

# HANDBOOK FOR STUDENTS AND FAMILIES



MARLBOROUGH ELEMENTARY SCHOOL  
Elmer Thienes- Mary Hall

25 School Drive  
Marlborough, Connecticut 06447

Main Office (860) 295-6220  
Absentee Hotline (860) 295-6225  
Fax (860) 295-6223

[www.marlborough.k12.ct.us](http://www.marlborough.k12.ct.us)

2024-2025

The Marlborough Board of Education does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender identity or expression, age, disability, ancestry, status as a veteran, status as a victim of domestic violence, or familial status in providing education services. The Marlborough Board of Education has been designated to coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972, as amended. the Superintendent, 25 School Drive, Marlborough, CT 06447, 860-295-6236 has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

The Marlborough Board of Education does not discriminate on the basis of disability by denying access to the benefits of district services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact the Superintendent, 25 School Drive, Marlborough, CT 06447, 860-295-6236.

Disclaimer: In a situation where provisions of the Handbook contradict Board policy, the Policy will prevail.

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### *Central Office Staff*

|                                   |                   |
|-----------------------------------|-------------------|
| Superintendent                    | Dr. Holly Hageman |
| Superintendent Assistant          | Carmela Monte     |
| Director of Pupil Services        | Dan White         |
| Pupil Services Assistant          | Marcy Spellman    |
| Director of Operations/Technology | John Mericer      |
| Business Manager                  | Michelle DeMicco  |
| Finance Assistant                 | Shannon Rosario   |

Phone: 860-295-6236

Fax: 860-295-6153

25 School Drive  
Marlborough, Connecticut 06447

### *Marlborough Board Of Education*

|                       |                  |
|-----------------------|------------------|
| Kerri Barella         | Chairperson      |
| Susan Stolfi          | Vice Chairperson |
| Linda Earley          | Secretary        |
| Angela Colantonio     | Member           |
| Amy Kuhrt             | Member           |
| Raymond "Chip" Morris | Member           |
| Jean Wilson           | Member           |

## *Staff Directory*

### *SCHOOL OFFICE*

|                          |                  |
|--------------------------|------------------|
| Principal                | Paula Graef      |
| Principal                | Kristen Trahan   |
| Administrative Assistant | Victoria Samolis |
| Admin Assistant/ Techn   | Debra Kaika      |
| School Resource Officer  | Victor Otero     |

### *HEALTH OFFICE*

|                   |                 |
|-------------------|-----------------|
| Nurse             | Alice Mecca     |
| Nursing Assistant | Kathleen Turner |

### *PRE-SCHOOL*

|                 |                |
|-----------------|----------------|
| Kathleen Filosa | Stacey Bednarz |
|-----------------|----------------|

### *KINDERGARTEN*

|             |             |
|-------------|-------------|
| Amy Cone    | Amy Farrior |
| Karen Craig |             |

### *GRADE 1*

|                   |                 |
|-------------------|-----------------|
| Pamela Farrington | David Wasserman |
| Robin Kniep       |                 |

### *GRADE 2*

|                |               |
|----------------|---------------|
| Mary Cochefski | Jennifer Wall |
| Michaela Dehm  |               |

### *GRADE 3*

|                |               |
|----------------|---------------|
| Jessica Cooper | Brylene Laws  |
| Linda Harbec   | Kelly Spooner |

### *GRADE 4*

|                  |                  |
|------------------|------------------|
| Kelly Cooper     | Patricia Uccello |
| Molly Cunningham |                  |

### *GRADE 5*

|              |                 |
|--------------|-----------------|
| Tom Barbone  | Stephanie Pazul |
| Shelby Bobbi | Julie Weiss     |

### *GRADE 6*

|                 |              |
|-----------------|--------------|
| Tina D'Auteuil  | Jenna Julian |
| Meagan Hanratty |              |

### *READING SPECIALISTS*

|                   |                |
|-------------------|----------------|
| Julie Caron       | Jessica Warner |
| Carrie Pilkington |                |

### *MATH SPECIALISTS*

|               |               |
|---------------|---------------|
| Kelly Mirando | Kerri Zmeskal |
|---------------|---------------|

### *ESSENTIAL ARTS*

|                     |                    |
|---------------------|--------------------|
| Art                 | Denise Ketterer    |
| Library             | Laura Rosas        |
| Music, Choral       | Susan Burgess      |
| Music, Instrumental | Donna Arseneault   |
| Physical Education  | Trafford Underwood |
| Spanish             | Beth Schwartz      |

### *SPECIAL EDUCATION*

|                  |               |
|------------------|---------------|
| Jillian Bergeron | Abby Phillips |
| Dianne Lord      |               |

### *SUPPORT STAFF*

|                      |                   |
|----------------------|-------------------|
| AHM Social Worker    | Michele Thorn     |
| COTA                 | Kim Becker        |
| Occupational Therapy | Megan Johnson     |
| Psychologist         | Matthew Aljian    |
| Psychologist/BCBA    | Joanne Jacques    |
| Physical Therapy     | Lindsay Cochefski |
| RBT                  | Tammy Carlson     |
| RBT                  | Sara Bell         |
| RBT                  | Jessica Tuck      |
| Speech/Language      | Linda Seeley      |

### *PARAEDUCATORS*

|                  |                   |
|------------------|-------------------|
| Joanne Andrews   | Emily Messier     |
| Autumn Bell      | Kathy Mucha       |
| Mary Blackman    | Emily Phillips    |
| Erin Burns       | Caitlin Reid      |
| Holly Davis      | Sarah Schadtle    |
| Shirley Egan     | Brittany Schadtle |
| David Farrington | Rebecca Smith     |
| Denise Frank     | Kathleen Turner   |
| Gail Griffin     | Leslie Walker     |
| Bonnie Hoffman   | Kerri Westcott    |
| Helen Horton     | Capri Winman      |

### *CUSTODIAL STAFF*

|                     |                |
|---------------------|----------------|
| Joseph Dooley       | Ben McNaughton |
| Kevin Frederic Pfau |                |
| Cindy Galvin        |                |

## Vision Statement

Our vision is to inspire wonder, awe, and curiosity and to motivate young minds to embrace learning.

## Mission Statement

In a partnership of family, school, and community, our mission is to educate, challenge and inspire each individual to excel and become a contributing member of society.

### Marlborough Community Belief Statements

We believe that . . .

- Education is a partnership shared by family, school, and the community that is essential for a learner's success.
- Open communication and honesty are essential to effective partnerships.
- Each individual is important and unique.
- Each individual has a shared responsibility for contribution to the greater community.
- In order to prepare for a lifetime of learning, schools should foster in each individual a strong desire to develop an inquiring, self-directed, and creative mind.
- All educational programs and services should incorporate current practices and contemporary research, materials, and equipment.
- The curricula should be designed, implemented, and continually assessed to enable all students to realize their full potential and to ensure integration of the curriculum K-12.
- Risks and challenges are opportunities to experience growth.
- Collective community support, involvement, and resources, combined with individual initiative, are essential for excellence in education and should be encouraged and actively sought.
- It is a shared responsibility of family, school, and community to ensure that all students will develop and understand their ethical, cultural, aesthetic, and intellectual values and respect those of others.
- Knowledge of and respect for diversity is critical in our ever-changing multicultural world.
- Supporting families in their role enhances the likelihood of a child's success.
- Respect for an individual's opinions and interests builds self-esteem and self-confidence.
- High expectations, goal setting, and hard work lead to success.
- All students should be educated in a safe and secure learning environment that provides appropriate facilities, personnel, and programs.
- The district will employ qualified staff and provide appropriate supervision, evaluation, and training for the continual improvement and updating of skills and knowledge.

## Opening Message

Dear MES Families,

Welcome back to a new and exciting school year at Marlborough Elementary School! We hope that you all had a restful and enjoyable summer break filled with fun and memories. As we get ready to start another academic year, we are thrilled to see smiling faces and eager to welcome students and families at Meet & Greet, on August 27th and at Open House in October.

We are looking forward to a fantastic school year filled with growth, learning, and joy. Together, we can make this year a memorable and successful one for all of our students!

|                     |                                 |
|---------------------|---------------------------------|
| Meet and Greet      | August 27, 2024<br>8:15-9:15 am |
| First Day of School | August 28, 2024                 |
| Open House          | October 3, 2024<br>6:00-7:00 pm |

| Regular School Hours |             |
|----------------------|-------------|
| PreK3                | 8:35-11:00  |
| PreK4                | 12:00-2:45  |
| Grades K-6           | 8:35 – 3:05 |

*Please note your child is considered tardy if arriving after 8:35.*

To make your back-to-school shopping easier, we have posted the supply lists on the [Classroom](#) section on our school's website. You can find the specific supplies required for each grade level by clicking on the individual grade links. We encourage you to check these lists to ensure your child is fully prepared for the first day of school.

Please take some time to review the [2024-2025 Handbook](#), which provides essential information on school policies, academic expectations, and resources available for students and parents. Additionally, please refer to the Board of Education policies on our [website](#), as policies are updated regularly and take precedence over the handbook information.

Our dedicated teachers and staff have been working diligently to prepare for the upcoming year, ensuring that our classrooms are ready to provide engaging and meaningful learning experiences. We are excited to continue with programming and initiatives designed to enhance student learning and well-being. Please reference our [Academic Program Guide](#) which will be reviewed in more detail on the evening of Open House.

