart:

<u>Letter Grade</u>	<u>Number Grade</u>
A+	98
A	94
A-	91
B+	88
B	84
B-	81
C+	78
C	74
C-	71
D+	68
D	65

## F. Credit Requirements

To graduate from Coventry High School a student will need a minimum of 25 credits.

For adequate progress toward graduation the following minimum credits should be earned at the end of each year: grade 9 – 6 credits, grade 10 – 12 credits, grade 11 – 18 credits. Students must carry at least 6.5 credits per school year.

## G. Coventry High School Graduation Requirements

A Coventry High School student is eligible for graduation upon the successful completion of the requirements leading to the award of a diploma. These requirements include successful completion of a minimum of 25 credits to meet the course distribution requirement, completion of an electronic Portfolio which adheres to school rubrics and represents a student's academic achievement/growth, a community service component.

### Students graduating in 2024 and thereafter must receive credit in the following areas:

<b>Humanities</b>	<b>9 total credits</b>
English	4 credits
Social Studies	3 credits
-including World History, US History and civics component	
Humanities Elective	2 credits
<b>Science, Technology, Engineering and Math (STEM)</b>	<b>9 total credits</b>
Math	4 credits
Science	3 credits
-including Biology	
Computer Science	.5 credit
STEM Electives	1.5 credits
-including Family Consumer Science, Business, Technology, Math or Science	
<b>Physical Education</b>	<b>1 credit</b>
<b>Health Education</b>	<b>1 credit</b>

<b>World Language</b>	<b>1 credit</b>
<b>Senior Portfolio</b>	<b>1 credit</b>
<b>Electives in any subject</b>	<b>3 credits</b>

Total – 25 credits

## **H. Enrichment Programs**

Students wishing to attend summer enrichment programs for credit applicable to Coventry High School must apply in writing to the Leadership Team no later than May 15th. A copy of the program should be included. Enrichment program requests for credit are subject to approval by the Leadership Team.

## **I. Extra Credit**

Extra credit shall not be used in place of credit for regularly assigned work and shall not exceed 5% of a student's quarter grade. Extra credit opportunities are at the teacher's discretion and need not be provided during the last week of the quarter.

## **J. Extra Help**

Teachers are available to help students with academic work every day after school. If students are having difficulty, they should make arrangements to see their teacher after school.

## **K. Grading System**

- 7. 65-100 Passing Grades – credit earned
- 8. 0-64 Failing Grades – no credit earned

Course grades are calculated taking into consideration:

- a. Daily Homework
- b. Active participation in class work/lab work, long term papers and projects, and performance assessments
- c. Tests & quizzes, including the mid-term & final examinations.
- d. Other teacher initiated assessments

Typically, Final grades in full-year courses are calculated as follows:

- 1st quarter grade – 20%
- 2nd quarter grade -20%
- Mid Term Exam -10%
- 3rd quarter grade – 20%
- 4th quarter grade – 20%
- Final Exam – 10%

Final grades in semester courses are typically calculated as follows:

- Quarter grade – 40%
- Quarter grade – 40%
- Exam grade – 20%

A student is required to register for a minimum of 6.5 credits each school year.

Note: It is strongly recommended that all students at Coventry High School enroll in a World Language course. Most colleges and universities require at least two years of the same World Language to be completed at the high school level as a requirement for admission.

#### **L. Homework – Board of Education Policy 6154**

It is the policy of the Board of Education to ensure that all comply with the homework requirements imposed by the school in which the child is enrolled. It is also the policy of the Board of Education that any imposition of homework should be related to the curriculum goals and standards recognized as appropriate for the student's grade. The Superintendent and his/her designee shall be responsible for developing procedures in furtherance of this policy. Coventry High School students can expect a minimum of one and a half hours of homework each day. Teachers typically assign a minimum of 20 minutes 3-4 times per week.

#### **M. Honor Roll**

The administration and faculty of Coventry High School honors those students who make significant academic progress each quarter by awarding them honor roll status. High Honors – at least a 90% average with no more than one grade below 90%. This one grade must be 85% or above. Honors – at least an 80% average with no more than one grade below 80%. This one grade must be 75% or above.

#### **N. Independent Study**

Students may take independent study courses in any subject area provided the student has a sponsoring teacher who teaches in that subject area and the approval of the student's school counselor and principal. In seeking approval, the student and sponsoring teacher must present to the principal and the Leadership Team for approval a detailed course of study which includes the student's goals, the goals or objective to be mastered in course content, materials to be used, a schedule of meetings, and criteria for grading based on mastering course objectives. In certain situations, independent studies can occur during the summer. Students will be limited to earning credit for only one summer independent study during their high school career. Additional experiences can be listed on the transcript under activities, but with no credit awarded. The deadline for approval of summer independent studies is May 15th.

#### **O. Library Media Center**

Students may use the Library Media Center during their study halls. Before reporting to the Library Media Center, students are required to check in with study hall teachers and have the teacher write them a pass to the Library Media Center. Food and drink are not allowed in the Library Media Center.

#### **P. Make-Up Work**

In the event of an excused absence, students have two school days per excused absence to make up work. Late work not associated with an excused absence is accepted at the discretion of the classroom teacher.

#### **Q. National Honor Society**

National, as well as local recognition is given annually to high school juniors and seniors who excel in the areas of academics, leadership, service, and character. At Coventry High School, students are inducted into the Nathan Hale Chapter of the National Honor Society in the spring of each school year. To be eligible for consideration, students must have a weighted grade point average of 3.52, exclusive of physical education courses. Students meeting this initial requirement are invited to apply, whereupon they are reviewed by the National Honor Society Faculty Council and accepted into the organization.

#### **R. Partnership Program- Eastern Connecticut State University**

Coventry High School has a partnership program with Eastern Connecticut State University which allows students in their junior and senior year to attend Eastern Connecticut State University free of charge. The program is limited to one course per semester. Students must be in the top 30% of their class. Additional Eastern Connecticut State University restrictions and requirements apply. For more information students are encouraged to speak with their school counselor.

#### **S. Partnership Program – Goodwin College**

Coventry High School has a partnership program with Goodwin College which allows students in their senior year, with a cumulative B average to earn up to 9 college credits with tuition and fees waived. Students enrolled in these courses must achieve a C for college credit. Applications for this program are available in the CHS School Counseling Office.

#### **T. Partnership Program- Manchester Community College**

Coventry High School has a partnership program with Manchester Community College Called College Career Pathways. Students in grades 10-12 can earn dual credit for high school and MCC with the designated courses. Additionally, students in their junior and senior year may attend Manchester Community College free of charge. Students must have an 83 average or a recommendation from their school counselor. Additional Manchester Community College restrictions and requirements apply. For more information students are encouraged to speak with their school counselor.

#### **U. Partnership Program – University of St. Joseph**

The Saint Joseph College Challenge Program offers tuition-free scholarships for one course to qualified upper-level junior and senior high school students. Interested students should submit completed application forms, including a transcript and a letter of recommendation, to the college by the identified deadline. If PSAT, SAT or ACT scores are available, they should be included with the application. High school students are admitted on a space-available basis.

#### **V. Partnership Program – University of Connecticut**

Coventry High School offers the UCONN ECE (Early College Experience) program. Qualified high school instructors are certified as UCONN adjunct professors, and the curriculum is vetted by UCONN. Students may take courses in English, Math, History, French and Spanish. All enrolled students may take advantage of UCONN resources such as the library. Students who complete the course with a 73% or better will receive university credit.

These credits are generally transferrable to other 2- and 4-year institutions. There is a fee per credit for any course in the ECE program.

#### **W. Partnership Program – University of Hartford**

The College Now program is designed to provide outstanding high school seniors with the opportunity to enroll in one college course per semester on a tuition free basis. Applicants must meet the following criteria: Top 15% of class, Consistent achievement of A and B in academic courses, and a minimum score of 500 on the Math and Verbal segments of the PSAT or SAT. Copies of the application form, permission to register form and the College Now Process Summary are available in the CHS Guidance Office.

#### **X. Sequence of Courses**

No student may continue into a second year or second level course if he or she has failed to pass the first year or first level course in the same subject. A failing student must make up the first year or first level course in a state accredited summer school or the following academic year at Coventry High School before entering the second year or second level course.

