

# WINDSOR LOCKS PUBLIC SCHOOLS



**2025-2026**

**PARENT / STUDENT HANDBOOK**

# Windsor Locks Public Schools Mission

The WLPS will create and sustain a community of life-long learners where all students are engaged, empowered and expected to achieve at the highest levels and to become responsible, contributing citizens in an ever-changing, global society. In order to achieve our mission our students will receive a world class education that: Challenges each student to meet and exceed high expectations through a stimulating, rigorous and challenging curriculum; Enables each student to think critically, work collaboratively, and display the confidence necessary to be successful in a diverse and complex society; Prepares each student to be an adaptable risk taker who is proud to invest in the future; Prepare each student to use all of the technological resources available to complete research, solve problems, and identify creative solutions; Develops individuals who are open-minded, respectful, and compassionate, Develops honest, interdependent, skilled future leaders and independent thinkers who will become the world's problem solvers; Enriches the skills and talents of each student to be inventive and ready to achieve a sustainable future; Invites the entire community to be involved in providing a well-rounded education; which Inspires each student to become an active member of our community, the nation, and the world. The Board of Education will ensure that all students have a right to an education which is based on standards of excellence, which stresses rigorous demands and which serves to expand students' personal horizons. The education of each student is the shared responsibility of students, parents, faculty, administrators and the Board of Education. The Board of Education also recognizes that students differ in their interests and abilities and therefore the district will offer a comprehensive program consisting of a variety of learning experiences. Discrimination among students attending our schools with respect to race, color, religious creed, age, marital status, national origin, sex, sexual orientation or physical disability is prohibited.

# WINDSOR LOCKS PUBLIC SCHOOLS

## NORTH STREET SCHOOL SCHOOL

325 NORTH STREET  
WINDSOR LOCKS, CT 06096  
(860) 292-5027  
(860) 292-8191 (FAX)

## SOUTH ELEMENTARY

87 SOUTH STREET  
WINDSOR LOCKS, CT 06096  
(860) 292-5021  
(860) 292-5026 (FAX)

Dear Parents/Guardians:

This handbook is designed to provide you with an overview of the policies and procedures as they relate to your child's particular school but also to the Windsor Locks Public Schools in general. We encourage you to carefully review its contents and take time to discuss the appropriate information with your child.

It is our belief that education is the result of a collaboration that includes students, teachers, parents, administrators, and members of the community. We look forward to the opportunity to work together in the interest of your child's academic success.

In order to stay up-to-date with regard to what's happening in our schools, we encourage you to visit our website ([www.wlps.org](http://www.wlps.org)) on a regular basis. That will provide you with easy access to information about your child's classroom and a simple way to contact his/her teacher. You are also welcome to contact us at any time should you have questions or concerns.

Thank you in advance for your interest, your involvement, and your cooperation.

Sincerely,

*Giovanna Testani*

Giovanna Testani, Principal  
North Street School

*Monica Briggs*

Monica Briggs, Principal  
South Elementary School

## **NORTH STREET ADMINISTRATION**

**[Giovanna Testani](#)**

Principal

## **NORTH STREET SCHOOL SUPPORT TEAM**

**[Lorraine Weigert](#)**

Administrative Assistant

**[Anntonina Stegman](#)**

Administrative Assistant

**[Thomas Croyle](#)**

Instructional Specialist

**[Brittney Kokofsky](#)**

School Social Worker

**[Phil Medeiros](#)**

School Psychologist

**[Megan Parrette](#)**

Coordinator of Pupil Services - Elementary

## **SOUTH ELEMENTARY ADMINISTRATION**

**Monica Briggs**

Principal

## **SOUTH ELEMENTARY SCHOOL SUPPORT TEAM**

**Amber Tuttle**

Administrative Assistant

**Amy Santerre**

Administrative Assistant

**Joanne Cutler**

Instructional Specialist

**Rebecca Ladd**

School Social Worker

**Jessica Smith**

School Psychologist

**Megan Parrette**

Coordinator of Pupil Services – Elementary

# **North Street School South Elementary School 2025-2026 Parent Handbook**

This Handbook has been published for the use of all elementary schools, Pre-Kindergarten through grade 5. In order to conserve space, many of our district policies are not duplicated in their entirety in the text of this handbook. Complete Windsor Locks Public School policies can be found on our website, or by following this link: [WLPS BOE Policies](#) . You are welcome and encouraged to review these policies at any time.

School regulations and policies apply to all students regardless of age and apply to all school activities. School activities include dances, class trips or outings, field trips, athletic events, and functions at other schools where students are participants or spectators. If you have any questions concerning the programs, rules and policies, please call the office of your child's school for assistance.