We invite you to participate in school events and activities. Your involvement helps to create a strong and supportive community for students. Strong communication between home and school is also vital to childrens' success. We plan to continue school-home communications on Thursdays in a weekly school newsletter. In addition, our [Chain of Communication](#) can help you know who to contact with any questions or concerns. In addition to phone or email communication, families will continue to receive timely messages through *Connect*. Families

are automatically signed up for this correspondence through Ms. Samolis, our main office administrative assistant.

### Transportation

- Bus schedules will be posted on August 20th on the [Transportation and Bus Information](#) of the school website.
- The school arranges transportation according to the home address on file: If transportation will be different from the home address, please contact the school as early as possible so adjustments can be made before school starts.
- Families must notify the school office in writing whenever a child will be picked up from school. The correspondence must include the child's full name, the teacher's name, the full name of the person picking up the child, and signature of the parent/guardian. Emails are accepted from the email address we have on file. As safety is our priority, anyone picking up a child from MES will be asked to show identification.

### School Meals

Breakfast and lunch menus are available on the [School Lunch Menu](#) link on our website..

The cost for breakfast is \$1.75 and lunch is \$3.25. Students can purchase breakfast only, lunch only, or both on any day. Families can send in payment for breakfast and lunch with the student, or by accessing the online payment system, [MySchoolBucks.com](#) to deposit funds online.

For 2024-2025, thanks to state funding, meals will be free for families who qualify for reduced meal prices (and free for those who qualify for free meals). The application for free or reduced meals is found on the [School Meals](#) tab on our website, or by calling our main office. Information collected on this application is confidential.

Thank you for your continued support and partnership. Here's to a great year ahead!

Warmest regards,

Paula Graef, Principal  
[pgraef@marlbrough.k12.ct.us](mailto:pgraef@marlbrough.k12.ct.us)

Kristen Trahan, Principal  
[ktrahan@marlborough.k12.ct.us](mailto:ktrahan@marlborough.k12.ct.us)

# Academic Calendar

## MARLBOROUGH PUBLIC SCHOOLS 2024-2025 CALENDAR

26  
27  
28

Prof. Development Day  
Staff Meeting Day/PD Day  
First Day of School

AUGUST 20243.5

| M  | T  | W  | Th | F  |
|----|----|----|----|----|
|    |    |    | 1  | 2  |
| 5  | 6  | 7  | 8  | 9  |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

FEBRUARY 202518.18

| M  | T  | W  | Th | F   |
|----|----|----|----|-----|
| 3  | 4  | 5  | 6  | 7   |
| 10 | 11 | 12 | 13 | 14+ |
| 17 | 18 | 19 | 20 | 21  |
| 24 | 25 | 26 | 27 | 28  |
|    |    |    |    |     |

14 Early Dismissal (PD)  
17 - 18 Presidents' Day Recess

2  
20

Labor Day  
Early Dismissal (PD)

SEPTEMBER 202420.20

| M  | T  | W  | Th | F   |
|----|----|----|----|-----|
| 2  | 3  | 4  | 5  | 6   |
| 9  | 10 | 11 | 12 | 13  |
| 16 | 17 | 18 | 19 | 20+ |
| 23 | 24 | 25 | 26 | 27  |
| 30 |    |    |    |     |

MARCH 202520.21

| M  | T  | W  | Th | F  |
|----|----|----|----|----|
| 3  | 4  | 5  | 6  | 7+ |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 |    |    |    |    |

7 Early Dismissal (PD)  
19-20 Parent Conferences  
21 Prof. Development Day

11  
14

Prof. Development Day  
Columbus Day

OCTOBER 202421.22

| M  | T  | W  | Th | F  |
|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  |
| 7  | 8  | 9  | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 |    |

APRIL 202517.17

| M  | T  | W  | Th | F   |
|----|----|----|----|-----|
|    | 1  | 2  | 3  | 4   |
| 7  | 8  | 9  | 10 | 11+ |
| 14 | 15 | 16 | 17 | 18  |
| 21 | 22 | 23 | 24 | 25  |
| 28 | 29 | 30 |    |     |

11 Early Dismissal (PD)  
14-18 School Recess  
18 Good Friday

5  
11  
13-15  
27  
28-29

Prof. Development Day  
Veterans' Day  
Parent Conferences  
Early Dismissal  
School Recess

NOVEMBER 202417.18

| M  | T  | W  | Th | F  |
|----|----|----|----|----|
|    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

MAY 202521.21

| M  | T  | W  | Th | F   |
|----|----|----|----|-----|
|    |    |    | 1  | 2   |
| 5  | 6  | 7  | 8  | 9   |
| 12 | 13 | 14 | 15 | 16  |
| 19 | 20 | 21 | 22 | 23+ |
| 26 | 27 | 28 | 29 | 30  |

23 Early Dismissal (PD)  
26 Memorial Day

11  
20  
23-31

Early Dismissal (PD)  
Early Dismissal  
School Recess

DECEMBER 202415.15

| M  | T  | W   | Th | F  |
|----|----|-----|----|----|
| 2  | 3  | 4   | 5  | 6  |
| 9  | 10 | 11+ | 12 | 13 |
| 16 | 17 | 18  | 19 | 20 |
| 23 | 24 | 25  | 26 | 27 |
| 30 | 31 |     |    |    |

JUNE 20258.8

| M  | T  | W  | Th | F  |
|----|----|----|----|----|
| 2  | 3  | 4  | 5  | 6  |
| 9  | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 |    |    |    |

11 Projected Last Day/ Early Dismissal for Students and Staff

\*If weather or other emergencies require the closing of school, the lost days will be made up by extending the school year in June up to 8 days. Then, if additional days are needed to get to 180 days, they will be taken from the April Recess, beginning April 14<sup>th</sup>.

1  
17  
20

School Recess  
Prof. Development Day  
MLK Jr. Day

JANUARY 202520.21

| M  | T  | W  | Th | F  |
|----|----|----|----|----|
|    |    | 1  | 2  | 3  |
| 6  | 7  | 8  | 9  | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

No School

Early Dismissal

Early Dismissal/PD

1<sup>st</sup> Marking Period: August 28<sup>th</sup> – November 1<sup>st</sup>  
2<sup>nd</sup> Marking Period: November 4<sup>th</sup> – March 7<sup>th</sup>  
3<sup>rd</sup> Marking Period: March 10<sup>th</sup> – June 10<sup>th</sup>  
Parent Conferences: November 13-15 & March 19-20

\*If school is in session on June 19<sup>th</sup> (Juneleenth), school will be open and a suitable educational program will be held in observance of the holiday.

180 Student Days / 186 Teacher Days

BOE Approved: 12/14/2023

180 Student Days / 186 Teacher Days

BOE Approved: 12/14/2023

## ***Attendance; Absence; Truancy; Make-Up Work; Tardiness***

Connecticut State Law requires Parents/Guardians ensure their children attend school regularly during the hours and terms the public school is in session. The responsibility for regular attendance rests with Parents/Guardians.

In order for students to develop to their full potential, the Board of Education deems it essential that students attend school on a regular basis. The learning experiences that occur in the classroom are meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction.

### **Definitions**

"In Attendance" means a student is present at school or an activity sponsored by the school (i.e. field trip) for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion will always be considered absent.

### **Excused Absences**

The first nine (9) days that a student is absent, for whatever reason, will all be recorded as excused, as long as we receive a parent note/phone call within 10 days. At absence day number ten (10), the policy requires that all further excused absences be based on the reasons outlined in the chart below. If absences do not meet one of the outlined reasons, the absences are recorded as unexcused. The State Board of Education definitions establish two levels of criteria for an absence to be considered an excused absence (see table below).

| Total # of Days Absent* | Acceptable Reasons for a Student Absence to Be Considered Excused                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Documentation Required within 10 Days                                                                |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| One through nine        | Any reason that the student's parent or guardian approves.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Parent or guardian note only.                                                                        |
| 10 and above            | <ul style="list-style-type: none"><li>● Student illness (Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length)</li><li>● Student's observance of a religious holiday.</li><li>● Death in the student's family or other emergency beyond the control of the student's family.</li><li>● Mandated court appearances (additional documentation required).</li><li>● Extraordinary educational opportunities pre approved by district administrators.</li></ul> | Parent or guardian note and in some cases additional documentation (see details of specific reason). |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <ul style="list-style-type: none"> <li>• Funeral or death in the family, or other emergency beyond the control of the student's family;</li> <li>• Lack of transportation that is normally provided by a district other than the one the student attends.</li> <li>• Extraordinary educational opportunities pre-approved by the district administrators and in accordance with CT State Department of Education guidance: <ul style="list-style-type: none"> <li>○ The opportunity must be educational in nature. It must have a learning objective related to the student's course work or plan of study. Not all memorable and/or life experiences would be considered educational and, therefore, would not be available for this exemption.</li> <li>○ It must be an opportunity not ordinarily available to the student.</li> <li>○ It must be grade and developmentally appropriate.</li> <li>○ The content of the experience must be highly relevant to the student. While some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.</li> </ul> </li> </ul> |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

Note: The total number of days absent includes both excused and unexcused

- Every attempt should be made to confine necessary appointments to after school, weekends, and vacation periods.
- If your child is absent or dismissed early due to illness, they are not allowed to attend any school sponsored after school or night activities.
- Parents/Guardians are strongly discouraged from scheduling vacations during times when school is in session. Any Parents/Guardians contemplating family vacations during school should contact the school at least two weeks prior to the vacation. Make up work will be provided when the student returns to school and the classroom teacher will identify a due date.