#### **Y. SRBI**

Scientific Research-Based Interventions, practices required by the Connecticut State Department of Education, and based on federal legislation provide ways to support students in their learning. A student's progress is studied and findings are used to make decisions about teaching and other learning supports, known as interventions. A "continuum of support" and programs, match scientific, research-based instruction and intervention to student needs. Important educational decisions are based on a student's levels of performance and learning rates over time. Students who are identified for interventions are required to participate in them.

## **Z. Standardized Tests**

9. All Juniors will sit for the Scholastic Assessment Tests. The test will be provided for free on a specified school day during the spring. Test scores may be shared, with the students' permission, with admissions at selected colleges. The SAT may be taken additional times (either locally or at a neighboring high school) at student expense. Specifics about testing options and dates can be provided by the school counseling staff. The Coventry High School code number for use on SAT and PSAT test applications is 070-116.
10. Preliminary Scholastic Assessment Test (PSAT) – The PSAT assesses many of the skills that are important for student success on the SAT. These scores are also used in determining National Merit Scholarships. The PSAT test is given to all sophomores and juniors at Coventry High School in October. The Coventry High School code number for use on SAT and PSAT test applications is 070-116.
11. All Juniors will sit for the Next Generation Science Assessment Standards Assessments (NGSS). This assessment will take place in the Spring. Any juniors meeting the benchmark will have it recorded on their transcript.

## **AA. Student Aides**

Students who wish to become an aide should contact the supervisor or teacher in charge of the area in which they wish to serve. After completing the application, students will be scheduled for an interview. Students who successfully complete aide assignments receive 1/4 credit for a 1/2 year or 1/2 credit for a full year. No students may earn more than 1/2 a credit per year for work as an aide.

## **BB. Study Halls**

All study halls at Coventry High School are considered quiet study halls. Students are expected to attend all study halls as they would an academic class. With teacher permission, students may check in to study halls and check out to certain spaces in the facility including, the library media center, other classrooms (with receiving teacher permission), senior benches, etc.

## **CC. Summer School**

To be eligible to attend summer school students are required to earn a final average of 50 in the course which they wish to make-up, or receive special permission from the appropriate department head or school administrator.

## **DD. Virtual High School Courses**

Coventry High School offers students the opportunity to take credit-bearing courses on-line through our partnership with the Virtual High School Consortium. Students interested in taking an on-line course should consult with their school counselor.

## **EE. Grad Point Courses**

Under certain circumstances and for specified courses a student may be able to “recover” credit lost due to absences or failure (within a given range). The courses are delivered on line and are self-paced. Students recovering credit in this way must sign a contract stipulating their understanding and willingness to comply with the expectations of the program. Should they fail to do so, their “seat” will be given to other students waiting for an opportunity to recover credit.

## **ATHLETICS**

Athletic participation is available to all students who meet Coventry High School eligibility requirements. Students may participate on the following teams:

### **BOYS**

Soccer Varsity & JV  
Basketball Varsity, JV & Freshmen  
Baseball Varsity & JV  
Track & Field  
Ice Hockey Varsity & JV  
Football Varsity & JV  
Cross Country

### **GIRLS**

Soccer Varsity & JV  
Volleyball Varsity & JV  
Basketball Varsity, JV & Freshmen  
Track and Field  
Softball Varsity & JV  
Tennis Varsity & JV  
Cross Country Golf

Both Boys and Girls may participate in...

Golf Varsity and JV  
Swimming  
Wrestling

### **A. Attendance and Eligibility**

The Board of Education recognizes the value of athletic competition and extracurricular activities for middle school and high school students and the integral role that these activities play in public school education. It therefore endorses and encourages the participation of Coventry students in extracurricular activities during and after school hours in the middle and high schools. It also endorses and encourages the participation of Coventry students in the Connecticut Interscholastic Athletic Conference to provide for an organized program of interscholastic athletics.

To participate in extracurricular/athletic activities, a student must satisfy the following requirements:

1. Not more than one course with a grade below 65%
2. If a student has one failing grade, all courses averaged together must be at least 70%
3. Additionally, the student must be a good school citizen and a worthy representative of Coventry Public Schools. Repeated infractions of school rules, poor attendance or other evidence of poor citizenship will, as determined by the building principal, will render a student ineligible.

Note: To be eligible for fall sports a student must have received credit toward graduation at the close of the preceding school year in at least five (5) credits of work or its equivalent.

No middle/high school student will be allowed to participate in an interscholastic athletic or extracurricular activity during any quarter marking period immediately following a quarter marking period in which the student has not met the above requirements.

Middle school and high school administrators working with athletic directors, coaches, and teachers will develop appropriate support systems to identify and assist student participants who are experiencing academic difficulties that may affect continuing eligibility.

Each high school interscholastic athletic player must have an updated physical and/or health history certificate on file with the school nurse in order to participate in interscholastic athletics.

Attendance at school for at least four hours is mandatory on days of games and practice. If students are going to miss practice for any reason they should notify the coach or athletic director.



## **B. Awards**

Award ceremonies are held after each season. Sequence of Awards:

1. Participation Certificate- Awarded to all Varsity and Junior Varsity athletes who have participated in good standing.
2. Numerals- Awarded to all first time athletes who have successfully completed the season. Numerals will indicate the year of graduation.
3. Letters- Awarded to only those athletes deserving of a major varsity letter. Each coach will determine criteria for achievement of a letter. Only one letter will be issued per athlete.
4. Sports Symbol- (i.e. soccer ball, basketball, etc.). Since the athletes will receive one varsity letter throughout their athletic career, each cloth symbol will indicate each varsity team the athlete has represented.
5. Service Bar - A Service Bar will be awarded to each athlete after successful completion of 2nd, 3rd or 4th year in competition, in each specific sport. Varsity only.
6. Star- Awarded to the Captain(s) of each Varsity team.

## **C. Conduct During Games and Practices**

Student athletes are visible representatives of both the school and the town. Student athletes must conduct themselves in an appropriate manner. Any behavior that reflects negatively on Coventry High School will be referred to the school administration for disciplinary action.

## **D. Inclement Weather**

Cancellations made during the school day will be announced over the school's PA. After school hours, students should contact their coach or listen to WTIC, WILI, WKSS, or WWYZ radio stations, or watch Channels 3, 8 or 30 for information. In addition to the above, Coventry Public Schools provides an all call service to all families in the system regarding cancellations, late openings and early closings via email, text or phone call. In the event of a school closing all after school athletics and activities are canceled.

## **E. Schedules**

Athletic schedules may be picked up in the main office any school day.

## **F. Student Responsibilities**

1. Submit completed medical examination form. Call 1-877-CT-HUSKY to learn about affordable health insurance.
2. Submit completed permission slip and sports candidate questionnaire to coach. Unless these documents are submitted, you may not participate.

## **G. Transportation**

Misconduct on the bus is always reported to the administration for further action.

## **H. Uniforms**

All uniforms are property of Coventry High School. Student-athletes are responsible for returning uniforms cleaned, and in proper condition. Failure to do so will result in additional cost and/or withholding of report cards and credit. Student-athletes who have not handed in their uniform will be ineligible for awards and participation in the following season.

## **ATTENDANCE POLICIES**

### **A. Absence Verification**

Student attendance is required by law (Connecticut Statute 10-184). Absences and late arrivals become part of the student's permanent record. The late arrivals will constitute an absence and be reported to administration. When students are absent, they must have their parent or guardian call (860) 742-7346 and press 1 to verify the absence. Absences not verified by phone (or with a note within 24 hours) will be unexcused. Students with verified absences should request the opportunity to make up work. Teachers determine the time limit for make-up work.

### **B. Early Dismissals**

All students are expected to be in school until the end of the school day (2:20 pm). Any student who leaves before the end of the school day without permission will face disciplinary action. The only acceptable reason for early dismissal will be a doctor appointment, court appointment or family obligation. Should a student need to leave school early for a doctor appointment, court appointment or family obligation, they are required to present the reason for the dismissal to the office and receive an early dismissal pass. The dismissal will be considered excused if the student returns with proof of a doctor or court appointment, or a parent calls in confirming a family obligation (no parent notes will be accepted). Students are expected to sign-out in the office when they leave and sign back in immediately upon return. Dismissals and transportation must be approved by parents.

