

united in excellence

NEW LONDON PUBLIC SCHOOLS

C. B. JENNINGS
INTERNATIONAL ELEMENTARY
MAGNET SCHOOL

STUDENT-PARENT HANDBOOK

2024-2025 SCHOOL YEAR





Dear C.B. Jennings International Elementary Magnet Families,

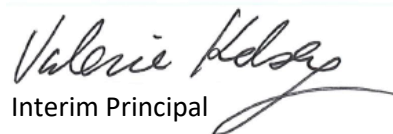


Dr. Valerie Kelsey
Interim Principal
KelseyV@newlondon.org

The faculty and staff at C.B. Jennings International Elementary Magnet welcome you and your child to a new school year! It is important to be aware of school policies and procedures, as well as academic and behavioral expectations to help your child be successful. This Parent/Family and Student Handbook is intended for information and guidance that will guide you throughout the year. We encourage every student and parent to review the contents of this handbook and to work with school staff to achieve our academic and safety goals. New London Public Schools aims to be “United in Excellence”, offering a unique opportunity to work in an exciting and supportive school system, focused on the development of the whole child through a team approach to success.

The staff at Jennings is committed to providing your child with a positive learning environment. We believe in a positive approach to student management. Your child will receive direct, small group, and inquiry-based instruction in academic and social skills that will promote the development of your child as an independent responsible student. Maintaining a caring, safe, and orderly school environment and providing an accountable and dedicated learning community are crucial to our process. We are developing global learners, citizens, and cultural exploration.

Sincerely,


Interim Principal



Shawn Brown
Assistant Principal
brownsh@newlondon.org

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New London Public Schools

2024-2025 School Year **START** and **END** Times First Day of School is **August 29th, 2024**

	2024-2025 SUPERVISION	2024-2025 SCHOOL START	2024-2025 SCHOOL ENDS
SECONDARY SCHOOLS			
NLHS Multi-Magnet Campus (20 Chester Street, New London, CT 06320)	7:45 AM	7:55 AM	2:44 PM
Early Release Wednesday Schedule			2:04 PM
Half Day Release Schedule			11:55 AM
BDJ Multi-Magnet Middle School Campus (36 Waller Street, New London, CT 06320)	7:42 AM	7:50 AM	2:34 PM
Early Release Wednesday Schedule			1:54 PM
Half Day Release Schedule			11:50 AM
ELEMENTARY SCHOOLS			
C.B. Jennings International Elementary Magnet School (50 Mercer Street, New London, CT 06320)	8:30 AM	8:45 AM	3:29 PM
Transitional K AM Session		8:45 AM	11:30 AM
Transitional K PM Session	<i>*No PM Transitional K on Early Release Wednesdays*</i>	12:45 PM	3:30 PM
Early Release Wednesday Schedule			2:49 PM
Half Day Release Schedule			12:45 PM
Winthrop STEM Elementary Magnet School (70 Grove Street, New London, CT 06320)	8:30 AM	8:45 AM	3:29 PM
Early Release Wednesday Schedule			2:49 PM
Half Day Release Schedule			12:45 PM
Nathan Hale Arts Magnet School (37 Beech Drive, New London, CT 06320)	8:10 AM	8:20 AM	3:04 PM
Early Release Wednesday Schedule			2:24 PM
Half Day Release Schedule			12:20 PM
PRESCHOOL			
Early Childhood Center at B.P. Mission (40 Shaw Street, New London, CT 06320)	9:00 AM	9:15 AM	3:45 PM
Early Release Wednesday Schedule			3:05 PM
Half Day Release Schedule			1:00 PM
HALF DAY PRESCHOOL AM		9:15 AM	11:45 PM
HALF DAY PRESCHOOL PM		1:00 PM	3:45 PM





District Policies

Series	Required Notifications of Policy to Parents
0 000	0521 - Nondiscrimination
1000	1110.1 - Parent-Teacher Communication
3000	3542.43 - Charging Policy - Food Service
3000	3516.12 - Asbestos Control
3000	3231 - IDEA Fiscal Compliance
4000	4111 dHiring of Certified Staff
4000	4000.1 - Title IX
4000	4112.61 - Use and Disclosure of Employee Medical Info
4000	4152.6 - FMLA
4000	4118.234/5141.23- Prohibition on Recommendation of Psychotropic Drugs
5000	5118.1 - Homeless Students
5000	5124 - Reporting to Parents
5000	5124.1 - Report Cards
5000	5145.14 - On Campus Recruiting Opportunities
5000	5125 - Student Records - FERPA
5000	5131.81 - Use of Private Technology Devices by Students
5000	5113 - Attendance
5000	5114 - Exclusionary Time Out Suspension/Expulsion
5000	5131 - Student Conduct
5000	5131.6 - Drug and Alcohol Use by Students
5000	5121 - Examination/Grading/Rating
5000	5141 - Health Assessments/Screenings
5000	5141.21 - Administration of Medication
5000	5141.4 - Reporting of Child Abuse and Neglect
5000	5141.5 - Suicide Prevention and Intervention
5000	5131.911 - Bullying Prevention & Intervention
5000	5123 - Promotion & Retention
5000	5141.25 - Food Allergy Management Plan
5000	5141.7 - Concussion Management and Training
5000	5144.1 - Physical Restraint of Students
5000	5144.2 - Use of Exclusionary Time-Out Settings
5000	5141.4 - Reporting of Child Abuse and Neglect
6000	6172.4 - Title I Parent Involvement
6000	6141.311 - Limited English Proficiency Program
6000	6146.2 - Statewide Proficiency - Mastery Examinations
6000	6162.51 - Survey of Students & Student Privacy
6000	6142.101 - Student Wellness Policy
6000	6171 - Special Education
6000	6159 - Individualized Education Program
6000	6141.321 - Acceptable Computer Use - Students
6000	6121 - Nondiscrimination in the Instructional Program
6000	6146 - Graduation Requirements
6000	6146.1 - Grading System
6000	6524.1 - Pest Management/Pesticide Application
6000	6154 - Homework
6000	6115 - School Ceremonies & Observances
6000	6172 - Alternative Education Program
6000	6172.1 - Gifted & Talented Students
6000	6112 - School Day

FOR MORE INFORMATION, PLEASE VISIT NEWLONDON.ORG/PARENTPOLICY

School / District Calendar

The school / district calendar and any updates are also available in our district website at

<https://www.newlondon.org/>



August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Total Days = 2

20th - 22nd - New Educator Orientation
 26th - 28th - Staff PD Days
 29th - First Day of School