#### Mental Health Wellness Days

- Students are limited to two MHW days per school year.
- MHW days cannot be taken on consecutive school days.
- MHW days should always be excused. Regardless of the number of absences a student has accrued in the school year.

#### Unexcused Absences

Absences for reasons other than those listed as "excused" are considered "unexcused". In such cases, the amount and kind of assistance provided to the student is at the

discretion of the student's teacher and the principal. According to CGS 10-198a, a student who accrues four unexcused absences in one month, or ten unexcused absences in one year will be considered truant and reported to the state on the required state reporting form as such. Please refer to our full Attendance Policy on our district website under the Board of Education Policy section.

#### Notification of Student Absence

Parents/Guardians must notify the school (860-295-6225) no later than 9:00 a.m. on the day of absence. If the health office does not hear from you and your child is absent, the school will make a reasonable effort to notify the parent/guardian by telephone of the student's absence. If it is not possible for Parents/Guardians to telephone the school on the day of the absence, the school requires a written note which includes the date and reason for the absence. The student should give the note to his/her classroom teacher who will pass it on to the school office. For your convenience, an answering machine in the health room can take your calls even when school is closed.

#### Tardy

Parents/Guardians must call the health room before 9 a.m. (860-295-6225) if their child will be absent or late for any reason. Please provide the Health Room with your child's symptoms if they are ill. If you know your child will be out for a specific number of days, you may call on the first day and let the health room personnel know how long your child will be out of school. For your convenience, an answering machine in the health room can take your calls even when school is closed. If you do not call in, the health room personnel are required to contact you by telephone.

#### Picking Up Early

Families are reminded that the instructional day ends at 3:05 p.m., and should only pick up their child(ren) in the case of an appointment or emergency. Should it be necessary to pick up a child, parents should send in a note on that day or call the school office. Notes should include the student's name, teacher name, date, time of pick-up, and parent signature.

#### Making Up Work Due to Absences

Due to the nature of assignments, teachers will make determinations about "making up work" that has been missed when a student is absent. Some assignments require further instruction before they can be completed, and this work is generally not sent home. Teachers will determine which assignments the student can reasonably complete on their own.

### *Behavioral Expectations*

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The school has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

Marlborough School is a child-centered learning community in which positive relationships are the basis of many successes. Our Positive Panthers approach identifies our behavioral expectations to help foster an environment where all members of our community are respected, responsible, and safe.

Marlborough is a remarkable elementary school with dedicated teachers and staff, committed parents, and eager students. As a school-community, we are continually extending our efforts to build a child-centered learning community in which positive relationships are the basis of many successes. We have utilized many resources, particularly PBIS, to develop an approach which we refer to as the Marlborough Way/Positive Panthers.

PBIS (Positive Behavior Intervention Support) system is a program that research has indicated helps create a positive school environment for everyone. We will be giving out “Panther Paws” for students who are demonstrating positive school behaviors, and “Classroom Panther Paws” for those classes that display exemplary behavior. There will be extra recess and reward activities for positive choices made by our students.

The guiding principles of the Marlborough Way Expectations/Positive Panthers are:

- The social skills approach is as important as the academic curriculum.
- There are social skills that children need to learn and practice in order to be successful academically and socially.
- Knowing the children we teach—individually, culturally, and developmentally—is as important as the content we teach.
- Knowing the families of the children we teach is as important as knowing the children we teach.
- How the adults in school work together enhances our individual and collective competence.

We foster an environment where all members of our community are respected, responsible, safe, and prepared. Some of the key steps in implementing this approach include:

- (1) Communicating clear and common expectations school-wide;
- (2) Using positive strategies to help children learn desired behaviors;
- (3) Establishing and maintaining a positive environment;
- (4) Teaching students how to respect and take care of one another;
- (5) Teaching students how to build and maintain positive relationships;
- (6) Reinforcing positive behavior;
- (6) Responding to inappropriate behavior.

The Marlborough Behavioral Expectations (displayed on the next 2 pages) outline expectations across all areas of the school. Our expectations are based upon our three themes of respect, responsibility, and safety. Our entire staff is trained in this methodology annually. And, we will continue to use our “Panther Paws” recognitions as a way to identify and reward students for investing in our three themes and upholding our behavioral expectations.

| <b>Behavioral Expectation</b>    | <b>Classroom</b>                                                                                                       | <b>Recess</b>                                                                                                                             | <b>Hall &amp; Stairway</b>                                                                               |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b><i>We are RESPECTFUL</i></b>  | Follow staff’s directions<br>Use kind words<br>Raise a quiet hand to share<br>Enter room quietly                       | Share<br>Include others in play<br>Follow directions<br>Use kind words<br>Show good sportsmanship                                         | Keep hand off the walls and decorations<br>Use level 1 voice                                             |
| <b><i>We are RESPONSIBLE</i></b> | Use materials correctly<br>Keep your space clean<br>Be an active listener<br>Do your best work<br>Whole body listening | Put equipment/ materials away<br>Line up quietly and promptly when signaled by the long whistle<br>Stay in your assigned grade level area | Go directly to your destination                                                                          |
| <b><i>We are SAFE</i></b>        | Hands and feet to self<br>Walk at all times and in control<br>Sit in a learning positioning                            | Use equipment appropriately<br>Follow playground rules<br>Hands and feet to self<br>Stay in designated areas                              | Hands, feet, objects to self<br>Face forward while walking<br>Keep adequate space between you and others |

| Behavioral Expectation           | Cafeteria                                                                                                                                                                               | Bus                                                                                                                                    | Bathroom                                                                                                                                              |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>We are RESPECTFUL</i></b>  | Use voice level 2 voice and below<br><br>Converse with your table mates<br><br>Enter and exit using a level 1 voice<br><br>Use table manners<br><br>Sit facing your table               | Follow directions first time given<br><br>Use level 1 voice<br><br>Use appropriate language and tone<br><br>Be aware of personal space | Respect school property<br><br>Honor privacy of others<br><br>Use a level 1 voice                                                                     |
| <b><i>We are RESPONSIBLE</i></b> | Leave area clean when finished                                                                                                                                                          | Keep bus clean<br><br>Store personal items in backpack                                                                                 | Clean up after yourself<br><br>Use toilets, sinks, and paper products correctly<br><br>Promptly return back to class<br><br>Contact teacher if needed |
| <b><i>We are SAFE</i></b>        | Stay in your seat at your assigned table<br><br>Raise hand if you need something<br><br>Keep hands and feet to self<br><br>Walk at all times<br><br>Respond to quiet signal immediately | Keep hands and feet to self<br><br>Walk to and from bus<br><br>Stay in assigned seat and face forward<br><br>Keep aisle clear          | Flush toilets and wash hands<br><br>Keep floors dry                                                                                                   |

#### PRIDE Assemblies

We gather the entire school community together to celebrate PBIS accomplishments, as well as to introduce the four pillars of the Choose Love Program.

At the start of each school year, teachers work with their students to establish classroom expectations that will foster a positive and cooperative learning environment. Each teacher has a unique approach to supporting the school's guiding principles of respect, responsibility and safety. They create a balance between promoting positive behaviors and handling behavior issues. At times the proactive steps and strategies are not successful. In such instances, the teacher may respond in a variety of ways, such as, but not limited to the following:

- Communicate with Parents/Guardians through a phone call or a note home.
- Use a time-out in order to give the child time to reflect on his/her behavior.
- Meet with the child individually to discuss the problem and possible solutions.
- Make an office referral.
- Refer the student to the Collaborative Intervention Program (CIP) Team.

Communication and cooperation between home and school to address issues that persist is essential to helping children make smart and productive choices.

Office referrals are reserved as the next step in handling more serious or persistent offenses. Consequences assigned by the administration are designed to help students understand the problem and to take responsibility for their behavior. When children are referred to the office, our first step is to investigate the 'incident' so we have a full understanding of the events and the children involved. Consequences or other intervention steps are determined based on the information gathered about the problem. All consequences have an embedded restorative component to encourage the rebuilding of relationships.

Other alternatives may be utilized and are reserved for more serious problems. These include but are not limited to an in-school suspension, an individualized behavior management plan or an out-of-school suspension.

### Mandatory Expulsions

A principal must recommend expulsion proceedings in all cases against any student in grades kindergarten to twelve, inclusive, whom the administration has reason to believe:

- was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or
- off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or
- was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen.

Stat. §§21a-277 and 21a-278. Please refer to our full Discipline Policy on our district website under the Board of Education Policy section.

#### **Smoking, Drugs and Alcohol**

Smoking or other uses of tobacco related products, and the possession, use or distribution of illegal drugs and alcohol are prohibited on school property at any time, on any transportation provided by the Board of Education, or during the course of any trip or activity sponsored by the Board of Education. Compliance with these standards of conduct are required and mandatory. Please refer to our full Smoking, Drugs, and Alcohol Policies on our district website under the Board of Education Policy section.

#### **Weapons**

In order to maintain a safe environment for all our children, please be aware that state law is very specific about what could be considered a weapon in schools. Besides the obvious guns or knives, any metal pocket knife, the kind you might pack in a lunch bag, a small knife attached to keys, a paper cutter or similar item that can be used to puncture, or any sharp instrument may be considered a dangerous instrument or weapon. Items of this type are not allowed in school, on school grounds, or on school transportation. Toy weapons should not be brought to school, on school grounds, or on school transportation.