*Students must attend school for a minimum of four (4) hours to participate in or attend after school activities.*

### **C. Health Room Dismissals**

If students are unable to continue attending classes due to illness, they must report to the nurse. Only parents/guardians or an approved adult will be summoned to pick a student up if the school nurse determines that the nature of the illness does not permit the student from completing the school day. Students are not permitted to drive themselves home when a health condition exists. Students may not leave without permission.

### **D. Re-entering school**

If you have left school for any length of time, you must petition the Superintendent of schools to gain readmission (School Board Policy#5119). Call the office of the Superintendent, Dr. Petrone, to make an appointment at (860) 742-7317.

### **E. Tardiness**

Excused Tardy, lateness to class with a legitimate reason and a pass: The following are acceptable reasons for being tardy to school or class. A note from a parent/guardian with a specified arrival time and the reason for being tardy is required.

1. personal illness
2. appointment with a health or legal professional
3. family emergency
4. late bus

Please note that tardiness will not be excused for oversleeping, unverified transportation problems, etc.

Repeated tardiness in a semester may result in disciplinary action.

Unexcused Tardy: lateness to class without a legitimate reason. Three unexcused tardy entries is equivalent to one unexcused absence. Teachers should assign teacher detention after the first and second occurrence in a semester. Teachers will refer students for an office detention on the third occurrence per semester.

## **F. Withdrawal From School**

If you are moving to another school district or leaving school for other reasons, you should ask your school counselor to explain the withdrawal procedures to you.

## **CLUBS & ORGANIZATIONS**

Only those clubs having a faculty advisor will be permitted to meet. Treasurers of clubs and organizations may use the school's activity account providing that:

5. Permission is granted by the advisor.
6. Requests and purchases are paid through the activity fund only.
7. All dues and revenues are placed in the activity fund.
8. All purchases are made by the club, not the school.
9. All purchases are approved by the club advisor in writing.

## **CO-CURRICULAR ACTIVITIES**

Co-curricular activities are organized school-sanctioned activities that take place out of the classroom or after school hours. Each co-curricular event must have the approval of the principal and a faculty advisor must be present.

### **A. Academic Eligibility**

1. The Board of Education recognizes the value of extracurricular activities for high school students and the integral role that these activities play in public school education. It therefore encourages the participation of Coventry students in extracurricular activities during and after school hours.
2. Attendance in school, or attendance at a school approved activity, for at least four (4) hours, is mandatory for participants and spectators on days of games, practices, performances, and rehearsals.
3. Participation in extracurricular activities in the high school will be contingent upon the individual student's performance in the classroom. Refer to Athletics, Attendance and Eligibility for a description of eligibility requirements.

If you are going to miss practice or rehearsal for any reason, contact your coach, advisor, or call the school.

### **B. Requirements for Participation in Co-curricular Activities**

Participation in Coventry High School's co-curricular activities program is considered a privilege, not a right. Participants in co-curricular activities are acting as representatives of the school and the community. As such, the participants are expected to maintain high standards of academic performance and social behavior. Students scheduled to serve teacher or office detention are required to do so and may not participate in any activity until the detention is served.

### **C. Student Conduct Eligibility**

1. To participate in co-curricular and extracurricular activities a student must conform to the Coventry Public Schools student drug and alcohol policy at all times (Bd. Of Ed. Policy 5131.6B).
2. Students participating in extracurricular activities in the high school must display good school citizenship and conduct throughout the school year. Students will be excluded from an activity that falls within the period of suspension or at the discretion of administration.
3. Individual coaches or advisors may add additional requirements for participation.

School Colors – Kelly Green, Gold, and White  
School Mascot – Patriot

## **DAILY PROCEDURES**

Listed below are some helpful procedures which will assist students in adapting to the daily routine at Coventry High School:

### **A. Cafeteria**

Freshmen, sophomores and juniors must eat their lunch in the school cafeteria during the assigned lunch wave. Seniors may eat at the tables in front of the Lecture Hall or at one of the picnic tables outside in front of the cafeteria. Students are asked to clear their table and throw out all garbage when tables are dismissed by the lunch monitors. Students should not leave the cafeteria until instructed to do so by the lunch monitors at the end of the lunch wave.

### **B. Classroom Food Policy**

In the interests of creating a safe allergen-free environment, consuming food anywhere in the building, other than the cafeteria, senior benches, picnic tables in front of the cafeteria, Tutoring Center or Family and Consumer Sciences foods rooms, is not authorized for students. The use of foods to support instructional objectives in the classroom may be authorized with permission from the Coventry High School administration in consultation with the school nurse. Consumption of bottled water is the only exception to this policy. Bottled water may be carried by students and consumed anywhere in the building.

### **C. Late Buses**

Late buses will pick up high school students every Tuesday and Thursday throughout the school year in front of the high school at 4:00 pm. Students must have a pass signed by an administrator or faculty member in order to ride the late bus.

Students waiting for the late bus, who are not under the direct supervision of a teacher, librarian, coach or administrator, should wait in the high school cafeteria. No students should be roaming the building without supervision after 2:30 pm.

### **D. Lockers**

Lockers are made available for student use. All locks are the property of Coventry High School. Coventry High School is not responsible for lost property. Lockers may not be used to store items which cause, or which could reasonably be foreseen to cause, an interference with the school climate, any educational function or which are forbidden by civil law or school rules. The school administration retains the right to inspect lockers to ensure that the locker is in accordance with its intended purpose, and remove contraband. Lockers may also be inspected to eliminate hazards to health and safety, attempt to locate lost or stolen items and to prevent the use of lockers to store prohibited or dangerous items. Lockers should be kept reasonably neat and will be checked for this purpose. Lockers should not contain graffiti or inappropriate messages and pictures. Lockers will be cleaned and checked as needed.

### **E. Passes**

Students moving through the halls during class time must have a properly signed pass from a staff member. Seniors are allowed to travel between senior benches and the library without a pass.

### **F. Posters**

Posters are displayed in designated areas with the signed approval of the school administrators. Posters must be inspected and initialed by administrators before they are displayed. They must be posted only in a designated bulletin board area. They must be removed within 24 hours following the event.

## **G. Visitors**

Students are not permitted to have visitors on school grounds during the academic day unless permission is granted by the administration.

## **H. After School Activity**

Students are not to be in the building after school unless participating in a supervised activity.

## **I. Medications**

We are required by Connecticut State Statutes (*Sec. 10-212 A&B, Connecticut State Department of Education and Health*) to have a physician's written order for a nurse to give your child medication during the school day. In order for the school nurse to give your child medication (prescription or non-prescription), we ask for your cooperation in following the procedures outlined below:

1. Your doctor must give the school nurse written permission to administer the medication.
2. The doctor must specify the name and the dosage of the medication.
3. Written permission must include the time(s) during the day when the medication is to be administered as well as the period of time (e.g. days, weeks, or months) during which the medication is to be administered. No medication will be given without this written authorization. All medications must be brought to school by a parent or other responsible adult. They must also be picked up from school at the end of the school year by a parent or other responsible adult. Students are not allowed to bring medication to school. A form entitled Authorization for the Administration of Medicines by School Personnel is available from the school nurse.

NOTE: The school nurse will instruct your student's teacher on how and when to administer medication on a field experience. Injectable medications (e.g. Epi-pen) may be administered by the principal or teacher only to a student with a medically diagnosed allergic condition that requires prompt treatment to protect the student from serious harm or death.

## **DETENTIONS**

Students are assigned detentions from individual teachers for a variety of reasons. Usually, the student must stay the day following the infraction in the teacher's classroom. Teacher will determine the length of detention.

## **FIELD TRIPS**

Throughout the school year, teachers will plan and conduct field trips in order to provide their students with enrichment experiences to supplement the normal classroom work. Such trips require a substantial commitment from each participant both in time and money, so only students who are seriously interested in working to achieve the goals of each particular field trip should plan to participate. A properly filled out field trip permission form must be submitted prior to leaving the school. Deadlines for submission (usually no later than 2 days prior to the trip) are set for each trip. Forms not submitted in time eliminate the student's eligibility to attend the field trip. No phone permission can be accepted. The following paragraphs outline student and chaperone responsibilities and the student-parent permission slip; please read them carefully.