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Total Days = 20

2nd - Labor Day
 5th - First Day of Preschool (B.P. Mission)

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Total Days = 22

14th - Indigenous Peoples' Day
 23rd - 25th - Parent Teacher Conferences

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Total Days = 16

4th - First Day of Quarter 2 for BDJMMMSC
 5th - Staff PD Day
 11th - Veterans Day
 27th - 29th - Thanksgiving Break

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Total Days = 15

2nd - Trimester 2 Begins for Elementary
 23rd - 31st - Winter Break

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Total Days = 20

1st - Winter Break Continued
 6th - Three Kings' Day
 20th - Dr. Martin Luther King Jr. Day
 27th - First day of Semester 2 for NLHSMSC
 - First day of Quarter 3 for BDJMMMSC

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

Total Days = 18

17th - 18th - President's Day Break

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Total Days = 20

7th - Staff PD Day
 13th - Trimester 3 Begins for Elementary
 19th - 21st - Parent/Guardian Conferences

April						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Total Days = 17

3rd - First day of Quarter 4 for BDJMMMSC
 14th - 17th - Spring Break
 18th - Good Friday

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Total Days = 21

26th - Memorial Day

June						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Total Days = 9

12th - Last Day of School & HS Graduation
 19th - Juneteenth

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

School Contact Information:

- Early Childhood Center at B.P. Mission**
40 Shaw Street, New London, CT 06320 | P. 860-271-4086
- C.B. Jennings International Elementary Magnet School**
50 Mercer Street, New London, CT 06320 | P. 860-447-6050
- Nathan Hale Arts Magnet School**
37 Beech Drive, New London, CT 06320 | P. 860-447-6060
- Winthrop STEM Elementary Magnet School**
74 Grove Street, New London, CT 06320 | P. 860-447-6070
- BDJ Multi-Magnet Middle School Campus**
36 Waller Street, New London, CT 06320 | P. 860-437-6480
- NLHS Multi-Magnet Campus**
20 Chester Street, New London, CT 06320 | P. 860-437-6400

District Resources:



Anonymous Alerts



PowerSchool



Transportation

NLPS Vision and Mission

Vision

United in Excellence

Mission Statement

The mission of New London Public Schools is to educate and graduate students who specialize in one of three themed magnet pathways: International Education, STEM and Visual and Performing Arts, who are well-versed in the academic knowledge and practical experiences necessary to succeed beyond high school; who are critical thinkers and innovators; who are courageous and self-reliant; and who challenge the status quo while enriching their community, country, and global society.

Communication

A student seeking enrollment at C. B. Jennings International Elementary Magnet for the first time must enter through the lottery system. Lottery applications are submitted online through PowerSchool Enrollment and the process is handled by Central Office.

Please see the New London Public School's website for more information <https://www.newlondon.org/registration>

Parent, Family and Community Involvement

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



All teachers have access to voicemail and email, which are the preferred methods of communication. If you want to give a message or note to a teacher, please leave it in the school office, and they will see that it reaches them.

School Information & Transportation

School Hours: 8:40 am – 3:29 pm **Early Release Wednesdays:** 8:40am – 2:49pm

Phone: 860-447-6050

Email: teacher's last name, first initial [@newlondon.org](mailto: @newlondon.org)

Website: <https://www.newlondon.org/cbjennings>

Blackboard System

Information about upcoming events, reminders, and announcements will be delivered automatically to parents/guardians through our automated messaging service. This service relies on the accuracy of information provided by the parent at the time of their child's enrollment. This information can be updated by contacting the school's Secretary who can assist you with this process. Changes to your contact information such as your phone number and/or email address should be updated as soon as possible with the school Secretary in writing.

Transportation Specialist

Julian Wilson

WilsonJu@newlondon.org

(860) 439-7878

First Student Bus Company

(860) 800 - 5617

School Hours

8:30 am – 3:29pm / **Early Release Wednesday** 8:30- 2:49pm

Arrival at School

Students may be dropped off and begin entering the school at 8:30am, Monday through Friday on normal school days. **STUDENTS CANNOT BE LEFT UNSUPERVISED PRIOR TO 8:30AM.** Instructional time begins promptly at 8:45am.

Parent/Family Drop-Off

Children may be dropped off in the designated parent drop off location. There are often many parents drop offs, and we ask that children are ready to exit the vehicle and parents move along safely when it is their turn in the drop offline. To facilitate a safe and efficient drop off, we ask that children exit only on the passenger side of the vehicle. We also ask that children exit their parent's vehicle at all locations within the parent drop off zone. **Parents who must exit their vehicle to assist a child may not remain in the drop off lane but should park in a designated parking spot and escort their child.**

Delayed School Openings

There may be occasions during the school year when, because of inclement weather, it will be necessary to delay the opening of school by 90 minutes. In that event, children may be dropped off beginning at 10:10am and the school day will officially begin at 10:15am. In the event of a 2-hour delay, children may be dropped off beginning at 10:40am and the school will officially begin at 10:45am.

School Cancellations

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

Dismissal (The School Day Ends Promptly at 3:29 PM | 2:49PM Early Release Wednesdays)

If your child must be dismissed early for an important appointment which cannot be scheduled during vacation or later in the day, please send a note to the teacher in the morning with your child to notify the teacher. **Early dismissals must be done prior to 2:30pm and at 2:00pm on Wednesdays. A doctor's note is required to excuse the early dismissal.** It may be necessary on occasion to have your child leave for a doctor's visit; however, activities such as sports, music instruction, and other extracurricular programs should be scheduled so that your child does not have to leave school early. We want to communicate to our children the importance of school. Leaving school early for extracurricular activities communicates to them that these activities are more important than school **and will not be excused.**

- **PICKUPS/WALKERS: ALL AUTHORIZED ADULTS INCLUDING PARENTS/GUARDIANS MUST HAVE VALID PHOTO ID AVAILABLE AT ALL TIMES TO VERIFY IDENTITY.**
- **DISMISSAL CHANGES:** If your child takes the bus but you wish to make him/her a pickup at school at dismissal time, **the change must be done in writing only by the parent/guardian. For safety purposes, these changes will not be taken over the phone. The dismissal change must be made no later than 2:00pm.** This policy is to ensure that teachers receive the change in a timely manner and to prevent class interruption during instructional time. Parents/guardians/authorized pickups are expected to pick up the child on time at school or the bus stop.
- **EARLY DISMISSALS:** In order to dismiss your child early, **you must always provide the Secretary with a valid photo ID. We will only release the student to a parent/guardian or authorized adult listed in the system.** Only a verified parent or guardian can add or remove someone from the authorized pick-up list, but it must be submitted in writing or in person. **For students' safety, the office will not accept a verbal change over the phone. Early dismissals must be done prior to 2:30pm or at 2:00pm on Early Release Wednesdays.**
- **DISMISSAL:** To ensure your child's and all students' safety, for a smooth and safe dismissal process, visitors cannot enter the school between 2:30 – 3:30pm.