#### ***Board of Education***

These meetings offer Parents/Guardians an opportunity for input at the policy-making level of our school system. The Marlborough Board of Education meets in the school media center at 6:00 p.m. on the fourth Thursday of every month (with occasional adjustments due to holidays). Families and community members are able to share their ideas and opinions with the board during the Public Comment portions of the meeting. It is an important way for parents to understand decision-making at the board of education level. Visit the Board of Education [website](http://www.marlb主orough.k12.ct.us) for more information. To review updated policies, please click on “BOE School Policies” located on the main page.

#### **BOARD OF EDUCATION - POLICY SECTION**

All Board of Education policies are available in their entirety from the office of the Superintendent and online at [www.marlb主orough.k12.ct.us](http://www.marlb主orough.k12.ct.us). In a situation where provisions of the Handbook contradict Board policy, the Policy will prevail.

#### ***Bullying***

The Marlborough Elementary School values a learning environment based on respect, responsibility and safety. We make every effort to instill, promote and reinforce each individual's right to learn and grow in a climate that is free from teasing and bullying. In accordance with Board policy 5131.911, the bullying of a student by another student is prohibited. The Safe School Climate Plan, which can be found on our website, outlines specific guidelines for educators and our response to bullying behavior.

Incidents of bullying may be reported anonymously by students or in writing by parents or guardians. School staff receiving reports about or witnessing bullying will notify school administration. We strongly encourage students to seek the help of adults in situations where teasing or bullying is occurring. Each reported incident will be thoroughly investigated.

Please contact us immediately if your child is having issues with other students. Oftentimes the incident is actually mean-spirited behavior and not bullying by definition. We can assure you that this type of behavior is not tolerated as well. We prefer to handle smaller problems initially, as opposed to situations that become bigger over time. Our goal is to make sure that all of our students feel comfortable in all aspects of school. Knowing about any concerns early on can help us achieve this goal.

### *Class Placements*

The choice of your child's teacher is a professional decision made in a collaborative effort by the staff and the school administration. Many factors enter into the decision, including academic ability, gender, friendships, behavior, student strengths and interests. Parent input regarding a student's particular learning style may be shared with the assigned teacher in writing, prior to the end of April.

### *Closings; Delays; Early Dismissals*

At times, school schedules may be adjusted due to a sudden change in the weather or another emergency. Early closings follow the schedule listed above. On delayed opening days, school starts 2 hours later than the typical start time.

#### School Cancellation

- All regular education and special education transportation is canceled.
- All after-school and evening community activities are canceled.
- Extra-curricular school activities will be canceled except upon specific approval of the principal following consultation with the superintendent of schools.

#### Delayed Opening

A delayed school opening will be announced on the television and radio stations listed below. For Grades K-6, all bus and van transportation bus pickup times and parent drop-off times will be delayed by 2 hours. PreK3 (AM) will be canceled.

#### Emergency School Closing

Sometimes situations arise that make it necessary to send children home from school early. These situations might be weather-related or the result of a building problem such as loss of power or water.

- NOTE: This could be as early as 10:00 a.m. Families should develop an emergency plan for their children to follow in case of an unexpected early dismissal.
- All after-school community activities will be canceled.
- Extra-curricular activities will be canceled except upon specific approval of the principal.

### Parent / Guardian Notification

- Blackboard Connect: Our school will use Blackboard Connect, an automated system, to notify families of unexpected closings and other important information. If you receive a recorded message or text from the school, please read carefully.
- School Website: All unexpected early closings and school cancellations will be posted on the school website at [www.marlborough.k12.ct.us](http://www.marlborough.k12.ct.us)
- Media Announcements: Emergency closings for any reason will be announced on the following television and radio stations. Families can also sign up for text notifications about emergency closings from WFSB ([www.wfsb.com](http://www.wfsb.com) ).

|             |                                  |
|-------------|----------------------------------|
| Television: | WVIT 30, WFSB 3, WTNH 8          |
| AM Radio:   | WTIC 1080                        |
| FM Radio:   | WTIC 96.5, WRCH 100.5, WZMX 93.7 |

### PLAN AHEAD FOR EMERGENCY CLOSINGS

Not all early closings are as obvious to Parents/Guardians as those caused by inclement weather. A power failure or a heating/plumbing system failure could force a school to shut down. While the school administration will use all the above methods to notify Parents/Guardians, there is a chance that some Parents/Guardians might not be aware that children are being sent home early.

The purpose of early dismissals is to get people home and close the school building as quickly as possible.

In the event of an emergency closing, is there a chance your children might arrive home to find that no one is there? Can they get into the house? Do they have another place to go? Do they know how to reach you?

We urge families/neighborhoods to develop a contingency plan so that youngsters will know what to do in this situation. Periodically review the plan with your children to be sure they remember all the steps to follow. Please note: If the plan involves your children going to a house other than where they are normally dropped off, it should not require a bus change. If you want your child to get off his/her bus at a stop other than the regularly scheduled stop, please be sure the school office is aware so bus drivers can be alerted.

### Communication

Close contact between the school and the home throughout the school year is strongly encouraged. If you need to speak to a teacher, either send a note, call the school to leave a message with the teacher or e-mail the teacher directly. We cannot call teachers from class to take a telephone call during instructional time but can

assure you that your call will be returned within 24 hours.

Pre-printed school notes are available for your use. Samples are sent home with students in their Zippie Folder on the first day of school. Additional copies are available in the office.

#### Blackboard Connect

Marlborough Elementary Schools will use Blackboard Connect, an automated system, to notify families of important information. If you receive a recorded message or text from the school, please read carefully.

#### Written Communication

Notes between Parents/Guardians and teachers are an effective method of communication. It is important that your note include the full name of your child, the teacher's name, the date, and a detailed message.

#### E-Mail

A school-wide email system is provided for all staff members. Every staff member's address consists of first initial, last name and the school email address.

EXAMPLE: If you wish to reach a staff member named Mary Smith, you would use the following form of email address: [msmith@marlborough.k12.ct.us](mailto:msmith@marlborough.k12.ct.us)

#### Website

You can visit our school website at [www.marlborough.k12.ct.us](http://www.marlborough.k12.ct.us)

This site is updated regularly to keep Parents/Guardians informed of important school information and upcoming activities.

#### Sending School Work Home

Every Thursday all students bring home a blue folder containing a collection of papers and work done in school during the previous week. Look through the papers and please return the folder. If no *Thursday Papers* are sent home, or if you have any questions, please contact your child's teacher.

#### Newsletters and Other Notices

Students receive a good deal of written material to share with Parents/Guardians: classroom newsletters/notices, various permission slips, PTO bulletins, program notes, etc. To avoid confusion and a constant paper assault, we generally send these items home on Thursdays. It is not unusual to have children forget to give their Parents/Guardians these communications - please be sure to ask for bulletins, notices, and letters on a regular basis and perhaps check those backpacks. The Thursday letter and any new fliers are sent electronically through Blackboard every Thursday. (Typically in the late afternoon).

#### Designated Child

PLEASE NOTE: Our procedure is to send home school notices one-per-family with the "designated" child (usually the youngest elementary school child). This helps us

cut down on our paper consumption. It is the responsibility of the “designated” child to bring home newsletters and other special notices. If you experience any problems with this arrangement, or if you would rather have your notices come home with a different child (or with each child), please let us know.

### *Community Based Family Resource Services*

The Andover-Hebron-Marlborough Youth Services Organization (AHM) main offices are located in Hebron on Pendleton Drive. Mental health support and services can be obtained by contacting them. The building also houses a teen center, which offers the young people of the three communities a place to socialize in a safe and supervised environment. Please contact the organization for a schedule of events and the hours of operation for the teen center at 860-228-9488.

### *Directory Information*

Unless notified in writing by a parent 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, 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.

The written objection to the disclosure of directory information shall be good for only one school year. 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.

### *Dress and Footwear*

Parents are a great help to us as we ensure safety on the playground as well as maintain a learning environment free of potentially inappropriate distractions. Parents help by monitoring what their children are wearing to school. Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g. unclean or malodorous), advocates profanity, violence, drugs, alcohol, sex, hate groups, gang affiliation or illegal activity (expressed or implied), inappropriate language or graphics that are profane, vulgar or rude, causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or contains unreasonable potential to upset and hurt others is prohibited.

Only children wearing safe footwear are allowed to play on the playscape. Backless shoes such as clogs, flip flops or mules are dangerous on the playscape and in running or jumping rope, etc. If your child wears this footwear, please have them bring a change of shoes for recess. Shoes with wheels are also not to be worn in school. Croc brand footwear is acceptable, as long as the shoes fit tightly enough. The recess monitors will direct children to change into sneakers if crocs are deemed unsafe for the circumstances or weather conditions.

We ask that children be discouraged from coming to school in short shorts, short miniskirts, tops with straps less than 1" wide, and with words printed on the seat of their clothing. To prevent embarrassing moments for your child, please make sure they have no bare midriffs (in the front or back) when sitting or standing.

Students will not be permitted to wear hats during the school day. Wearing a hat during arrival, dismissal, and/or at recess is acceptable.

We go outside for recess as long as it is 20 degrees. It is important that students wear proper outerwear (coats, hats, gloves) for the conditions. Sweatshirts are not warm enough alone on typical winter days.

### *Electronic Devices*

We strongly discourage students from bringing personal electronic devices to school. This may include, but is not limited to, cell phones, smart watches, electronic gaming devices, tablets, music players, etc. Their use and display is not permitted during the school day or on the bus. During instructional time, from the official school start time to end of the day school dismissal, which includes class periods, lunch period and recess, and school transportation, electronic communication devices must be kept powered off and in backpacks or lockers. The school is not responsible if valuable personal items are lost, damaged, or stolen.