### **A. Conduct on Trip Itself**

1. While on field trips students are visible representatives of the Coventry High School community. As such, students are expected to conduct themselves as worthy ambassadors of Coventry High School. All school rules apply. In addition, students are expected to abide by the following:

2. A student must familiarize herself/himself with the details of an upcoming trip and make the decision to participate only if willing to abide by all rules and regulations of the school and to take part for reasons consistent with the objective of the field trip.
3. Students must agree to behave in a courteous mature manner toward all other people while on a field trip and must respect all personal property belonging to other people or to organizations, municipalities, or institutions while on the trip.
4. A student must be willing to participate in the educational experiences while on a trip and be ready to discuss, write about, or give an oral report of such experiences in class during the days that follow the trip.
5. A student must be ready and willing to meet all financial obligations expected of him/her on a field trip including all student-related damages.
6. All students must remain in the company of designated chaperones unless specifically excused by chaperone(s).
7. Students must respect all directions and schedules.
8. All students must be aware of the fact that they will be subject to local law as well as school regulations.
9. Failure to abide by school and field trip regulations and policies will result in disciplinary action, including possible loss of future field trip privileges.

#### **B. Requirements for Participation**

1. A student planning to go on a field trip must have demonstrated good school citizenship, have all their class work up to date with acceptable grades, must have any detentions made up, and cannot be on academic probation or any type of suspension.
2. Only those students currently enrolled in Coventry High School may go on the trips.
3. To assure the academic integrity of out-of-school trips, the following procedure must be followed by teachers when they object to the participation of individual students who are experiencing academic or social problems. The objecting teacher should approach the sponsoring teacher and discuss their objection and attempt to come to an understanding relative to including or excluding the student in question. If no agreement can be reached, then both teachers submit a written brief to the principal, who will decide whether or not the student in question will participate in the field trip. The decision of the principal is final. In the event that a last minute opening occurs and the sponsoring teacher finds a replacement, the replacement student must bring written permission from each of his/her teachers to the sponsor. If such permission is granted, the sponsoring teacher must make sure that the replacement student's name is added to the daily attendance sheet so other faculty members can be notified. Any student's name that is dropped from a field trip list after the original field trip participant list has been distributed, must be reported for deletion to the principal's secretary by the sponsoring teacher.

### **SCHOOL COUNSELING DEPARTMENT & SUPPORT SERVICES**

School Counseling Department Policy & Procedure School Counselors are certified professional counselors who must hold a master's degree and have specialized training in academic, career and personal/social counseling, and whose primary focus is the developmental needs of all students. School counseling services and programs help students resolve emotional, social or behavioral problems and help them develop a clearer focus or sense of direction. Effective school counseling programs are important to the school climate and a crucial element in improving student's achievement. The school counselor contributes to the personal growth and intellectual development of young people through:

1. A school counseling curriculum is the means by which school counselors promote the healthy development and growth of all students. The curriculum provides developmental and sequential lessons and activities in classroom and/or group setting, which address student development in academic, career and personal/social domains;

2. Individual planning consists of activities that focus on assisting each student to develop, analyze and evaluate his or her education, career and personal goals and plans. Functions of the counselor in this component include individual advisement, placement and appraisal. The lessons and activities in the school counseling curriculum support individual student planning by teaching the necessary skills for self-awareness, goal setting, decision making and career exploration;
3. Responsive services consist of strategies and interventions that school counselors use to address student problems that prevent student success in academic, career and personal/social development. School counselors identify barriers to academic success and acknowledge the challenges through individual and group counseling, consultation, crisis intervention as appropriate and referrals as needed;
4. Program management which includes activities that establish, maintain and enhance the total comprehensive school counseling program including participation in both the Student Assistance and the Planning and Placement Teams.
5. Collaboration within and outside the school community focuses on services to students through follow-up studies; school and community orientation to the comprehensive school counseling program; leadership to school and district-based committees on student needs and resources; consulting with teachers, school administrator and parents regarding student needs; and collaborative and advocacy efforts within the school and community agencies.

The School Counseling Department is adjacent to the main office. Students are assigned to a school counselor upon entering ninth grade, and will be assigned by alphabet to the same school counselor for their four years of high school. Students are encouraged to schedule appointments with their school counselor throughout the year for many reasons including, but not limited to, the following:

- Counseling
- Educational and vocational planning
- Program adjustments
- College planning
- Graduation requirements

#### **A. School Choice**

Parents and students are encouraged to explore other educational opportunities that are offered in the school district locally and regionally. These options may include magnet, charter, lighthouse and vocational-technical schools; Open Choice and inter-district programs; and vocational agriculture centers. Contact the Guidance Department for further information on these School Choice options.

#### **B. Student Assistance Team**

The Coventry High School Student Assistance Team consists of administrators, counselors, the school nurse, teachers, and pupil services specialists who work together to address the needs of regular education students who may be experiencing personal, family, social, or school difficulties. Referrals to the team may be made by individual students, parents, or school staff members. Students and parents are encouraged to contact a guidance counselor if help is needed.

#### **C. Working Papers**

Students needing working papers should go to the CHS office for the necessary forms and bring proof of employment and a birth certificate or driver's license.

## **SAFETY DRILLS**

## **A. Fire Drills**

Study the fire drill procedure in each of your classrooms. If instructions are not available, ask your teacher what the class does in case of a fire drill. During a fire drill, students walk toward the appropriate exit single file in silence. Students will report to assigned areas 50 yards from the building for roll call. Complete silence during building evacuation will allow your teacher or rescue personnel to give directions which may save your life. Always assume a fire alarm means "the real thing." Volunteer firemen will assume safety marshal positions around the building upon request.

## **B. Lock Down Drills**

Lock down procedures are printed and available in every classroom. Lock down procedures vary from those requiring students simply remain in place and out of the hallways to remain safe (some weather events or building related issues) to those where all students and staff are to be secure, invisible and silent (in the event of a potentially violent intruder). Lock down drills are held three times annually and may be held in place of a fire drill in a given month.

# **MISCELLANEOUS**

## **A. Accreditation**

Coventry High School is accredited by the New England Association of Schools and Colleges, one of the six regional accrediting agencies in the United States. Accreditation means Coventry High School meets NEASC standards in providing appropriate programs to meet student needs; quality of curriculum, quality of guidance and special services; quality of library/educational media services; quality of student activities; quality of staff and administration; and the quality of the facilities.

The school is required to be evaluated according to the above standards by a team of teachers from other schools, school boards and the State Department of Education. Coventry High School was evaluated in March of 2016.

## **B. PTO/Parent Advisory Council**

The Parent Club/High School Advisory Council meets monthly in the LMC. The Parents Club maintains communication between parents and school employees and supports many student-centered activities throughout the year. The Parents Club is open to any parents/guardians of Coventry High School students. Parents/guardians are strongly encouraged to join the Parents Club and stay informed about school events. Contact the high school principal for more information about the Parents Club.

## **C. Athletics Advisory Council**

Purpose: The purpose of the Athletic Advisory Council is to integrate all interscholastic athletics of the middle and high schools within the total educational program of the school and into the community.

Goals:

1. Review and evaluate all current athletic policies and procedures.
2. Acquire information and recommend new policies or procedures to improve the quality of the athletic program.
3. Establish objectives for the improvement of the athletic program.
4. Serve as a sounding board for coaches, parents, athletes, and the community with any concerns or recommendations concerning the athletic program.
5. The Athletic Advisory Council will meet 3 times a year (fall, winter, spring) or as requested by the Athletic Director.



## **D. Scholarships**

Scholarships, including those generated from Coventry Foundation Dollars for Scholars, are available to the seniors. Please listen to the daily announcements and consult a guidance counselor for further information. Students who receive scholarships are expected to attend the evening event and reception, held in late May or early June.

## **SCHOOL DANCES**

Groups desiring to sponsor a school dance must secure the approval of the principal and Student Council one month in advance. Two days before, faculty advisors must provide to the administration in writing the names of at least six chaperones. A police officer will be required at the discretion of the administration. All chaperones must be present at the beginning and for the duration of the activity. Decorating and clean-up must be supervised also. Host organizations will be responsible for any damages incurred unless guilty party or parties are found.