Parent Pickup

At the start of each school year, parents/guardians are asked to update the Student Registration Form that includes a section for adults authorized to pick up your child. Please complete the form and ensure its return to our office. All students will need to be signed out by a parent or authorized adult in order to be picked up and dismissed from C. B. Jennings International Elementary Magnet. A valid form of photo identification will be required to dismiss a child. Anyone picking up students at dismissal time on Mercer Street (3:29pm or 2:49pm on Wednesdays) should use the parking areas on the road when picking up a child. **Pickup areas have been designated for students on grades 1 - 5. Please refer to the signs posted by Mercer Street exit doors to indicate the grade pickup area. Kindergarten students are dismissed by the playground area doors.** If a student's after school or dismissal plans depart from the routine, e.g., if a student is to be picked up by a parent or if a student will be going to a childcare provider, a note must be sent to the teacher so that the school is aware of all such plans.

Early Dismissal Days

Every Wednesday there will be an Early Release Day for students at 2:49pm for ongoing staff professional development and collaboration. The school calendar lists predetermine the early dismissal days. Please take advantage of these days to schedule doctor's and dental appointments or other commitments which might otherwise take your child out of school.

Emergency Dismissal Days

Late-forming storms could require early dismissal from school. In the event school closes early because of bad weather or another emergency, announcements will be delivered automatically to parents through our automated messaging service. Emergency school closing information is also shared through local radio, television, or by accessing the school's website.

Buses Arriving Home Late

Occasionally during the school year, a bus may be delayed due to traffic conditions, construction, or other unforeseen circumstances. In this case, you will receive a school messenger call.

School Bus Safety

The following school bus rules are carefully explained to all children and in each classroom at the beginning of the school year. We ask that you become familiar with them and help to enforce them.

Transportation Safety and Complaints Procedures

All complaints concerning school transportation are to be made to the Transportation Specialist, Julian Wilson at WilsonJu@newlondon.org. A written record of all complaints will be maintained, and an investigation of the allegations will take place.

Parent's Responsibility

1. Parents should make sure that children reach the school bus stop at least five minutes prior to the scheduled bus pick-up (10-15 minutes at the start of the school year as new bus routes may impact pick up and drop off time).
2. If a school bus or transportation vehicle is at a designated pick-up location on time and the student is not there and misses his/her ride, then it is the parent's responsibility to secure transportation to school.
3. Parents should accompany younger children to the bus stop for the first few days of school. A parent (or responsible adult) is required to meet kindergarten and first grade students at bus drop-off.
4. Parents should instruct children:
 - a. To look both ways before crossing the street.
 - b. To wait on the roadway shoulder, off the pavement.
 - c. To behave responsibly at the bus stops and on the bus.
5. Parents should understand that their child's failure to observe rules and regulations may lead to them being denied transportation. If students are not behaving on the bus on the way home, it may return to school. If, in the judgment of the principal or assistant principal, the student's behavior warrants removal from the bus, a parent or guardian will be called to pick up the child at school.

Student's Responsibility

1. While waiting for the school bus and boarding it, the pupil should:
 - a. Be at the designated bus stop at least five minutes prior to the scheduled pick-up time.
 - b. Always wait for the bus on the sidewalk in one group.
 - c. Wait until the bus comes to a full stop. When boarding the school bus, stay in line. Enter orderly.
 - d. Students waiting across the road from the designated bus stop should continue to wait until the bus comes to a full stop and displays its flashing lights and the driver signals to the student that it is safe to cross before attempting to cross the street.
2. When leaving school, pupils should:
 - a. Follow directions of the principal, assistant principal, teacher, or staff member.
 - b. Obey the directions of the bus driver.
 - c. Allow children boarding ahead of them, three steps up the bus stairs before boarding themselves.
3. While riding the bus, pupils should:
 - a. Remain properly and seated while the bus is in motion
 - b. Not jeopardize the safety of others. Usual rules of good conduct should be observed. Be courteous to fellow passengers and bus drivers.
 - c. Always keep all parts of their body inside of the bus.
 - d. Secure permission of the driver promptly.
 - e. Obey the instructions of the bus driver promptly.
 - f. Eating, drinking, and foul language are not permitted on the bus.
 - g. Refrain from defacing or marring the school bus in any manner.
 - h. Refrain from distracting the attention of the bus driver from his/her duties at any time.
 - i. Never throw objects in the bus, out the bus windows, or, when off the bus, at the vehicle.
 - j. Always follow school behavioral expectations.
4. When leaving the school bus, pupils should:
 - a. Stay in line. Do not crowd or push; do not lag; leave in an orderly fashion.
 - b. Go directly home; do not loiter.
 - c. If it is necessary to cross a street after leaving the bus, remain directly in front of the bus until the bus driver, who has checked carefully in both directions, signals that it is safe to cross. Proceed directly across the street after checking both directions, as an added precaution.
 - d. Stand inside on the shoulder of the road, if it is not necessary to cross the road, until the bus has moved on; walk on the sidewalk to their destination.
 - e. Obey the instructions of the adult in charge, when a trip away from school.
5. Pupils should understand that their failure to observe rules and regulations may lead to them being denied transportation. If students are not behaving on the bus on the way home, the bus may return to school. If, in the judgment of the principal or assistant principal, behavior warrants removal from the bus, a parent or guardian will be picked to pick up the child at school.

Attendance

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

Absence means an excused or an unexcused absence.

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

The parent or guardian of a student shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school district offices.

A child whose total number of absences at any time during a school year is equal to or greater than 10 percent of the total number of days that the students has been enrolled at the school during the school year is considered a “**chronically absent student.**” The student will be subject to review by the district and/or school attendance team.

All children attending district schools must obtain the required immunizations unless they have medical contraindications or religious objections. This obligation may be waived for homeless students.

TRUANCY

Truancy is defined by statute as absence(s) from school without the knowledge or approval of parents/guardians and/or school officials. A student aged five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Disciplinary action may include 1 hour of after school to determine for each class/student period missed. Texts and academic work missed in class that day will be recorded as a failing grade.