## *Family Engagement*

We value parent and family involvement in the schools. We are a community of learners, and Parents/Guardians always help to assure their child's success by sharing in the educational process. Listed below are some of the many opportunities for active parent participation at Marlborough Elementary School. In an effort to ensure the emotional and physical safety of our students, all who are interested in volunteering in the schools will be required to have a completed volunteer form on file.

|                                        |                            |
|----------------------------------------|----------------------------|
| <b>BOARD OF EDUCATION<br/>MEETINGS</b> | <b>PTO<br/>MEETINGS</b>    |
| <b>6:00pm Media Center</b>             | <b>6:30pm Media Center</b> |

### School Advisory Council (SAC)

Leadership, governance, and decision-making are a shared experience. While the principal retains the responsibility and authority outlined in policy, SAC is a capable team of professionals, Paraeducators, Parents/Guardians, and community members who participate in planning many of the operational aspects of our school. There is an Open Forum at the beginning of each meeting for anyone who would like to speak briefly. For more information please refer to the weekly newsletter.

### School Volunteer Program

There are many opportunities for Parents/Guardians, adults, college students, and senior citizens to assist in classrooms, the library, and other areas of the school. Activities involve direct work with students, sharing special talents, materials construction, clerical duties and other activities based on need and the type of work a volunteer desires. The time commitment varies from regular participation several hours per week throughout the year to a few hours on a one-occasion basis for a special program or presentation. If you are interested, you may contact the school office for more information.

### Special Events

Throughout the school year, there are school-wide activities such as concerts, an art show, as well as a number of classroom projects and events open to Parents/Guardians, relatives, friends, and community members. We welcome attendance, even if your child is not participating. Please refer to the weekly family newsletter or our website each month for special notices.

### Classroom Visits

Parents/Guardians are welcome to observe and volunteer in classrooms. Arrangements must be made in advance with the principal's office and the teacher. Such visits are opportunities to observe the class or the lunch/recess process in action.

Observation visits are not a time to interact with your child or the teacher. Anyone visiting the school for any purpose must enter through the main entrance and sign in at the school office.

### *Field Trips*

Field trips are carefully planned educational experiences and are part of the curriculum. When going on a field trip, students are required to have a permission slip signed by a parent/guardian. Students are expected to come to school even if they are not participating in a field trip. Arrangements will be made to see that they have academic work to do for the day. Field trips are part of a student's academic program and children are expected to stay for the entire day. Follow-up activities often occur once the children have returned to school. Children are expected to remain at the field trip location both to maximize the educational component of the field trip and to ensure student safety. Financial assistance is available to cover field trip expenses. Families of students who are eligible for free or reduced priced lunches may request a bag lunch for their child if students are purchasing lunch at the field trip or are required to bring their own lunch.

### *Homebound Instruction*

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

### *Homeless Populations*

The McKinney-Vento Homeless Education Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. If your family lives in any of the following situations:

- Shelter
- Motel or campground
- Car, park, abandoned building or bus or train station
- Doubled up with other people

Your family may be eligible for assistance. Please contact our Homeless Liaison, Dan White at (860) 295-6220 for more information.

### *Holiday Guidelines*

- ◆ All programs recognizing religious holidays must be educational and instructional.
- ◆ Celebrations of holidays are acceptable as long as they deal with the secular, historical or cultural basis of the holiday.
- ◆ No child shall be required to participate in a holiday activity that conflicts with personal, religious or cultural beliefs.
- ◆ Music, art, literature, and drama with religious themes or origins are permitted as part of the curriculum for school-sponsored activities and programs, provided they

are presented in a thoughtful and objective manner, and as a traditional aspect of the cultural and religious heritage of the particular holiday.

### *Health Office*

The School Health Office is designed to provide care to students who become ill or are injured while in school. A cumulative health file is maintained for each student. This file includes documentation of past illnesses, results of physical examinations, and other pertinent health information.

Parents/Guardians are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that Parents/Guardians notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities (such as gym), he/she is required to bring a statement signed by a physician.

### *Student Emergency Data Form*

A student emergency data form will be sent home the first day of the school year for emergency contacts, health concerns, tick removal, insect bites, etc. Please return the completed form so we may better serve your children.

### *Administration of Medication*

Medication will be administered in school under the following guidelines:

- A physician, dentist, APRN or PA feels there is a need for the medication to be administered during school hours.
- A completed and signed authorization form from the physician, dentist, APRN or PA is presented to the school nurse as required by Connecticut State Law.
- As required by Connecticut State Law, the parent/guardian will be expected to provide the appropriate completed authorization before medication is administered in school.

The parent/guardian or assigned adult must bring medication to the school office. Medication must be supplied in a physician, dentist or pharmacy prepared and labeled container. Medication is not to exceed a forty-five (45) day supply. Please refer to our full Administration of Medication Policy on our district website under the Board of Education Policy section.

Unused medication must be picked up by the parent or a responsible adult within one week after the medication is finished or at the end of the school year, or disposed of by the school nurse and the disposition recorded.

### *Sunscreen (Public Act 19-60)*

Students 6 years and older can possess and self-apply over the counter sunscreen after the school has received written authorization from parent/guardian.

### Annual Screenings

All students are screened annually by the school nurse for vision, hearing, height and weight. Vision and Hearing screenings are conducted in all grades yearly (with the exception of grades 2 and 6). A scoliosis screening is conducted for 5th & 6th grade students.

### Communicable/Infectious Diseases

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

It is important that if your child tests positive for an infectious disease that this be communicated to the Health Room. Before a child may return to school after an absence due to such conditions, Parents/Guardians and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Contagious diseases (i.e. Strep Throat) requires 24 hours of antibiotic treatment before your child is no longer contagious and can return to school. Please keep your child home from school if they are sick. Children with fevers (temperature greater than 100 degrees F), vomiting, or diarrhea should be symptom free for 24 hours prior to returning to school.

### Illness Occurring During School Hours

If a pupil becomes ill in school and must be sent home, the nurse will notify the parent/guardian or, if they are not available, the person designated on the emergency form. Please be sure to keep emergency information updated throughout the year.

### Immunizations

Connecticut State Statutes, State Health Department regulations and school board policy require that all students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical reasons a Student Medical Exemption Certificate for Required Immunization form needs to be completed by your child's pediatrician and submitted to school.

### *Insurance*

Insurance is made available to all families. Flyers are distributed to students at the beginning of the academic year. This insurance is not mandatory. It is offered as a service to Parents/Guardians who may want to take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangement is contractual between the parent and the insurance carrier. The Elmer Thienes/Mary Hall Public school assumes no liability from disputes arising from such a contract.

### Physical Examinations

Physical examinations are required prior to entering any CT school system. Exams done privately within one year prior to the start of Preschool & Kindergarten are acceptable. A physical examination form is available at the school health office or main office and must be completed by Parents/Guardians and the child's physician and returned to the school health room.

### *Lost and Found*

Students who find lost articles are asked to take them to the office. Students and Parents/Guardians looking for lost items should check the Lost and Found "Bench" which is kept outside the nurse's office. Parents/Guardians, *please* label jackets, lunch boxes, backpacks, etc. so found items can be returned to their owners. Unclaimed items are given to charity after a reasonable length of time. If a small item is lost (watch, eyeglasses, earrings, etc.), please check in the office.

### *Mandated Reporting of Suspected Child Abuse*

All Marlborough Public Schools staff are mandated reporters and must report suspected child abuse to the the Department of Children and Families. The role of staff members as mandated reporters of suspected child abuse or neglect is taken very seriously by the school staff and a report of suspected abuse must be made. The school will cooperate with DCF, local or state police authorities and other appropriate state agencies in the investigation of such a report.

### *Migrant Students*

Marlborough has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

### *Movies in the Classroom*

The following guidelines have been established to govern the use of videos in the school.

- ◆ Since classroom time for teaching and learning is limited and since active rather than passive modes of instruction are more beneficial to students, videos (including feature length movies) are to be used both appropriately and sparingly. Showing excerpts is a preferred approach.
- ◆ A video is never to replace direct skills development with students in various subject areas as called for in the curriculum.
- ◆ Video/movie content must always be of merit and relate to the curriculum for that grade level/course.

- ◆ In general, videos/movies of literary works are viewed as a supplement to the study of the print version, not in place of it.
- ◆ Students must respond critically in writing to a video presentation after viewing it.
- ◆ Only G-rated feature movies/videos which directly support the school curriculum may be used in the classroom. PG-rated feature movies/videos which directly support the school and curriculum may be used in the classroom with specific and prior written approval from the Parents/Guardians and Principal.
- ◆ At all grade levels, an unrated video such as those produced by the National Geographic Society or a documentary from The Learning Channel or Public Television must be age-appropriate and related directly to the objectives of the curriculum at that grade level in that course of study. If there is any question as to the appropriateness of the film for use in the classroom, the Principal is to be consulted prior to the film being shown in a classroom.
- ◆ Teachers must, without exception, preview all videos/films in their entirety before showing them to their students.

### *Multi-tiered System of Supports (MTSS)*

MES is committed to supporting the whole student. The Connecticut State Department of Education requires school districts to use a framework to address student needs. The framework we use for this support is known as Multi-Tiered System of Supports (MTSS). MTSS is designed to meet the unique needs of students in a flexible and customizable way. This approach is collaborative and team-based, driven by data, and can assist with special education decisions. By critically evaluating our Tier 1 strategies and regularly reviewing benchmark and screening data, we can identify which students may need additional support to be successful.