All school rules apply to dances. Smoking is not permitted on any school property or in sight of school grounds. The use of alcohol or drugs is absolutely prohibited. Any student exhibiting characteristics of being under the influence will be barred admission and necessary disciplinary actions will be taken. Students/guests who leave building/grounds without specific permission will not be permitted to re-enter. Students absent during the school day may not attend school-sponsored functions. Any student on suspension or owing detentions may not attend school dances.

Students must wear proper attire adhering to the dress code. Dances at Coventry High School are open to current Coventry High School students ONLY. During their junior and senior year, a student may bring one guest under the age of 21 to their prom. Any student bringing a guest must have a completed and signed guest permission form to the office by the date designated on the form. Students and guests must arrive together.

## **SPECIAL PRIVILEGES**

### **A. Driving Privileges**

Driving to school is a privilege. Students who drive to school must have their parent/guardian complete a "Student Parking" form which may be found in their PowerSchool account (Forms/Student Parking). Students may not go to their car during the school day unless they receive a pass from the office. Students who leave without permission may lose their driving/parking privileges. Students who misuse, give away, or fail to regularly use their parking space, will lose their space. Permission to drive may be revoked at any time. Any unauthorized vehicles parked on the school grounds may be ticketed or towed away at the owner's expense.

### **B. Midterm and Final Exam Exemptions**

Exemption for seniors from mid-term and final exams is at the discretion of the classroom teacher. A senior with an average class grade of at least 85 or better may be exempt from midterm and/or final exam.

### **C. Senior Privileges**

Senior privileges will be granted at the start of the first quarter to those seniors who are in good academic standing for the fourth quarter of their junior year. Eligibility will be reviewed again at the start of each quarter for those students who are in good academic standing for the prior quarter. Senior privilege grants the following privileges:

1. Seniors on senior privilege are exempt from study halls. During study hall time seniors on senior privilege may sit at the senior benches, in the cafeteria, on the benches in front of the cafeteria or in the library. Seniors

- may not be in any other part of the building without express permission and a pass from a staff member.
2. If a senior on senior privilege has a study hall that meets during the first block of the day they may arrive at the end of the study hall without proof of a doctor appointment, court appointment or family obligation. It is the senior's responsibility to sign in at the office upon arrival.
  3. If a senior on senior privilege has a study hall that meets at the end of the day they may leave during that study hall without proof of a doctor appointment, court appointment or family obligation. It is the senior's responsibility to sign out at the office upon departure.
- Administration reserves the right to revoke senior privilege to individuals or the class at large if violations or abuses of senior privilege are discovered.

### **STUDENT COUNCIL**

The Student Council, made up of homeroom representatives and elected class officers, serves as a clearing house for the expression of student opinion and is an instrument for democratic self-government. The council plans social and civic events and assists at school functions. The Council advises the Board of Education in their policy-making role. The Council appreciates any suggestions or reactions to anything pertaining to the high school. Student Council Officers will meet during enrichment. General meetings will be held during an extended lunch period and sometimes after school.

### **VOLUNTEER FIRE PERSONS**

All volunteers will be notified by the office if they are needed during a school day. Volunteers may not leave on their own. Volunteers will also serve as safety officers during fire drills. If you are interested in becoming a volunteer fire person, contact the chief of either the North Coventry Fire Association or the South Coventry Fire Association.

**MAP OF COVENTRY HIGH SCHOOL**



**COVENTRY HIGH SCHOOL DAILY SCHEDULE**

<b><u>Class Times</u></b>	<b><u>Monday</u></b>
<b><u>Period 1</u></b> 7:40 a.m. – 8:21 a.m. (41 min.)	A
<b><u>Period 2</u></b> 8:25 a.m. – 9:05 a.m. (40 min.)	B
<b><u>Period 3</u></b> 9:09 a.m. – 9:49 a.m. (40 min.)	C
<b><u>Period 4</u></b> 9:53 a.m. – 10:33 a.m. (40 min.)	D
<b><u>Period 5</u></b> 10:37 a.m. – 12:07 p.m. (90 min.)	E  Class = 60 min.  Lunch = 30 min.
<b><u>Period 6</u></b> 12:11 p.m. – 12:51 p.m. (40 min.)	F
<b><u>Period 7</u></b> 12:55 p.m. – 1:35p.m. (40 min.)	G
<b><u>Period 8</u></b> 1:39 p.m. – 2:20 p.m. (41 min.)	H

<b><u>Class Times</u></b> Tuesday - Friday	<b><u>Tuesday</u></b>	<b><u>Wednesday</u></b>	<b><u>Thursday</u></b>	<b><u>Friday</u></b>
<b><u>Period 1</u></b> 7:40 a.m. – 8:37 a.m. (57 min.)	E	C	A	G
Morning Show <b><u>Period 2</u></b> 8:41 a.m. – 9:42 a.m. (61 min.)	F	D	B	H
<b><u>Period 3</u></b> 9:46 a.m. – 10:43 a.m. (57 min.)	G	E	C	A
<b><u>Period 4</u></b> 10:47 a.m. – 12:17 p.m. (90 min.)	H  Class = 60 min. Lunch = 30 min.	F	D	B
<b><u>Period 5</u></b> 12:20 p.m. – 1:18 p.m. (58 min.)	A	G	E	C
<b><u>Period 6</u></b> 1:22 p.m. – 2:20 p.m. (58 min.)	B	H	F	D
	No C & D	No A & B	No G & H	No E & F



# **Coventry Academy Student Handbook**

## **Coventry Public Schools Mission**

Coventry Public Schools will prepare every student for life, learning, and work in the 20<sup>th</sup> century.

## **Coventry Academy Mission Statement**

Coventry Academy is a collaboration of the individual, the family, the school and the community. Its mission is to instill the academic, social, and emotional skills necessary to maximize each individual's potential for a successful transition toward adult independence.

Coventry Academy is an alternative learning environment that provides educational opportunities for those students who are challenged to succeed in a traditional high school setting. Core courses are selected to meet the specific needs of Academy students from one year to the next. These courses are aligned with the Connecticut Core Standards and core courses taught at Coventry High School. With administrative approval, students may take classes at Coventry High School.

Coventry Academy's programming has been developed using the Connecticut State Department of Education Guidelines for Alternative Education Settings Best Practices for Program Implementation. The Best Practices include quality staffing, administrator oversight, appropriate facilities, as well as Curriculum, Instruction, and Assessment aligned with Connecticut Core Standards, Vocational/Technical/Career services, Personal/Social/Life Skills to meet the needs of the whole child, and Community/Social Services to encourage collaboration with community.

## **Coventry Academy Staffing and Supports**

Coventry Academy staff have chosen to work in this alternative school. There are currently three certified teachers, one of whom is certified in special education. The Coventry High School social worker provides additional support services. High school counselors continue to support their students who transition to Coventry Academy. Finally, the Academy Team is supported by the high school administration and the Director of Pupil and Staff Support Services.

## **Coventry Academy Entrance**

The student referral process occurs through Coventry High School's Student Assistance Team (SAT), Planning and Placement Team (PPT), and/or 504 meeting process. When a team believes and provides supporting quantitative and qualitative data that a student may require the support provided by education at Coventry Academy, contact must be made to the CHS Principal and PSSS Director. CHS Principal and PSSS Director will meet in January, March, and May to review students whose data suggests they might be considered for Coventry Academy placement. The entrance decision will include a full review of program expectations with the student and his or her parents/guardian.

# Coventry Public Schools Portrait of the Graduate

Our graduates are empowered learners who have the knowledge, skills, and habits of mind to thrive as members of a complex society.