Parents are responsible for helping school officials fix and prevent truancy. School staff are mandated by the state to report excessive absences or parents of concern. Our LEAP Team may also assist with home visits and support.

Information about truancy will also be posted in the annual district report cards required by Every Student Succeeds Act (ESSA).

Academics

C. B. Jennings International Elementary Magnet provides a rigorous and relevant curriculum to all students in kindergarten through grade five.

Homework

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

Specific homework assignments may strengthen basic skills, extend classroom learning, stimulate, and further interests, reinforce independent study skills, develop initiative, responsibility, and self-direction, stimulate worthwhile use of leisure time, and acquaint parents with the student's work in school. Each student will receive a student folder and/or a student planner.

Make-up Work

A student will be permitted to take make-up tests and to turn in projects due in any class missed because of absence. The teacher will make every effort to assist the student by explaining the assignment and its requirements. The make-up work may need to be completed outside of school hours if the teacher determines it necessary based on the circumstances and/or amount of work in need of make-up.

For any class missed, students may be assigned make-up work based on the instructional objectives of the subject or course and the needs of the student. Beginning in grade four, the student is responsible for obtaining and completing make-up work within the time specified by the teacher.

Progress Reports/Report cards

A report card from Power School is a teacher's assessment of your child's effort and progress at his or her instructional level. Report Cards are sent home for Grades K-5 three times a year.

Parent-Teacher Conferences

Parents are encouraged to become partners in their child's educational successes. Scheduled conferences occur twice per year, during the first and second marking periods. These conferences take place both during the day and in the evening to accommodate different schedules. Additional conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference. A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Additional conferences are held during school hours, but every effort will be made to accommodate parent schedules.

Library/Media Center

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

Essentials

At C.B. Jennings International Elementary Magnet, we are pleased to offer our students a wide variety of essential classes. “Essentials” are the classes which meet in areas outside of the student’s homeroom, and include our arts, music, physical education, library and language classes. Each student will get four blocks of essentials per rotation.

Visitors/Volunteers

Parents and other visitors are welcome at C.B. Jennings International Elementary Magnet School. **All visitors must first report to the office. Visits to individual classrooms during instructional time shall be permitted only with the principal’s prior approval.** Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. New London Public Schools is pleased to announce that we are using the Raptor Visitor Management System in all our schools to build on the district’s program of campus safety for students and faculty. **Please bring your photo identification when visiting the school.** This system will allow us to track visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff. **All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. We ask all parents and visitors to assist us in modeling good behavior for our students.** Parents and family members are also encouraged to volunteer in their child’s classroom. All arrangements to volunteer should be made in advance and agreed upon between the teacher and parent or family member. Volunteers will be asked to complete an application and agree to a background screening to ensure the safety of all our students. If you are interested in becoming a volunteer and/or a chaperone for field trips, please contact Nicole Haggerty at HaggertyN@newlondon.org or by calling 860-444-3198.

Physical Activity

All students enrolled in elementary school shall have included in the regular school day, time devoted to physical exercise, of at least 20 minutes. This requirement may be altered by a Planning and Placement Team (PPT) for a child requiring special education and related services or if the board of education permits an additional amount of time.

This daily period of physical activity for elementary school students can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities.

Students may not be required by school employees to engage in physical activity as a form of discipline during the school day. This restriction does not apply to a brief period of respite/time-outs, referrals to a building administrator, or for safety reasons. Students in elementary school may not be denied participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline.

Physical Exercise

All students in elementary school shall have, on the regular school day, time devoted to physical exercise, of not less than 20 minutes in total, unless altered for a student by a Planning and Placement Team for a child requiring special education. Such physical exercise can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities. The period of physical activity will not be taken away from an elementary student as a form of punishment. In addition, students in all grades, K-12, cannot be assigned physical activity as a form of punishment.

School employees may not prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline.

Multilingual Learners

The goal of the Program for Multilingual Learners (MLLs) is to provide English language and content area instruction to identified students that will lead to proficiency in listening, speaking, reading, comprehension and writing skills as well as academic excellence. The programs offered are based on scientific research and proven to promote English language development and high levels of academic achievement.

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

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited, to, English to speakers of other languages, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

Migrant Students

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title 1 programs, special education, gifted education, vocational 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.

Homeless Students

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is Mrs. Carrie Rivera. The district has reviewed its existing policies and regulations to remove barriers to the enrollment and retention of homeless children and youth. Homeless children and youths are defined as "individuals who lack a fixed, regular and adequate nighttime residence." Homeless children have the right to attend the school of origin "to the extent feasible," unless doing so is contrary to the request of such student's parent/guardian or unaccompanied youth.

Any homeless child or youth denied school accommodations shall continue in attendance or will be immediately enrolled in the school selected by the child in the school district. A written explanation of the reasons for denial of school accommodations in a manner and form understandable to such homeless child or youth, or parent/guardian, will be provided. Information will also be provided regarding the right to appeal against the decision about the denial of accommodation. The homeless child or youth is entitled to continue in attendance during all available appeals.

A homeless student who is not in the physical custody of a parent/guardian shall have full access to his/her education and medical records in the Board's possession. ☐

Technology

TECHNOLOGY ACCEPTABLE USE

C.B. Jennings International Elementary Magnet School is committed to the use of computer technology to broaden instruction and to prepare students for an increasingly computerized society. The Internet can support curriculum and student learning by facilitating resource sharing, innovation, and communication. The use of technology is a privilege and a resource. This education opportunity demands personal responsibility. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Each classroom at C. B. Jennings International Elementary Magnet is assigned their own set of iPads to use for academic purposes in school. All students visit the computer lab regularly for structured lessons on how to use technology to help them learn. Additional time in the computer lab can be scheduled by teachers when they are working on research.

Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action. It is the policy of the Board of Education that all students must sign the Responsible use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

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

Website Release Form

To publicize the achievements of our students and the great work that they do, we occasionally publish our students' names, faces or achievements in our school and district publications, or release the information to local newspapers, television, or media. We may also post the information on the school district's web site.

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

Anonymous Reporting and Mental Health Supports

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

Students and families may make oral or written reports of bullying or safety concerns with school staff and administrators, in addition to several options to report concerns anonymously. Anonymous reporting boxes are in the middle and high school guidance suites, and an electronic form can be submitted via the district website. Students and families may also submit an anonymous report through Anonymous Alerts, either through the app or web. All reports are followed up promptly by appropriate school and/or district staff.

Students with mental health or other crises are supported by school-based staff. All schools are supported by School Psychologists, School Social Workers, and School Counselors (6-12). In addition, the district maintains a Social and Emotional Support request form on the district website for students and families to request assistance.