Procedures for classroom support are designed to ensure that efforts are made to assist students in maximizing their educational success. Support personnel are available to assist students specifically with their reading and mathematics performance, as well as behaviors. When a student experiences academic or behavioral difficulties, the teachers provide accommodations and interventions to broaden the opportunities for the child to perform successfully. There are many ways to help struggling learners to succeed.

MTSS provides a continuum of support to struggling students. A student's progress is studied and results are used to make decisions about teaching and other learning supports. The MTSS continuum of support has three tiers that provide different kinds and degrees of support. The quality instruction that all students receive in the general classroom setting is referred to as Tier I.

Components of MTSS include universal common grade level assessments called universal screens that are given three times during the year to help identify children who may need additional support or alternative instruction. Additional teaching strategies or methods that have been proven to be effective in helping children learn are used in Tier II classroom support. When higher levels of support are needed, children are given the individualized instruction they need to be successful learners, provided by specialists in what is referred to as Tier III support. Another component of MTSS is "progress

monitoring.” This helps the teacher determine whether a strategy is successful or needs to be altered.

When a student experiences ongoing difficulties, as determined by a lack of expected progress over time towards a specified academic or behavioral goal, teacher teams will meet in Data Teams and MTSS teams to continue developing strategies or to make a referral to the Planning and Placement Team (PPT) process. Families will be apprised of these steps on a consistent basis. Scientifically based research-based interventions do not replace the special education process. If at any time parents believe that their child has a disability that is affecting his or her learning, they have a right to request a PPT meeting.

#### **Collaborative Intervention Program (CIP)**

The goal of this process is to provide early interventions to children right within the classroom setting. Classroom teachers notify the Parents/Guardians when their child is being referred to the CIP process. CIP plans are specifically designed to address the individual needs of a student. Interventions can be provided by the classroom teacher or other support personnel in the building. Data is collected and analyzed based on the goals that have been set by the CIP team. The classroom teacher communicates with Parents/Guardians about the child’s progress throughout the CIP process.

#### ***Snacks***

In accordance with our school Wellness Policy, Parents/Guardians who bring in items for birthday snacks or school celebrations

are encouraged to provide healthy treats. Please deliver snacks and projects to the office. Your child will be called to pick them up. If you drive your child to school and need to take items directly to the classroom, you may park in the short-term lot in front of the office, sign in, get your visitor pass, and drop off the items. Please plan to leave before the academic day starts at 8:35 a.m.

#### ***Party Invitations***

For any party held outside of school, invitations are not to be distributed within the school building or on buses in order to protect uninvited children from hurt feelings.

#### ***Parent-Teacher Organization***

Our PTO provides a wide variety of ways for Parents/Guardians to get involved. Over the years their cooperative assistance has built a close relationship between home and school. For more information on how to become a member contact one of the co-presidents listed below or visit [www.mespto.org](http://www.mespto.org).

Presidents: Jasmin LeBlanc & Carmen Howe

Vice Presidents: Sandra Kaminski & Christine Peach

Treasurers: Jennifer Miller & Marin Ranta

Secretaries: Lori Plourde & Erin Bride

Teacher Liaison: Stephanie Hoffman

Teacher Representatives : Molly Cunningham & Patricia Uccello

### ***Parking***

There are three parking lots available for visitor parking: the community room lot, the lot opposite the school between the cemetery and Route 66, and the gymnasium lot. In addition, short-term visitor parking is available, in the parking lot in front of the office on the side facing School Drive. Please observe parking and the designated handicapped parking spots.

### ***Personal Property; Lockers***

Students are discouraged from bringing any toys or electronic devices to school. Although the school recognizes that students use electronic devices to and from school, it is expected that these devices be secured immediately upon entrance to the school building. Improper use of these devices will result in confiscation and will be returned only to the parents/guardians. It should be noted that the school will not be held liable for lost, stolen, or broken electronic devices/items from home.

Desks and personal belongings may be searched by the administration or designee if there is reasonable suspicion that there is something illegal, dangerous, or disruptive to the operation of the school.

### **Items Children May Not Bring to School**

- ☐ Cell Phones\*
- ☐ Gum
- ☐ Illegal substances or any illegal apparatus
- ☐ Laser pointers
- ☐ Weapons: anything that may be considered a weapon or a dangerous object including, but not limited to: lighters, matches, knives, sharp objects, firearms or ammunition, firecrackers or other explosives

\* See separate school guidelines for cell phones and electronic devices. Under certain conditions, cell phones may be allowed, provided we have written parental permission.

### ***Pesticide Application Summary***

#### ***Pets and Animals in School***

As a result of public health concerns, dogs and cats are not allowed in school without approval from administration. Other animals brought to school for educational purposes must first be approved by the administration.

### ***Photographing of Students***

Throughout the year, students are highlighted as we share school activities and achievements via photos, videos, audio recordings, school work samples, etc. Students may be featured in a variety of media without prior notification of

parents/guardians, including but not limited to yearbooks, slideshows, school and community newsletters, displays, newspapers, district social media accounts, and websites. Under the supervision of certified teachers, student teachers/interns may also videotape class lessons. While we do not provide prior notification for the publication of photos and videos, we do require parent/ guardian permission in order to identify children by name in public media. If you have any concerns regarding this, please contact your school principal. If you object to having a photograph or video of your child used in the newspaper or on our website, please indicate on the Parental/Guardian Permission form that is sent home on the first day of school.

### ***Release of Pupils from School***

Administration is obligated to release a child during the school day to either parent, even when the parents live apart, are legally separated, or the marriage has been dissolved by the courts, unless the administration has received written legal documentation to the contrary. No student under the age of eighteen is to be released from school to any person, other than a parent or guardian or someone designated by parent or guardian.

### ***Recess***

Students have a daily 30 minute recess. Each day, we assess the weather conditions to determine if students can go outdoors. Children will remain indoors for recess when the temperature is below 20°; the wind chill factor is used to make accurate determinations before the daily recess block. We will continue to attempt to get students outdoors whenever possible during the winter. Please be sure your child has appropriate clothing for being outside for 30 minutes during the day. Children will be sent to the health room to borrow clothing or a jacket by the teacher or recess duty personnel if their clothing does not allow them to fully participate in recess.

### ***Report Cards and Parent-Teacher Conferences***

Report cards are issued three times a year. The dates report cards are sent home are announced in the weekly family newsletter. The report card is only one means of communicating student achievement. Through graded papers, notes, telephone calls, conferences, and homework, as well as report cards, Parents/Guardians should have an ongoing understanding of student progress. If you have questions about your child's progress, contact his/her teacher.

System-wide conference days are scheduled following the end of the first marking period in November and in March. However, conferences with teachers may be held at any time during the school year. Parents/Guardians and students, as well as teachers, counselors, or administrators may initiate a conference. Parent-teacher conferences must be scheduled in advance.

## *Safety Drills*

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. When the fire alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given. Lockdown and bus evacuation drills will also be conducted.

## *School Hours*

| Regular School Hours |             |
|----------------------|-------------|
| PreK3                | 8:25-11:00  |
| PreK4                | 12:00-2:45  |
| Grades K-6           | 8:15 – 3:00 |

| 2 Hour Delayed Opening |              |
|------------------------|--------------|
| PreK3                  | Canceled     |
| PreK4                  | 12:00 – 2:45 |
| Grades K-6             | 10:35 – 3:00 |

| Scheduled Early Dismissal |              |
|---------------------------|--------------|
| PreK3                     | 8:25 - 10:00 |
| PreK4                     | 11:00 – 1:00 |
| Grades K-6                | 8:15 – 1:00  |

| Non-Scheduled Early Dismissal |              |
|-------------------------------|--------------|
| PreK3                         | 8:30 – 11:00 |
| PreK4                         | Canceled     |
| Grades K-6                    | 8:15 – 1:00  |

## *Early Dismissal*

If a child needs to be dismissed early, a written request for an early dismissal from school, signed by a parent or guardian, or an email must be submitted to the teacher/office on the morning of the day of early dismissal. If your dismissal plan for your child changes during the day, please call the office prior to 1:00 p.m. so the office can have adequate time to update the teachers' dismissal log. Please do not email the teacher as they may not see the message in time. An authorized adult will meet the child at the school office (not in the classroom) at the specified time, and sign the child out. Children will only be released to those adults whose names are listed as an emergency contact or the name indicated on a dismissal note. In order to ensure a safe and orderly dismissal process, any early dismissals must occur prior to 2:45 p.m. After 2:45 p.m. parents will need to follow regular dismissal procedures.

It is our school expectation that students remain in class until 3:00 p.m. for dismissal. Just as arriving late in the morning is disruptive to learning, leaving early on a regular basis is equally disruptive. Parents must communicate directly with the principal if there are special circumstances which warrant frequent early dismissal. We appreciate your cooperation.

### *Lunch Prices; Free or Reduced Meals*

Our school lunch program is part of the Federal Child Nutrition Program. Meals are prepared using nutritional standards based on the *Dietary Guideline for Americans* and meet recommended dietary allowances for protein, calories, calcium, iron, and Vitamins A and C. Alternate meals can be provided for children with food allergies and special dietary needs as prescribed by a licensed physician.