## Portrait of the Graduate Competencies

### Critical Thinker

- Solves problems
- Reasons effectively
- Makes evidence based decisions
- Analyzes and evaluates outcomes
- Is an inquisitive learner

### Engaged Collaborator

- Gives and receives respectful feedback
- Is flexible and adaptable
- Shares leadership and takes initiative
- Is invested in the group outcome
- Encourages and values diverse perspectives

### Effective Communicator

- Is articulate and knowledgeable in all forms of communication
- Demonstrates skill in different modalities
- Listens actively and responsively
- Shows awareness of purpose and audience

### Empowered Citizen

- Embraces diversity and individuality
- Seeks cultural understanding
- Engages in the community
- Is civic minded and informed
- Shows empathy for others
- Advocates for self and others
- Demonstrates integrity and ethical behavior

### Authentic Innovator

- Understands, perseveres, and adapts to real-world challenges
- Exhibits creativity, originality and ingenuity
- Promotes divergent perspectives
- Demonstrates resilience and views failure as a learning opportunity
- Applies a deliberate and thoughtful design process
- Reflects, self-critiques, and self-regulates



# **Academic Requirements**

## **Academic Probation**

Any student on academic probation is ineligible for extra-curricular activities. Students will be placed on academic probation if they receive more than one failing grade for the marking term. In addition, students with one failing grade for the marking term must have at least a 70% in all courses averaged together, to avoid being placed on academic probation. Students on academic probation should not request early dismissals, except in an emergency. Student's probationary status will be reviewed when report cards are processed at the end of each quarter.

## **Athletics and Extracurricular Activities**

Students have access to participate in extracurricular activities, including sports and other team and/or individual activities at Coventry High School. Coventry Academy staff work with athletic directors, coaches, and teachers to develop appropriate support systems to identify and assist student participants who are experiencing academic difficulties that may affect continuing eligibility. Academy students will not be allowed to participate in an interscholastic athletic or extracurricular activity during any quarter marking period immediately following a quarter marking period in which the student has not met the above requirements.

To participate in extracurricular/athletic activities, a student must satisfy the following requirements:

1. Not more than one course with a grade below 65%
2. If a student has one failing grade, all courses averaged together must be at least 70%
3. Additionally, the student must be a good school citizen and a worthy representative of Coventry Public Schools. Repeated infractions of school rules, poor attendance or other evidence of poor citizenship will, as determined by the building principal, render a student ineligible.

Each high school interscholastic athletic player must have an updated physical and/or health history certificate on file with the school nurse in order to participate in interscholastic athletics.

Attendance at school for at least four hours is mandatory on days of games and practice. If students are going to miss practice for any reason they should notify the coach or athletic director.

## **Coventry Academy Graduation Requirements**

A Coventry Academy student is eligible for graduation upon the successful completion of the requirements leading to the award of a diploma. These requirements include successful completion of a minimum of 25 credits to meet the course distribution requirement, completion of an electronic Portfolio which adheres to school rubrics and represents a student's academic achievement/growth, and a community service component.

## **Credit Requirements**

To graduate from Coventry Academy a student will need a minimum of 25 credits. For adequate progress toward graduation the following minimum credits should be earned at the end of each year: grade 9 – 6 credits, grade 10 – 12 credits, grade 11 – 18 credits. Students must carry at least 6.5 credits per school year.

**Students graduating in 2024 and thereafter must receive credit in the following areas:**

<b>Humanities</b>	<b>9 total credits</b>
English	4 credits
Social Studies	3 credits
-including World History, US History & Civics	
Humanities Elective	2 credits
<b>Science, Technology, Engineering and Math (STEM)</b>	<b>9 total credits</b>
Math	4 credits
Science	3 credits
-including Biology	
Computer Science	.5 credit
STEM Electives	1.5 credits
-Family Consumer Science, Business, Technology, Math or Science	
<b>Physical Education</b>	<b>1 credit</b>
<b>Health Education</b>	<b>1 credit</b>
<b>World Language</b>	<b>1 credit</b>
<b>Senior Portfolio</b>	<b>1 credit</b>
<b>Electives in any subject</b>	<b>3 credits</b>
	<b>Total - 25 credits</b>

## **Grading System**

1. 65-100 Passing Grades – credit earned
2. 0-64 Failing Grades – no credit earned

Course grades are calculated taking into consideration:

- a. Active participation in class work, long term papers and projects, and performance assessments
- b. Tests & quizzes, including the mid-term & final examinations
- c. Homework
- d. Other teacher initiated assessments

## **Mid-quarter Warning Notices/Progress Reports**

Teachers send out mid-term notices to parents about academic progress. Students will receive notices if they are failing. Non-failing midterm notices are issued at the discretion of the classroom teacher.

# Attendance Policies

## Attendance

All students are expected to attend the Academy on a regular basis. Regular attendance at school is important to keep current with assignments, receive frequent adult assistance, practice appropriate social interactions, and participate in team activities to be well prepared for future citizenship, employment, and education.

## Absence Verification

Student attendance is required by law (Connecticut Statute 10-184). Absences and late arrivals become part of the student's permanent record. The late arrivals will constitute an absence and be reported to administration. When students are absent, their parent/ guardian is expected to call (860) 742-3532 to verify their absence. Absences not verified by phone (or with a note within 24 hours) will be unexcused. ***Students must attend school for 4 hours to be considered present for the day.***

## Early Dismissals

All Coventry Academy students are expected to follow the daily schedule. Any student leaving prior to the end of the school day must have "Permission to Leave Early Request" form completed and signed, permission from Coventry Academy staff, and sign out when they leave. The only acceptable reason for early dismissal will be a doctor appointment, court appointment or family obligation. The dismissal will be considered excused if the student returns with proof of a doctor or court appointment, or a parent calls in confirming a family obligation (no parent notes will be accepted). Students are expected to sign-out when they leave and sign back in immediately upon return. Dismissals and transportation must be approved by parents.

## Health Room Dismissals

If students are unable to continue attending classes due to illness, they must report to the nurse. Only parents/guardians or an approved adult will be summoned to pick a student up if the school nurse determines that the nature of the illness does not permit the student from completing the school day. Students are not permitted to drive themselves home when a health condition exists. Students may not leave without permission.

## Loss of Credit (Unexcused & Excused Absences)

In order to earn credit for any course at Coventry Academy a student must have a passing grade.

Unexcused absences may result in no participation credit for that day. It is the students' and parents' responsibility to be aware of and monitor attendance. Students and parents will be notified of attendance totals on each report card. Students and parents will also be notified of absences according to the District Attendance Protocols aligned with the BOE Policy 5144. Students and parents may check absence, tardy and early dismissal totals at any time during the year by phoning the School Counseling Office at 742-7346, Ext. 4160.

## Tardiness

The following are acceptable reasons for being tardy to school or class. A note from a parent/guardian with a specified arrival time and the reason for being tardy is required.

1. personal illness
2. appointment with a health or legal professional
3. family emergency
4. late bus

Please note that tardiness will not be excused for oversleeping, unverified transportation problems, etc. Repeated tardiness in a semester may result in loss of credit.

## Withdrawal From School

If you are moving to another school district or leaving school for other reasons, you should ask your school counselor to explain the withdrawal procedures to you.

# Daily Procedures

## Inclement Weather Decisions

Announcements regarding closings, delayed openings, or unplanned early releases will be made via our automated phone calling system. In addition to broadcasting on various TV and radio stations, all student home phone numbers will be phoned. Announcements will be posted on the district website as well:

<https://www.coventrypublicschools.org/>

Please see below for specific hours related to delayed openings or early releases.

	Start Time	Dismissal
Regular day	7:40 a.m.	2:20 p.m.
Two Hour delay	9:40 a.m.	2:20 p.m.
Three Hour delay	10:40 a.m.	2:20 p.m.
Early Release day	7:40 a.m.	11:00 a.m.

## Credit Recovery Program - Imagine Edgenuity

Under certain circumstances and for specified courses a student may be eligible to “recover” credit lost due to absences or failure (within a given range). The courses are delivered on line and are self-paced. Students recovering credit in this way must sign a contract stipulating their understanding and willingness to comply with the expectations of the program. Should they fail to do so, their “seat” will be given to other students waiting for an opportunity to recover credit.

## Education Supplies

All educational supplies, including technology devices, are loaned for the school year and should be properly cared for and returned to teachers when the course is completed. Students are required to pay for lost, stolen or damaged materials.

***Note: Student chromebooks do not leave the premises of the school; they are to remain at Coventry Academy at all times.***

## **Field Trips**

Throughout the school year, teachers may plan and conduct field trips in order to provide their students with enrichment experiences to supplement the normal classroom work. Such trips require a substantial commitment from each participant both in time and money, so only students who are seriously interested in working to achieve the goals of each particular field trip should plan to participate. A properly filled out permission form must be submitted prior to leaving the school. Deadlines for submission (usually no later than 2 days prior to the trip) are set for each trip. Forms not submitted in time eliminate the student's eligibility to attend the field trip. No phone permission can be accepted. The following paragraphs outline student and chaperone responsibilities and the student-parent permission slip; please read them carefully.