School Safety

SCHOOL SAFETY

Providing a safe environment for our students and staff is a top priority at C. B. Jennings International Elementary Magnet. The school practices regular safety drills which include fire and lockdown drills. The parents and the school have a joint responsibility to constantly emphasize to students the importance of adhering to safety procedures.

ACCIDENT PREVENTION

Student safety on campus and at school related events is a high priority at C. B. Jennings International Elementary Magnet. Even though procedures are established, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Remain alert to and promptly report safety hazards, including unidentified people on campus.
- Know emergency evacuation routes and signals.
- Immediately follow the instructions of staff overseeing student welfare.

LOCKDOWN DRILLS

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

FIRE DRILLS AND EMERGENCY PREPAREDNESS

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. During a drill, students are escorted out of the building by a teacher or staff member. Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner. 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.

Child Abuse, Neglect and Sexual Assault

All school employees, including teachers, superintendents, administrators, coaches of intramural or interscholastic athletics, paraprofessionals, and other professional school staff including guidance counselors, school counselors, paraprofessionals, social workers, psychologists, licensed nurses, physicians, licensed behavior analysts, and substitute teachers are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm or sexual assault by a school employee to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive training in their use, as required by state law.

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

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

The Board of Education will post in each school the telephone number of the Department of Children and Families' child abuse phone hotline, Careline, and the Internet web address that provides information about the Careline in a conspicuous location frequented by students. Such posting shall be in various languages appropriate for the students enrolled in the school.

Behavior Expectations

Positive Behavior Acknowledgement System

At Jennings we use **PBIS** to shape the culture of our school. There are five traits that a successful Jennings International Student should demonstrate. They are summed up in the acronym **EARTH**. Our expectations are for students to show the following concepts **Empathy, Action, Resourceful, Thinker, and Hard work**. Children can only meet the expectations that they are taught. We are teachers of the whole child not of topics, as educators, we would never assess students on academic instruction that students never received. The same thing holds true for conduct.

To assist staff in implementation, they have lessons to teach students what each concept of **EARTH** stands for and how to demonstrate them. The lessons will be taught during the first week of school and randomly retaught as refreshers throughout the school year as necessary. To further reinforce **EARTH**, our **PBIS Rewards App** will be reconfigured so that teachers can assign **PBIS points** by each **EARTH** concept. Points earned can then be used to purchase items at the school store. By linking PBIS Rewards and **EARTH** in this fashion, students receive immediate assessment and reinforcement when meeting expected behaviors. Students who meet the **EARTH** expectations should demonstrate the following behaviors:

- Empathy** Kind, caring,
- Action** Communicator, doer, engaged
- Resourceful** Finding solutions, creative
- Thinker** Inquirer, curious, questioning
- Hard work** Fearless, grit, resilient



New London Public Schools Code of Conduct

This Student Code of Conduct (SCC) is designed to inform parents, students, administration, staff, and community members of expected school behavior. It is not intended to promote discipline as the first line of action for students exhibiting challenging behavior(s). NLPS is committed to the utilization of positive strategies in changing student behavior as the first line of action.

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

Incidents

When students continue to not follow the schoolwide behavioral plan, they will receive a consistent approach that starts with a minor consequence for first offenses to a more severe consequence for repeat offenses.

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

- Redirection
- Reflection Form
- Written referral
- Conference with student
- Note to parent
- Phone call to parent

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

Office Referrals

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

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

Bullying

"Bullying" means an act that is direct or indirect and severe, persistent, or pervasive, which (A) causes physical or emotional harm to an individual, (B) places an individual in reasonable fear of physical or emotional harm, or (C) infringes on the rights or opportunities of an individual at school. "Bullying" shall include, but need not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Bullying of a student by another student is prohibited. Such behavior is defined as an act that is direct or indirect and severe, persistent or pervasive which:

- A. causes physical or emotional harm to an individual,
- B. Places an individual in reasonable fear of physical or emotional harm, or his or her property,
- C. Infringes on the rights and opportunities of an individual at school.

Bullying shall include, but need not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression. Socioeconomic status, academic status, physical appearance, or mental, physical, developmental, or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. (The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)

Examples of bullying include, but are not limited to:

1. Physical violence and attacks
2. Verbal taunts, name-calling, and put-downs, including ethnically based or gender-based verbal put-downs

PUT A STOP TO IT

If You are Being Bullied...

- Tell someone—a parent, a teacher, a counselor
- Try not to show anger or fear
- Calmly tell the student to stop... or say nothing and walk away
- Try to avoid situations where bullying is likely to happen

If You Know Someone Who is Bullied...

- If you feel safe, tell the bully to stop
- If you don't feel safe...
 - Say kind words to the student being bullied—Be a friend!
 - Don't encourage the bully by laughing or joining in
 - Tell an adult
 - Encourage the bullied student to talk to someone about what happened

3. Threats and intimidation
4. Extortion or stealing of money and/or possessions
5. Exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”)
7. Targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identify or expression, socioeconomic or academic status, physical appearance, or mental physical, developmental, or sensory disability.

Student(s) who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim(s),
2. infringes on the rights of the victim(s) at school, or
3. substantially disrupts the education process or the orderly operation of a school, are subject to appropriate disciplinary action up to and including suspensions, expulsion and/or referral to law enforcement officials.

Student(s) and/or their parent(s) may file a written report of conduct they consider bullying. Students may also make an informal complain of contact that they consider to be bullying by verbal report to any school employee, who will promptly reduce the complaint to writing and forward it to the Safe School Wellness Interventionist for review and action. Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the School Wellness Interventionist, but no disciplinary action shall be taken solely based on an anonymous report.

The School Wellness Interventionist and administration is responsible for taking a bullying report and investigating the complaint. Parent(s)/guardian(s) of the alleged perpetrator of the bullying act and the parent(s)/guardian(s) of the student(s) against whom such alleged act was directed will receive prompt notification that such investigation has begun. The results of the investigation will be provided not later than 48 hours after its completion, verbally and by electronic mail. Parent(s) of student(s) involved in a verified act of bullying will be invited to attend at least one meeting at school. Wellness Interventionists are required to receive mental health and first aid training.

Reporting Bullying Behavior

If a student is having a hard time interacting with peers or feels that he or she is the target of verbal or physical threats, please notify us immediately. There are many caring adults who can assist. Students and parents may report suspected bullying to any of the follow staff members: teachers, administrators, and school Social Worker. The report will be logged and formally investigated. With your help, we can continue to provide quality instruction in an environment that is conducive to learning.