Menus will be distributed one week before the beginning of every month. They are also available online through our website.

Payment – Breakfast \$1.75; Lunch \$3.25

These procedures have been established to ensure a uniform practice regarding cafeteria charging and the goals are to:

- Treat all students with dignity in the serving line regarding meal accounts.
- Support positive situations with staff, students and Parents/Guardians to the maximum extent possible.
- Establish policies that are age appropriate.
- Encourage Parents/Guardians to assume the responsibility of meal payments and promote self-responsibility of the student.
- Establish a consistent district business policy regarding charges and collection of charges.

Meals may be paid for in cash or with a Cafeteria Account. Each student has a Cafeteria Account and Parents/ Guardians can deposit funds into that account at any time with a check payable to the “*Marlborough School Lunch Program*” (Please be sure your current email address is on file at the school office).

- Email sent from Chef Melissa to families as soon as they have a negative balance.
- Email sent from Chef Melissa to families as soon as their balance goes under \$10.00 if they are regular paid lunch and under \$4.00 if they are reduced paid lunch.
- Families using the optional My School Bucks system can set a notification reminder at any dollar amount they would like. The notification reminder is optional as well.
- When families reach a negative balance of \$10.00, Chef Melissa will notify administration and administration will send a letter home.
- Students with a negative balance will not be allowed to purchase a la carte items (snacks, water).

Parents/Guardians have the option of using [MySchoolBucks.com](http://MySchoolBucks.com), an online payment system that allows Parents/Guardians to deposit funds via a credit card into student meal accounts. Through this online system, Parents/Guardians are automatically notified by email when the meal account goes below a self-selected amount to allow time to replenish the account before no funds remain.

Snacks are available Monday thru Friday on a “cash only” or “debit account deduction” with parental permission.

Free or Reduced Price Meals are available for families who qualify based on state guidelines. Details and an application are sent home on the first day of school. If you think your family may qualify, please complete and return the application to the school office. Only one application per family is necessary.

*\*Note that for SY 2024-25 students eligible for reduced-price school meals will receive one breakfast and one lunch per school day free of charge.*

### ***School Property***

Books and materials that are lost or damaged beyond normal wear must be paid for in full replacement cost by the student/family responsible.

### ***School Security and Visitor Procedures***

Marlborough Elementary School takes many measures to be sure our schools are secure. We understand that increased security may mean inconvenience and extra planning, and we thank everyone for their cooperation and understanding. Please become familiar with all of our security procedures.

**School Entrance:** Our school entrances are locked once the school day begins. School personnel and custodians will check these several times each school day.

**Visiting the School:** We carefully monitor community traffic entering our school during school hours. Pre-arranged visits to school such as PPTs, conferences with teachers, pre-arranged volunteer visits, attendance at school-wide events, professional meetings, and picking up a sick child are all valid reasons to visit our schools. If you have a planned visit, you must be prepared to show an ID to be let into school, sign in, and wear a visitor's badge. You also need to sign out upon leaving. We do not allow “drop in” visits or unnecessary visits. This would include having lunch or recess with a child, unannounced visits to classrooms, or walking a child down to a classroom. At all grade levels, dropping off forgotten items is highly discouraged. Please continue to work with your child to prepare for school the night before with their homework, sneakers, boots, instruments, snacks, etc. packed for the day. If you need to bring in items, they will be dropped off at the main office and later picked up by or delivered to your child.

### ***Security Cameras***

Video cameras on district property are used to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities.

## *Sexual Harassment*

Sexual harassment is unwanted and unwelcome behavior of a sexual nature that interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Students and staff have the responsibility not to engage in sexual behaviors that are unwelcome or offensive to others. Under federal and state law and policies, sexual harassment is illegal and is prohibited in school settings in accordance with Board of Education Policy 5145.5.

## *Special Education*

Special education services are available to children who have been identified or are suspected of having a disability that significantly impacts their learning in the regular education curriculum. Our services reflect a continuum of supports that include diagnostic evaluations, speech and language therapy, occupational and physical therapy, counseling, behavioral support and special education academic support and instruction. Our goal is to provide the child with the appropriate program in the least restrictive environment (classroom) but we have services available outside of the classroom as well.

The Planning and Placement Team (PPT) is composed of the Parents/Guardians, a school administrator, classroom and special education teachers and other related services professionals. The PPT convenes at least annually to review the progress of identified students. For students not yet identified, the PPT would meet initially to discuss the Referral to Special Education and to make recommendations about whether or not to conduct evaluations. Should an evaluation be recommended, the PPT meets again to discuss the results and to determine eligibility for services. If the child is found to qualify, the team develops an Individualized Education Plan (IEP) for the child.

Special education teachers and related services staff provide direct and indirect instruction to children on the skills necessary for them to be successful in the regular education curriculum. Collaboration is a key component in providing children with the appropriate support and services. Therefore special education and regular education staff work closely to modify and differentiate instruction in order to meet the needs of the individual learner.

Related Services encompass speech and language therapy, occupational therapy, physical therapy, counseling and behavioral support services. Recommendations regarding Related Services are made at the PPT and are based on assessment data and student need. The services can be provided either directly to the child and/or through consultation with the classroom and special education teachers.

If you believe that your child's program is not meeting their educational needs, you can request in writing, through a building principal, a Planning and Placement Team (PPT) meeting to review your concerns. Parents or guardians are notified five (5) days in advance of the PPT meeting to discuss the referral. If the PPT determines that an evaluation is necessary, the responsibilities for the evaluations are assigned. A

multidisciplinary evaluation must be conducted to determine eligibility. Within forty-five (45) school days, the completed evaluations are reviewed at the PPT meeting to determine eligibility. If the student is eligible, an Individualized Education Program (IEP) is developed and implemented. If the student is not eligible as a special education student, but does qualify for eligibility under Section 504 of the Rehabilitation Act, a plan is developed and implemented. 504 is a regular education service with accommodations for students who have a lifelong medical condition that impacts one of the major areas of life.

### *Student Contact and Demographic Information*

It is absolutely essential that every student have emergency information on file in the school office and health office. A telephone number for a responsible adult, other than the Parents/Guardians, must be included as we MUST be able to get in touch with someone who can take responsibility for each student.

A new Student Emergency Data Sheet is sent home with each child on the first day of school and should be returned to us the next day. If any information changes at any time during the school year, please notify the office (i.e. change of address, phone numbers, place of employment, email address, etc.).

### *Student Drop-Off/Pick-Up/Transportation*

#### AM Drop off Procedures

- If you bring your child to school, they may not arrive before 8:15 a.m. since no staff will be on duty to be responsible for them.
- Students should be dropped off between 8:15-8:30 a.m. at the sidewalk in the Community Room parking lot. Parents/Guardians are asked to observe the one-way traffic signs, pull forward, and to wait patiently in line. Children should not get out of cars anywhere other than the unloading area by the sidewalk.
- Students are not to get out of the car unless school personnel are present at the unloading area to meet them.
- DO NOT use the bus loop in front of the school entrance. This area is reserved for buses only. If you must come into the building, use approved visitor parking spaces. Short-term parking is located in the lot in front of the main office closest to the street.
- Please do not use the parking area in front of the Main Office for dropping off students between 8:15 – 8:35.
- After 8:35 a.m., Parents/Guardians MUST accompany their children to the office and sign them in before they go to class. Please park in established parking spots. Parking in the bus loop is prohibited.

#### PM Pick Up Procedures

- Parents/Guardians must *always* send a signed note to make the teacher aware that a child will be picked up. Telephone permission can be accepted only in case of emergency.
- The note must include the following information:

- o full name of child
- o full name of the person picking up the child
- o time child will be picked up
- o signature of parent/guardian
- Parents/Guardians should review the contents of these notes with their child(ren) and remind them to give all notes to their teacher(s) first thing in the morning.
- A photo ID will be requested if school personnel are not familiar with the person designated to pick up the child.
- Parents/Guardians should come to the school office if they are picking up a child during the school day. Please park in the visitor's lot. Parking in the bus loop is prohibited.
- At the end of the school day, children are to be signed out and picked up in the cafeteria. Parents/Guardians may park in the two parking lots nearest the cafeteria wing.

#### School Transportation

The Marlborough Board of Education provides bus transportation to designated bus stops. Students will not be allowed to ride a bus other than their assigned bus. Concerns or questions about bus transportation or procedures should be directed to the school administration.

After school, children in grades K-6 will be dropped off at their established bus stops. Parents/Guardians are encouraged to have emergency plans in place in the event they are delayed in meeting their child(ren) as they get off the bus.

#### Getting Off the Bus at a Different Stop

A child may get on or off his/her regular bus at a different stop only with written permission from the parent/guardian and approval by the school office.

Please DO NOT approach the bus drivers or stop the bus with a personal request to discharge your child anywhere other than his/her designated bus stop. Drivers will not comply with this request.

#### Child Care Situations

With the number of requests received to accommodate child care/babysitting, the Marlborough Board of Education has set the following priorities and established procedures to ensure the safety of the children it transports and the reasonableness of its transportation operations. Requests may be granted under the following circumstances:

- the request is for a period of three months or more;
- the location of the requested day care provider is on an existing bus route;
- there is space available on the bus to which the student would be assigned if the day care request is honored;
- the location of the morning pick-up is the same Monday through Friday and the location of the afternoon drop-off is the same Monday through Friday.

### In Case of Emergency

If an *emergency* situation arises, you may make a telephone request for your child to be transported on a different bus. This request will be granted **ONLY IF** there is space on that bus.