### **Requirements for Participation**

1. A student planning to go on a field trip must have demonstrated good school citizenship, have all their class work up to date with acceptable grades, must have any detentions made up, and cannot be on academic probation or any type of suspension.
2. Only those students currently enrolled in Coventry Academy may participate on field trips.

## **Fire Drills/Lock Down Drills**

During a fire drill, students walk toward the appropriate exit single file in silence. Students will report to assigned areas 50 yards from the building for roll call. Complete silence during building evacuation allows teachers or rescue personnel to give directions.

Lock down procedures are printed and available in every classroom. Lock down procedures vary from those requiring students to simply remain in place to those where all students and staff are to be secure, invisible and silent (in the event of a potentially violent intruder). Lock down drills are held three times annually and may be held in place of a fire drill in a given month.

## **Food/Beverage Policy**

Students at Coventry Academy have the opportunity to purchase breakfast and lunch through Coventry High School cafeteria. Students from households whose income is at or below the levels set by the federal government may be eligible for either free or reduced-price meals. To apply, please contact your student's school.

All lunches will include a fruit, a vegetable, and a carton of milk. Breakfast will include pastry, fruit and/or juice, and a carton of milk. Any food or beverage brought into the Coventry Academy from the outside will need to be consumed at the appropriate times indicated by Coventry Academy staff. It is the responsibility of all students to maintain a clean environment, throw away all food waste into designated receptacles, and clean up after themselves.

## **Lockers**

Lockers are made available for student use. All locks are the property of Coventry Academy. Coventry Academy is not responsible for lost property. Lockers may not be used to store items which cause, or which could reasonably be foreseen to cause, an interference with the school climate, any educational function or which are forbidden by civil law or school rules. The school administration retains the right to inspect lockers

to ensure that the locker is in accordance with its intended purpose, and remove contraband. Lockers may also be inspected to eliminate hazards to health and safety, attempt to locate lost or stolen items and to prevent the use of lockers to store prohibited or dangerous items. Lockers should be kept reasonably neat and will be checked for this purpose. Lockers should not contain graffiti or inappropriate messages and pictures. Lockers will be cleaned and checked as needed.

## **Medications**

We are required by Connecticut State Statutes (Sec. 10-212 A&B, Connecticut State Department of Education and Health) to have a physician's written order for a nurse to give your child medication during the school day. In order for the school nurse to give your child medication (prescription or non-prescription), we ask for your cooperation in following the procedures outlined below:

1. Your doctor must give the school nurse written permission to administer the medication.
2. The doctor must specify the name and the dosage of the medication.
3. Written permission must include the time(s) during the day when the medication is to be administered as well as the period of time (e.g. days, weeks, or months) during which the medication is to be administered.

No medication will be given without this authorization. All medications must be brought to the school by a parent or other responsible adult. They must also be picked up from school at the end of the school year by a parent or other responsible adult. Students are not allowed to bring medication to school. A form entitled **Authorization for the Administration of Medicines by School Personnel** is available from the school nurse.

NOTE: The school nurse will instruct your student's teacher on how and when to administer medication on a field experience. Injectable medications (e.g. Epi-pen) may be administered by the principal or teacher only to a student with a medically diagnosed allergic condition that requires prompt treatment to protect the student from serious harm or death.

## **Safety Concerns/Rules**

- Students must enter and exit through designated doors: the front door for entrance/exit to/from Coventry High School, the back door during breaks. Other doors are not to be opened during class or breaks.
- Students are to stay out of the kitchen area except during breakfast and lunch or when given specific permission.

## **Student Assistance Team**

The Coventry Academy Student Assistance Team consists of administrators, counselors, teacher and pupil service specialists who work together to address the needs of Coventry Academy students who may be experiencing personal, family, social or school difficulties. Referrals to the team may be made by individual students, parents, or school staff members. Students and parents are encouraged to contact a school counselor if help is needed. The Academy Team and/or parents/guardians may request parent meetings, PPTs or 504s to review a student's progress in the program.

## **Schedule**

Schedules align with Coventry High School's rotating schedule to enable students to access electives at the high school. Participation in vocational opportunities may result in additional variation to individual student's schedules.

Students who have been approved to take courses at Coventry High School will have individualized schedules to ensure that they are able to earn all credits necessary per semester. Individual schedules will be designed with support by Coventry Academy staff, CHS guidance, and administration.

## **Standardized Tests**

All Juniors sit for the Scholastic Assessment Tests (SAT). The test will be provided for free on a specified school day during the spring. Test scores may be shared, with the students' permission, with admissions at selected colleges. The SAT may be taken additional times (either locally or at a neighboring high school) at student expense. Specifics about testing options and dates can be provided by the school counseling staff.

Preliminary Scholastic Assessment Test (PSAT) – The PSAT assesses many of the skills that are important for student success on the SAT. These scores are also used in determining National Merit Scholarships. The PSAT test is given to all sophomores and juniors at Coventry Academy and High School in October.

## **Visitors**

Students are not permitted to have visitors on school grounds during the academic day unless permission is granted by the administration.

## **Working Papers**

Students needing working papers should go to the Coventry High School office for the necessary forms and bring proof of employment and a birth certificate or driver's license.

# School Counseling Department & Support Services

School Counselors are certified professional counselors who must hold a master's degree and specialized training in academic, career and personal/social counseling, and whose primary focus is the developmental needs of all students. School counseling services and programs help students resolve emotional, social or behavioral problems and help them develop a clearer focus or sense of direction. The school counselor contributes to the personal growth and intellectual development of young people:

1. A school counseling curriculum provides developmental and sequential lessons and activities in the classroom and/or group setting, which address student development in academic, career and personal/social domains.
2. Individual planning consists of activities that focus on assisting each student to develop, analyze and evaluate his or her education, personal goals, and career plans. Individual student planning is supported by counselors teaching the necessary skills for self-awareness, goal setting, decision making and career exploration.
3. Responsive services consist of strategies and interventions that school counselors use to address student problems that prevent student success in academic, career, and personal/social development. Barriers to academic success are identified and addressed through individual and group counseling, consultation, crisis intervention as appropriate and referrals as needed.

The School Counseling Department is adjacent to the main office at Coventry High School. Students are assigned to a school counselor upon entering ninth grade and keep the same school counselor for their four years of high school. Students are encouraged to schedule appointments with their school counselor throughout the year for many reasons including, but not limited to, the following:

- Counseling
- Educational and vocational planning
- Program adjustments
- College planning
- Graduation requirements



# Coventry Academy Behavior Guidance and Protocols

2023 - 2024

Coventry Academy Team

<p><b>Coventry Academy Staff:</b> Lower in intensity, passive, non-threatening.</p>	<p><b>Administration:</b> More serious in intensity or significantly interferes with the safety and learning.</p>
<p><b>Level 1: Minor</b> <i>Dealt with by observing teacher/staff members using classroom strategies and restorative practices.</i></p> <p>Inappropriate language/profanity Violation of Acceptable Use Policy Disrespect for Authority (Non-verbal/Verbal) Noncompliance/Disrespect Throwing Objects Unexcused Tardiness to Class Misuse of Property/Equipment Work Avoidance</p>	<p><b>Level 3: Major</b> <i>Coventry High School Administration notified and behavior referral completed.</i></p> <p>Persistent infraction of level 1 &amp; 2 Continued Profanity (directed at staff) Slurs Concerning Race, Sex, Religion, Appearance Physical Aggression Threatening/Extortion Vandalism Uses, Distribution, or Selling of Tobacco Products Leaving school grounds w/o permission Initiating/Instigating a Fight Stealing Sexual Misconduct Trespassing</p>
<p><b>Level 2: Intermediate</b> <i>Dealt with by observing teacher/staff members using classroom strategies and restorative practices. Documentation required.</i></p> <p>Horseplay Excessive Tardies Continue Truancy Skipping Class/Leaving w/o Permission Misuse of Property/Equipment Continued Non Compliance/Disrespect Continued Misuse of Property/Equipment Continued work avoidance Cheating</p>	<p><b>Level 4: Extreme</b> <i>Administration notified and behavior referral completed. Possible involvement of outside resources</i></p> <p>Elevated infraction of level 3 Drug and Alcohol Sexual Harassment Vandalism Sexual Acts Possession of Weapons Fighting Bullying Assault</p>

# Items of Special Note

Items of special note for STUDENTS and their families are listed below and are available on the district's website. Please click here: <https://www.coventrypublicschools.org/boe/policies>

5131	Sex Discrimination and Sexual Harrassment
5131.2 and 5131.2	A Student Use of the Districts Computer Systems and Internet
5131.4	Use of Private Technology Devices by Students Policy
5131.8	Theft
5144	Student Discipline
5145.1	Search and Seizure

## Handbook Statement

The material covered within this student handbook is intended as a method of communicating to students and parents general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice. All Board of Education policies are located on the district website ([www.coventrypublicschools.org](http://www.coventrypublicschools.org)) or can be found in the school libraries.