Conduct

Students are responsible for conducting themselves properly, appropriate to their age and level of maturity. They must accept responsibility for misbehavior and engage with school staff to identify how a different choice of action could result in a better outcome. The district 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.

Student responsibilities for achieving a positive learning environment in school or school-related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately.
4. Showing respect toward others, engaging in civil discourse.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigation of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully given, or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects can cause bodily injury or damage to property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing vulgar language or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail, that is, forcing an individual to act through force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive in the school environment or disturbing to other students.
15. Assaulting a teacher, staff member, or other individual.
16. Selling, giving, delivering, possessing, using or being under the influence of drugs, such as marijuana, a controlled substance or drugs, or an alcoholic beverage.
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Possessing prescription drugs which are given to a person other than to whom the drug is prescribed.

19. Smoking or using tobacco products including electronic nicotine delivery systems (e-cigarettes) and vapor products.
20. Hazing, bullying.
21. Behavior in any way that disrupts the school environment or educational process.
22. Using electronic devices during the school day in school buildings, without prior approval of the principal.
23. Violating the district's Internet Safety policy and/or Online Social Networking Policy.
24. Cheating, plagiarizing, including by electronic means.
25. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
26. Taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
27. Violating any state or federal law would indicate that the student presents a danger to any person in the school or to school property.
28. Damaging in a willful manner school electronic equipment and/or software

Students are urged to participate in efforts to build a positive school climate as well as alternatives to exclusionary discipline such as restorative circles or peer mentoring.

Smoking

Students shall not possess nor smoke or use tobacco products or e-cigarettes or vapor product devices on all school property both inside and outside, or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

Substance Abuse

As stated above, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to disciplinary actions.

Discipline

A student who violates the district's code of conduct shall be subject to disciplinary action. The NLPS disciplinary actions may include using one or more discipline management techniques, such as a restorative justice model, detention, removal from class, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during no-school time. The school district believes that exclusionary discipline practices (suspension, expulsion) limit students' access to classroom instruction and fail to improve student outcomes and school climate. These practices will be used as a last resort.

Detention

A student may be detained outside of school hours for not more than 1 hour on one or more days for violation of the code of conduct. The detention shall not begin until the students' parent(s)/guardian(s) are notified of the reason for the detention (and can arrange for the students' transportation on the day(s) of the detention.)

Expulsion

A teacher may remove a student from class when they deliberately cause serious disruption to the classroom's teaching and learning process.

Prior to an expulsion hearing, parents will be given notice of at least five (5) business days before such a hearing. It will contain information about the legal rights of the student and parent/guardian and information concerning legal services shall be provided to the student and his/her parent or guardian. An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearings shall be held as soon as possible after the expulsion as possible.

The Board of Education may expel a student in grades 3 through 12 inclusive, from school privilege if, after a full hearing, the Board finds that the conduct of the student to be both (1) a violation of a Board policy; and (2) either seriously disruptive of the educational process or endangering persons or property. Students expelled for the first time may be eligible for an alternative educational program, as defined according to State Board of Education standards.

Expulsion from school will result in the loss of all extracurricular and social privileges during the period of expulsion.

For any student under 16 years old who are expelled and students between 16 and 18 expelled for the first time and who have never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board-specified program does not require the student or the parent/guardian of the student to pay for participation in the program. Such student must be offered an alternative educational opportunity that complies with the State Board of Education's "Standards for Alternative Educational Opportunities."

Students in grades kindergarten through grade 12 inclusive are subject to mandatory expulsion for the possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity for a calendar year. A student in grades kindergarten through grade 12 inclusive, who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, has never been suspended and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

Expelled Students

Under age 16, will be offered an individualized learning plan as part of an alternative education. Students between the ages of 16 and 18 who are expelled, even for conduct that endangers others, will be offered an alternative educational opportunity if it is the student's first expulsion (PA 16-147). Once a student is admitted to an alternative educational placement, an Individualized Learning Plan (ILP) will be developed to govern programming for the student during expulsion.

A district student who has committed an expellable offense who seeks to return to a district school after having been in a juvenile detention center, the Connecticut Juvenile Training School, or any other residential placement for one year or more, in lieu expulsion from the District, shall be permitted to return to the appropriate school setting within the district. Further, the district will not expel the student from any additional time for the offense(s).

Suspension

A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. Students in preschool through grade 2, inclusive, may only receive in-school suspensions, unless, after an informal hearing, the administration determines that an out-of-school suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surround the incident require immediate removal. In such an instance an informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

For any student suspended for the first time and who has never been expelled, the administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions, which shall not incur an expense to the student or his/her parents.

Health Services

The school health office is designed to provide care to students who become ill or are injured while in school. The health program offered at C. B. Jennings International Elementary Magnet will be administered by a registered nurse. There is a registered nurse in the building throughout the school day. **If you need to get in contact with her, please call Nurse Juliet Schwartz 860-447-6050 extension 3 or via email at jennurse@newlondon.org.**

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

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

ABSENCE FROM SCHOOL

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

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

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

ADMINISTRATION OF MEDICINE

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

COMMUNICABLE/INFECTIOUS DISEASE

Students with any medical condition which may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse. Before a child may return to school after an absence due to such a condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposure to others.

Psychotropic Drug Use

School personnel is prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisors, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the district is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

Food Allergies

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

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

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

School Social Worker

We are fortunate to have the services of a full-time school social worker for C. B. Jennings International Elementary Magnet. The Social Worker works primarily with students on an individual, group, or classroom basis, also works with parents/guardians to help them better understand the school environment and the way their children learn and provides referrals to parents who request further support and a 504 plan.

Wellness Coordinator / Behavior Motivator

C.B. Jennings International Elementary Magnet has the services of full-time Wellness Coordinators. They work primarily with students on an individual, group, or classroom basis. She/he also works with parents to coordinate services and support between the family, school, and community.

Speech and Language Pathologist

Students identified as having difficulties in speech, language, voice, hearing, and/or fluency affecting their educational performance are referred to our qualified SLP. The student may receive assessments, consultation and/or remediation for these needs.

School Psychologist

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

Occupational Therapist

Occupational therapy may be recommended for an individual student for reasons that might be affecting his or learning or behavior, such as motor skills, cognitive processing, visual or perceptual problems, mental health concerns, difficulties staying on task, disorganization, or inappropriate sensory responses. We are fortunate to have the services of a full-time school psychologist. They work primarily with students on an individual, group, or classroom basis. They also work with parents to help them better understand the school environment and the way their children function and provide referrals to parents who request further support.