### Transportation Drop-off Guidance

Kindergarten and Grade 1 students will not be dropped off at their bus stops unless the bus driver can see:

- A parent/guardian
- A prior approved other individual
- A prior approved 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> grade sibling riding the same bus. Prior approval must be in writing and on file in the school office.

If none of the above is present, then the child will be brought back to the school.

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or other disciplinary action that is appropriate for the misconduct. Bus drivers assign seats at the beginning of the school year. The administration reserves the right to change bus or seat assignments as needed. The school assumes responsibility for children from the time they board the bus to come to school until they get off the bus after school. If a bus suspension occurs, the Parents/Guardians will be notified prior to the time the suspension takes effect. The Parents/Guardians will be responsible for arranging transportation for the child to and from school for the duration of the suspension.

### *Release of Pupils from School*

Administration is obligated to release a child during the school day to either parent, even when the Parents/Guardians live apart, are legally separated, or the marriage has been dissolved by the courts, unless the administration receives written legal documentation to the contrary. No student under the age of eighteen may be released from school to any person, other than a parent, guardian, or someone designated by a parent or guardian. If the person asking for the child is unknown to the administration, it is the responsibility of the administration to verify the identity of that person.

### *Student Records*

Student records shall automatically be transferred to RHAM Middle School upon a student's promotion to seventh grade and maintained in accordance with existing administrative regulations upon graduation or termination of schooling. Student records will be transferred by mail to officials of another school or school system in which the student intends to enroll, in accordance with appropriate sections contained herein, upon notification by the parents that the student is withdrawing. Such records shall be designated to be official copies. When a student is moving, the Parents/Guardians should sign a release of records form available in the school office. Once the new school requests a student's records, they will be forwarded. NO permanent records may be hand-carried to another school.

## *Teacher and Paraeducators Qualifications*

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested, as to whether the child is provided service by paraeducators and their qualifications.

## *Technology Use*

Computing devices, networks (includes wireless), internet access, and electronic communications are effective and important technology resources in today's educational environment. The District provides individualized instruction to students through a variety of technological resources including educational web applications. These resources utilize personal information of students, such as name and district-created user name. This information is provided for educational purposes only in order to customize and individualize instruction. The District complies with [Public Act 16-189](#), [Family Educational Rights and Privacy Act \(FERPA\)](#), and [Children's Online Privacy Protection Act \(COPPA\)](#) and makes every effort to avoid websites and applications that market or sell student personal information. Please find our full Administrative Regulations Regarding Student Use of the District 27 Computer Systems and Internet Safety on our district website under the Board of Education policy section.

## *Acceptable Use of Technology Agreement Rules*

1. I will only use the technology provided for assignments given by my teacher.
2. I will not try to access online information that is not related to my school assignment.
3. I will use all technology in a responsible manner at all times, following all rules.
4. I will be considerate of other device users and their privacy.
5. I will use polite and appropriate language at all times while using technology.
6. I will not give out any personal information about myself or anyone else while using technology.
7. I will make responsible decisions while accessing and using school technology.
8. I will treat school technology carefully. I understand that misusing equipment may be considered a crime. Examples of misusing devices are breaking copyright laws, vandalizing equipment, tampering with hardware, software, and other users' files.
9. I will report any problems or improper messages to my teacher or to school personnel who are supervising me.
10. If I do not follow these rules, I know that I may lose my privilege to use technology at school. I may be disciplined for not following the rules. I may have to pay for any damages that I cause by misusing school technology.
11. If I do not use school technology properly, my actions may be reported to those responsible for enforcing the local, state and/or federal laws.
12. Playing games or visiting/posting on social media sites is prohibited unless specifically authorized by a teacher for instructional purposes.
13. I will exhibit exemplary behavior on the school network and use school devices as a representative of my school community.

14. Any personal technology devices that are brought into school, whether connected to the Marlborough Elementary School network or other wireless networks, must be used in accordance with our Technology Agreement and Marlborough Board of Education policies.

Our MES goal is to provide instruction that builds the technological knowledge required to interact with the constantly evolving landscape of devices and interfaces to craft positive digital identities and use technological tools to construct knowledge, craft products and interact positively in a global on-line world. As outlined in the ISTE standards, we will guide our children to use technology to be:

- An empowered learner
- Digital citizen
- Knowledge constructor
- Innovative designer
- Computational thinker
- Creative communicator
- Global collaborator [www.iste.org](http://www.iste.org)

### *Threats of Violence*

Marlborough Elementary School takes written and verbal threats of violence and talk of weapons seriously. Students often make empty threats. But when a student uses words such as "shooting" or "gun" or "bomb" in a threatening way, it starts a necessary chain of events. This may involve investigations and interviews inside and outside of school. We also engage school resources such as psychologists and social workers to support these students and their families. Incidents like these cause alarm and fear for members of our school community. Please talk to your children about the significant consequences of threatening school violence. Please ask your children to seek support from you or a trusted staff member when they are struggling.

### *Annual Notifications*

Marlborough School District is obligated to provide annual notice to parents, guardians, students and employees in some cases with information which affect them pertaining to board policies or public notices.

[Please note that all Board of Education Policies can be found on our website under \*District Board of Education, BOE Policies\*.](#)

- [District and School Profile Reports](#) - EdSight

- [Reporting Child Abuse and Neglect](#) - DCF CARELINE: 1-800-842-2288
- [Interdistrict Magnet Schools](#) - School Choice
- [Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)](#)
- [Transition Bill of Rights](#)
- [Public Act 22-116 \(request for paraprofessional at PPT meeting\)](#)
- [Consent Form for Accessing Student's Public Benefits for Health-Related Services in Student's IEP/504 Plan](#), [Information and Answers for Families](#) and [Notice to Families](#)
- [Commission on Human Rights and Opportunities](#) (CHRO)
- [Sexual Harassment is Illegal Poster](#)
- [Governor's Task Force on Justice for Abused Children](#)
- [DCF's sexual abuse and assault awareness and prevention program](#)
- [Fair Labor Standards Act, Public Act No. 19-4](#) , [CT Minimum Wage Schedule](#) - [Federal Minimum Wage Poster](#)
- [Smoking Prohibited on School Premises, Public Act 15-206](#)

### ***Annual Policy Notifications***

Marlborough School District is obligated to provide annual notice to parents, guardians, students and employees in some cases with information which affect them pertaining to board policies or public notices. \* Please note: certain policies may be updated according to new legislation.

[Please note that all Board of Education Policies can be found on our website under District, Board of Education, BOE Policies.](#)

0521 - Nondiscrimination  
1110.1 - Communications with the Public \_Parent Involvement  
1331 - Smoke Free Environment  
3433 - Annual Audit  
3516.11 - Hazardous Materials Communication  
3524.1 - Hazardous Material in Schools Pest Management, Pesticide Application  
3524.2 - Green Cleaning Program  
3541 - Transportation  
3542.31 - Free or Reduced Price Lunches Participation in the National School Lunch Program  
3542.43 - Food Service Charging Policy  
3520.13 - Student Data Protection and Privacy,Cloud-Based Issues  
4111 - Recruitment and Selection  
4118.11 - Nondiscrimination  
4152.6 - Personal Leaves: Family and Medical Leave Act  
5112 - Ages of Attendance  
5113 - Attendance/Excuses/Dismissal  
5113.2 - Truancy  
5114 - Suspension and Expulsion/Due Process, 5114/5131/5144 - Appendix  
5123 - Promotion/Acceleration/Retention  
5125 -Student Records; Confidentiality  
5125.11 - Health/Medical Records  
5131 - Conduct  
5131.911 - Hazing: Bullying  
5118.1 - Homeless Students  
5131.6 - Alcohol, Drugs, and Tobacco  
5131.81 - Electronic Devices  
5131.911 - Hazing: Bullying  
5141 - Student Health Services  
5141.21 - Administering Medication  
5141.25 - Food Allergy Management  
5141.28 - First Aid/Emergency Medical Care  
5141.3 - Health Assessments and Immunizations  
5141.4 - Reporting of Child Abuse\_,Neglect and Sexual Assault  
5141.5 - Suicide Prevention and Intervention  
5141.7 - Student Sports - Concussions  
5142 - Student Safety  
5144 - Discipline

5144.1 Physical Restraint(s)/Seclusion/Exclusionary Time Out  
5144.2 - Use of Exclusionary Time Out Settings  
5145.14 - On-Campus Recruitment  
5145.4 - Nondiscrimination  
5145.5 - Sex Discrimination and Sexual Harassment - Students  
5145.511 - Exploitation:Sexual Harassment -Sexual Abuse Prevention and Education Program  
6112 - School Day  
6115 - Ceremonies and Observances  
6121 - Nondiscrimination in the Instructional Program  
6141.311 - Limited English Proficiency Program  
6141.321 - Technology/Internet  
6142.101 - Student Nutrition and Physical Activity (School Wellness Policy)  
6142.102 - Social and Emotional Learning (SEL)  
6146.1 - Grading System  
6146.2 - Statewide Proficiency/Mastery Examinations  
6154 - Homework  
6159 - Individualized Education Program/Special Education Program  
6162.51 - Surveys of Students (Student Privacy)  
6164.11 - Drugs, Tobacco, Alcohol  
6164.12 - Acquired Immune Deficiency Syndrome (AIDS)  
6171 - Special Education  
6172.1 - Gifted and Talented Students Program  
6172.4 - Parent and Family Engagement Policy for Title I Students