# Coventry's RISE Program

Reaching Independence through Support and Education

## Handbook



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## **Handbook Statement**

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## **Mission**

Coventry's RISE Program is an evidence-based program set out to enhance and enable growth in young adults' lives in the areas of independent living skills, vocational experiences, and self-advocacy.

*"We may not have it all together, but together we have it all."*

Author Unknown

## School Year

The RISE program will follow the Coventry Public School Calendar.

### **2023-2024 SCHOOL CALENDAR**

August 30	First Day of School for Students
September 4	No School - Labor Day
October 6	No School - Staff Development
October 9	No School - October Break
November 7	No School - Staff Development
November 8-9-10	Early Release - Conferences
November 22	Early Release
November 23-24	No School - Thanksgiving Break
December 1	Early Release - Staff Development
December 22	Early Release
Dec 25 – 29	No School - December Break
January 1	No School - New Years Day
January 15	No School - Martin Luther King Jr. Day
January 16-19	Mid-terms - Full Days of School (This program does not have Mid-term exams.)
February 2	Early Release - Staff Development
February 19	No School - Presidents Day
February 20	No School - Staff Development
March 8	Early Release - Staff Development
March 29	No School - Good Friday
April 15-19	No School – Spring Break
May 27	No School - Memorial Day
June 3-7	Final Exams - Full Days of School (This program does not have final exams.)
June 10	Last Day of School - All Schools Early Release

For more information, visit the calendar feature on the CPS Home Page or the Coventry High tab, [www.coventrypublicschools.org](http://www.coventrypublicschools.org)

## Program Hours

The RISE Program runs from 7:40 a.m. to 2:20 p.m. daily. Students may enter the building at 7:20 a.m.

## Inclement Weather Decisions

Announcements regarding closings, delayed openings, or unplanned early releases will be made via our automated phone calling system. In addition to broadcasting on various TV and radio stations, all student home phone numbers will be phoned. Announcements will be posted on the district website as well: <https://www.coventrypublicschools.org/>

Please see below for specific hours related to delayed openings or early releases.

	Start Time	Dismissal
Regular day	7:40 a.m.	2:20 p.m.
Two Hour delay	9:40 a.m.	2:20 p.m.
Three Hour delay	10:40 a.m.	2:20 p.m.
Early Release day	7:40 a.m.	11:00 a.m.

## Attendance

Students are expected to attend the program daily and to be on time. An absence is considered “excused” when a student does not attend due to the following reasons: illness, injury, death in the immediate family, religious obligation, an emergency or other exceptional circumstances.

**Students are expected to call Karen Bohr and the High School Nurse if they are out sick.**

**The high school nurse can be reached at 860-742-7346.**

Excessive absences will result in the following:

- 5 days – meeting with Special Education Teacher
- 10 days – written warning
- 15 days – written warning from the Special Education Director
- 20 days – PPT meeting will be held to discuss programming including the possibility of exiting from the program

## Tardiness

The following are acceptable reasons for being tardy to the program:

1. personal illness
2. appointment with a health or legal professional
3. family emergency
4. late bus

In order for a tardy to be excused, a note from a parent/guardian with the reason for the tardy is required.

Please note that tardiness will not be excused for oversleeping, unverified transportation problems, etc. Repeated tardiness will result in a PPT meeting to discuss programming.

## Cell Phones

Students are allowed to bring their cellphones to school but must adhere to rules regarding when they can be used. When traveling to a job site, cell phones may be used in the district vehicle. Students must adhere to all job site rules regarding use of cell phones.

## Appearance

Students are required to dress in clothing which is appropriate for his/her work site. Restrictions on freedom of participant dress may be applied whenever the mode of dress is questioned. Students are not allowed to wear shorts, open toed shoes, revealing clothing, clothing that may have inappropriate words or phrases or clothing that is ripped or torn. Students are allowed to wear hats to specific work sites.

## Emergency and Photo Consent Form

Each student is REQUIRED to have their **Returning Student Registration** updated in Power School each year. Students will not be permitted to attend community settings until the Returning Student Registration is complete. As part of the Returning Student Registration, students will be requested to complete a permission form to allow for photographs to be taken at the worksites and the Vocational building. The photographs may be used for promotional materials.

## Visitors

Students are not permitted to have guests join them at any work sites or at the program building.

## Code of Conduct

The Coventry RISE Program encourages independence and responsibility which are characteristics of young adults. When on a job site, students are visible representatives of the Coventry Public School District Community. As such, students are expected to conduct themselves as worthy ambassadors of the Coventry Public School District Community. All school district rules apply. In addition, students are expected to abide by the following:

1. Students must agree to behave in a courteous mature manner toward all other people while at a work site, respect all personal property belonging to other people or to organizations, municipalities, or institutions while at the work site.
2. All students must follow the rules and regulations of the company they are interning for.
3. All students must be aware of the fact that they will be subject to local law as well as school regulations.
4. Failure to abide by school and procedure regulations and policies will result in disciplinary action, including possible loss of job site.

# SAFETY DRILLS

## Fire Drills

Fire drill procedures are printed and available in every classroom. During a fire drill, students walk toward the appropriate exit single file in silence. Students will report to assigned areas 50 yards from the building for roll call. Complete silence during building evacuation allows teachers or rescue personnel to give directions. Volunteer firemen will assume safety marshal positions around the building upon request.

## Lock Down Drills

Lock down procedures are printed and available in every classroom. Lock down procedures vary from those requiring students to simply remain in place and out of the hallways to remain safe, to those where all students and staff are to be secure, invisible and silent (in the event of a potentially violent intruder). Lock down drills are held three times annually and may be held in place of a fire drill in a given month.

# Medications

We are required by Connecticut State Statutes (sec. 10-212 A&B, Connecticut State Department of Education and Health) to have a physician's written order for a nurse to give your child medication during the school day. In order for the school nurse to give your child medication (prescription or non-prescription), we ask for your cooperation in following the procedures outlined below:

1. Your doctor must give the school nurse written permission to administer the medication.
2. The doctor must specify the name and the dosage of the medication.
3. Written permission must include the time(s) during the day when the medication is to be administered as well as the period of time (e.g. days, weeks, or months) during which the medication is to be administered. No medication will be given without this written authorization. All medications must be brought to the school by a parent or other responsible adult. They must also be picked up from school at the end of the school year by a parent or other responsible adult. Students are not allowed to bring medication to school. A form titled **Authorization for the Administration of Medicines by School Personnel** is available from the school nurse.

Note: The school nurse will instruct your student's teacher on how and when to administer medication on a field experience. Injectable medications (e.g. Epi-pen) may be administered by the principal or teacher only to a student with a medically diagnosed allergic condition that requires prompt treatment to protect the student from serious harm or death.



## Items of Special Note

Items of special note for STUDENTS and their families are listed below and are available on the district's website. Please click here: <https://www.coventrypublicschools.org/boe/policies>

5131	Sex Discrimination and Sexual Harassment
5131.2 and 5131.2	A Student Use of the Districts Computer Systems and Internet
5131.4	Use of Private Technology Devices by Students Policy
5131.8	Theft
5144	Student Discipline
5145.1	Search and Seizure