Sunscreen Application by Students

Public Act No. 19-60: *An Act Allowing Students To Apply Sunscreen Prior To Engaging In Outdoor Activities*, amended Section 10-212a of the Connecticut General Statutes to allow any student who is six years of age or older to possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity, with only a written authorization signed by the student's parent or guardian. For students who are younger than six years of age all three of the following requirements pursuant to Section 10-212a-4 of the Regulations of Connecticut State Agencies for self-administration of medication continue to apply:

1. an authorized prescriber provides a written medication order including the recommendation for self-administration.
2. a parent or guardian provides written authorization for self-administration of medications; and
3. the school nurse has assessed the student's competency for self-administration in the school setting and deemed it to be safe and appropriate.

Please note, at no time will educators apply sunscreen to students.

Pesticide Application

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide applications will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact Mr. Miguel Gautier, Jr.

Support for Families

- Mobile Crisis Intervention Services: 211-1-1; [Youth](#); [Adults](#)
- Healthy Lives Connecticut <https://www.healthylivesct.org/>
- Gizmo's Pawesome Guide to Mental Health: www.Gizmo4MentalHealth.org

- Crisis Text Line: Text CT to 741741; www.crisistextline.org
- National Suicide Prevention Lifeline: 1 (800) 273-TALK (8255); www.suicidepreventionlifeline.org

School Procedures

Breakfast / Lunch/ Snack

The district participates in the National School Lunch Program and offers students a nutritionally balanced breakfast, lunch and two snacks daily. New London Public Schools offers this free service to all students. Students will enjoy a nutrition-based meal prepared with high quality fresh and local ingredients whenever possible, including vegetables from our own school garden. Students may choose to bring their own lunch and snack to school. All students are given thirty (30) minutes for lunch each day.

Recess

Recess is an important part of the school's planned day. All students are given time devoted to physical exercise, of at least twenty minutes. The period of physical activity will not be taken away as a form of punishment.

When the temperature outdoors is 32 degrees or warmer, children will go outside for recess. When the temperature drops below 32 degrees or when the wind is blowing, causing the wind chill factor to be below 32 degrees, or when there is any significant precipitation, the students will remain indoors.

Electronic devices

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

Cell Phones

Although students are not encouraged to bring cell phones to school due to the possibility of loss, theft, or damage, we understand that many families want their children to have a cell phone to contact parents before or after school hours.

Therefore, if a student chooses to bring a cell phone to school, they must turn off the device and store it in the appropriate location before they go to class. If a student does not follow this rule and 1) uses the cell phone, or 2) the cell phone rings, or 3) the cell phone is visible to other staff or students during the instructional day, it will be confiscated and turned into the office. Parents will be contacted to come to school and pick up the phone/device at their convenience.

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

Toys and trinkets

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

Dress code

School uniforms will not be required during the new school year 2024-2025. Each student is expected to follow the proper dress requirement outlined in each school's handbook.

Dress Code & Regulation: Please know that it can also be found on the website here:

<https://resources.finalsite.net/images/v1714666366/newlondonorg/s90zekmvzwydva1e39pi/51321-DressCodePolicyandRegulation.pdf>

Students

Dress Code Policy

I. Statement of Policy

All students should have the right to dress comfortably and express themselves in school through a selection of clothing, hairstyles, jewelry, and accessories that represent and affirm their identities. Student dress codes should support equitable educational access and should not reinforce gender or cultural stereotypes or reinforce marginalization or oppression of any group. The administration may establish additional guidelines prohibiting other specific articles of clothing, accessories or the like.

Importance to School:

- a. Creating a greater sense of self and identity
- b. Fostering a safe and inclusive school environment

Importance to Student:

- a. Having a positive impact on a student's self esteem by promoting choice and individuality.

Importance to Parent:

- a. Reducing parental cost of school clothing
- b. Offering time and energy savings for parents

II. Accommodations

Where the bona fide religious beliefs or health needs of a student conflict with the Dress Code Policy, the schools will provide reasonable accommodation. Any student, parent, or guardian desiring an accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request.

Coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

It is the policy of the New London Board of Education that no student will be denied an education due to bona fide financial inability to obtain clothing that complies with the Dress Code Policy. Any student, parent or guardian for whom compliance with the Dress Code Policy poses a bona fide financial burden may request clothing assistance from school administration and/or support staff.

School principals and/or support staff shall try to connect parents and guardians with available community resources to locate adequate clothing.

Students

Dress Code and Uniform Policy

II. Accommodations (cont.)

No restrictions on dress and adornment will be imposed which:

- 1) reflect discrimination as to civil rights,
- 2) interfere with any free speech/first amendment rights that the student may have,
- 3) attempt to dictate or adjudicate style or taste.

Nevertheless, clothing containing promotion of or reference to drugs, alcohol or tobacco, acts of violence, and offensive or obscene symbols or words is prohibited. Moreover, clothing should also be free of slogans, names, titles, or symbols which are defamatory toward persons, groups, the school, or other organizations or which are likely to distract or disrupt the educational process.

III. Parent/Guardian Responsibility

It is the responsibility of parents and/or guardians to ensure that their children's dress conforms to the requirements of this policy.

IV. Staff Responsibility

School personnel, including substitutes, will work with the administration, families and students to ensure compliance with the Dress Code Policy. Also, as stated in Policy #4118.23- Personnel – Certified/Non-Certified –Staff Conduct; school personnel including substitutes should serve as role models for proper attire in the educational setting.

V. Administrative Responsibility

It is the responsibility of the Administration to inform all parents and guardians of the Dress Code Policy. This information shall be available in English and Spanish, and other languages upon request. It shall also be available in the Student Handbook, on the New London Public Schools' website and in such other places as the administration deems suitable to reach all parents and guardians.

If the Superintendent or Board of Education deem it necessary to update the Dress Code Policy, it will be brought to the Board of Education by January 1 of the previous school year, and parents/guardians will be notified no later than June 30 of the previous school year. Parents will be notified in English, Spanish, and other languages upon request, of the approved policy updates.

VI. Compliance

School administrators and teachers are encouraged to use positive reinforcement to obtain compliance with the requirements of the Dress Code Policy.

Students

Dress Code and Uniform Policy (continued)

VI. Compliance (cont.)

For every instance of non-compliance, the student will be given the opportunity to call home for a change of clothing or utilize available school-provided clothing. The administration will use their discretion when dealing with hardship cases.

The following procedures shall apply at the discretion of the administration:

1. The administrator or designee will meet with the student to identify root cause and determine a solution.
2. For persistent dress code issues, parents/guardians will be notified and brought into the restorative process to determine an immediate solution in conjunction with student support personnel.
3. Other actions at the discretion of the administrator and in conjunction with restorative practices.

Legal Reference: Connecticut General Statutes
10-221 concerning Dress Code
PA 96-101 An Act Concerning School Uniforms
Byars et. al. v. City of Waterbury et. al. (June 3, 1999)

Policy approved: June 26, 2023

NEW LONDON PUBLIC SCHOOLS
New London, Connecticut

New London Public Schools Dress Code

The following are the current dress code guidelines. These guidelines shall be distributed to all students, parents and/or guardians. Students are expected to dress in styles that promote a positive, safe, serious educational environment. The following items shall not be worn in accordance with the Dress Code Policy:

1. Footwear which marks/damages floors or is a safety hazard. Bedroom shoes or slippers shall not be worn, except for school activities approved by the principal.
2. Sunglasses (unless required by a doctor's order).
3. Clothing, jewelry or accessories which could cause harm to oneself or others.
4. Attire or accessories which portray disruptive writing or pictures, or display or imply vulgar, discriminatory, or obscene language.
5. Attire or accessories which state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
6. Attire or accessories which depict or imply pornography, nudity or sexual acts.
7. Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages or encourage or incite violent acts.
8. Attire or accessories which can, at times, for some students, create a hostile school environment. (i.e., gang-related attire)
9. Shirts and/or blouses that reveal the abdomen, navel, chest or undergarments, or tank tops.
10. Shorts, miniskirts, or pants that reveal the upper thigh or undergarments.
11. Backpacks and/or book bags may be carried between classes but should not pose an obstruction to safe passage in the classroom or in the corridors.

For further clarity on allowable clothing, please reference the guidelines and specifications listed below.

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs. Tops must have shoulder straps. Rips or tears in clothing should be lower than 3 to 4 inches in length.
2. Shoes must be worn at all times.
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements as listed in number 1 of these specifications.
4. Specialized Courses may require specialized attire, such as sports uniforms or safety gear.

The administration may establish additional guidelines prohibiting other specific articles of clothing, accessories or the like.

Regulation approved: June 26, 2023

Lost and Found

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

School Ceremonies and Observances

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as, but not limited to, Martin Luther King Day, Veterans Day, Memorial Day, Thanksgiving and Presidents Day are encouraged. The district reminds students, faculty, and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

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

1. School and class plays shall not be overly religious, and church-like scenery will be avoided.
2. Religious music shall not entirely dominate the selection of music; and
3. Program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in the activities is voluntary. Nonparticipants are expected to maintain order and decorum appropriate to the school environment.

Birthday | School Celebrations

To maximize student instructional time, we ask you to follow these guidelines if you plan to celebrate your child's birthday.

- No treats such as birthday cakes, cupcakes, etc.
- No food related items
- No toys
- No candy

Instead, you can be a guest reader, bring craft items or other instructional activities.

Field Trips

As part of the educational program of the schools, children take trips to various points of interest. These trips are carefully planned and supervised by teachers and are designed to complement the school curriculum. A child will not be allowed to go on a field trip unless he/she brings a permission slip signed by a parent. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are “in” school. This means that conduct and dress standards will be appropriate for the field trip activity.

We often use the great places and spaces around our school as a part of our academic learning and our engaging enrichment.

Equal Opportunity and Non-Discrimination

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal education opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such a basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law. Dr. Valerie Kelsey is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Thank You!

FORMS TO RETURN TO SCHOOL

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

1. Receipt and Understanding of Parent and Student Handbook Form
2. Permission Form for Student Work and Visual Images
3. Acceptable Use of Technology Form



Receipt and Understanding of Parent and Student Handbook Form

I have received and reviewed the 2024-2025 Parent and Student Handbook.

Student's Full Name: _____

Parent / Guardian Full Name: **(please print)** _____

Parent / Guardian Signature: _____

Date: _____



PERMISSION FORM FOR STUDENT WORK AND VISUAL IMAGES

Student's Name: _____ Grade _____

The New London Public Schools will periodically prepare press releases that have video, audio, pictures, and student work. This is a release for you as the parent to sign indicating your consent to the collection and use of this data and its use by the school district and researchers in a way that may involve your child and his/her fellow classmates.

There is no need to return this form UNLESS you choose to deny permission for the use of your child's work or image.

I **DO NOT** give my permission for _____ to participate or
(print child's full name)

for his/her work or visual image to be used for any educational purpose.

Print your name _____

Sign your name _____
(Parent or guardian)

Date: _____

Relationship to child: _____ Mother _____ Father _____ Guardian



ACCEPTABLE USE AGREEMENT FOR STUDENTS FORM FOR THE 2024-2025 SCHOOL YEAR

Please return this portion of the Acceptable Use Agreement back to your child's classroom teacher.

TECHNOLOGY ACCEPTABLE USE AGREEMENT FOR STUDENTS

Students at C.B. Jennings International Elementary Magnet School will be provided access to computers and iPads and/or Chromebook for educational purposes. Students must agree to follow the established guidelines for acceptable use of technology to maintain the privilege of access to technology.

1. I will use the computers/iPads only to do schoolwork, and not for any other reason.
2. I will use the Internet only with my teacher's permission.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not put on the computer/iPad my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others without my teacher's permission.
6. I will not play games that a teacher has not approved.
7. I will be polite and considerate when I use the computer; I will not use it to annoy, be mean to, frighten, threaten, tease, bully, or poke fun at anyone; I will not use swear words or any other rude language.
8. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion, or gender.
9. I will not damage the computer/iPad or anyone else's work.
10. I will not take credit for other people's work.
11. If I have or see a problem, I will not try to fix it myself, but I will tell the teacher.
12. I will not block or interfere with school or school system communications/network settings.
13. My teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer/iPad.
14. I know that behavior that is forbidden in school is also forbidden when I use computers outside of school if it interferes with other students' education.

Print Student's Name: _____

Parents: I have read and discussed with my child the Technology Acceptable Use Agreement, and I give permission for his or her use of the resources. I understand that computer access is conditional upon adherence to the agreement. Although students are supervised using computers/iPads, and their use is electronically monitored by the district, I am aware of the possibility that my child may gain access to material that school officials, and I may consider inappropriate or not of educational value.

Print Parent's Name: _____

Parent's Signature: _____

Date: _____