## HOURS



### **South Elementary School**

**7:55-2:55**

School Day:	8:10-2:55
2 Hour Delay	10:10
Early Release	8:10-12:45
WED PLC Early Dismissal:	1:55

### **North Street School**

**8:25-3:25**

AM PreK:	8:30-11:00
PM PreK:	12:30-3:00
School Day K-2:	8:40-3:25
2 Hour Delay:	10:40 (No AM PreK)
WED PLC Early Dismissal	2:25

#### **Cancellations/Late Openings and Early Releases**

There is always the possibility of school cancellation due to inclement weather. Announcements of cancellations or late openings are made over radio (WTIC, WDRC, WWYZ and WPOP), television (WFSB, WVIT and WTHN), on our website (WLPS.ORG), and through our parent alert system. **Please do not call the school.**

**Parents /guardians must make alternative arrangements for supervision of their child in the event of emergency school closings.**



Pre-K – 5 SCHOOL CALENDAR 2025– 2026 SCHOOL YEAR



First day of School – 8/26/25 (Grades 1-5)  
First Day of School – 8/27/25 (Kindergarten)  
First Day of School – 9/2/25 (PK)

PLC **WEDNESDAYS** DATES-1:55 PM (South) 2:25 (North) DISMISSAL

September 10, 17  
October 8, 22, 29  
November 19  
December 3, 17  
January 7, 28  
February 4, 25  
March 4, 11, 18  
April 8, 22, 29  
May 6, 13, 20  
June 3

EARLY RELEASE DATES-12:45 PM (South) 1:15 (North) DISMISSAL  
(See alternate dates/time in bold for conference schedules)

September – 24  
**December 10 (11:45 am South)**  
**December 10 (12:15 pm North K-2) AM PK 10:00 am**  
**December 11 (2-hour delay/am conferences) No AM PK**  
December 23  
March 25  
**April 1 (11:45 am South)**  
**April 1 (12:15 pm North) AM PK 10:00 am**  
**April 2 (2-hour delay/am conferences) No AM PK**

June – 11 & 12 \*Last 2 days of school are **Early Release** days  
If there is no school due to weather related issues, the days will be added after June 12<sup>th</sup>

NO SCHOOL DATES

August 29  
September – 1  
October – 13  
November – 4, 11, 26, 28  
December – 24 thru 31  
January – 1, 2, 16, 19  
February – 13, 16, 17  
April – 3, 13 thru 17  
May – 25

**Attendance**  
(Board of Education Policy 5113)

**Attendance Line**

You must call the school if you are keeping your child home.

North Street: 860-292-5027

South Elementary: 860-292-5021

**Excused Absence**

Students may not be absent from school without the parent's knowledge or consent. **All reasons for absences or tardiness must be verified within ten (10) school days by a parent or legal guardian. Parent contact in the form of a written note is required.** This verification should include the date of the absence or tardiness and a statement of the specific reason(s) for the absence or tardiness. Failure to provide specific reasons for the absence and/or tardiness will result in the absence(s) being recorded as unexcused.

Excused absence from school or class will be considered for the following reasons:

- A. Illness or injury,
- B. Death in the immediate family/ attendance at Funeral,
- C. Religious Holidays/obligation,
- D. Mandated court appearance of the student with appropriate legal documentation within 5 days
- E. Approved school activity,
- F. Suspension or expulsion
- G Other exceptional circumstances. Written excuse for other such absences must be submitted to the principal by the child's parent or guardian for final approval. All other absences with or without written explanation shall be considered unexcused.

**Unexcused Absence**

Board policy with respect to unexcused absences stresses prevention and inquiry leading to remediation of absences. The schools will make all reasonable efforts to keep parents and students informed as to attendance problems and will make all reasonable efforts to help students improve their attendance when such improvement is warranted. Only when all local resources are exhausted is referral to legal authorities recommended.

All vacation trips will be considered unexcused absences.

**Truancy**

The Board of Education recognizes that regular attendance in school is fundamental to a child's success and achievement.

Connecticut state law requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. The responsibility for regular attendance rests with the student's parents, guardians or with the students themselves when they become of legal age.

**Early Dismissal**

All appointments (dental, medical, etc.) should be scheduled outside of the school day. Early dismissal requests must be in writing and approved by the office. Notes from parents should be submitted first thing in the morning. A student leaving the building without prior written consent of a parent will be considered absent, unexcused, and be subject to disciplinary action.

**Please come into the school office to sign your child out.**

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## Health Office Information

Health Office – North	860-292-5029
Health Office – South	860-292-5023

All health concerns pertaining to your child should be addressed to the nurse assigned to the respective school. If, in the opinion of the nurse, the student is too ill to remain in school, the parent/guardian will be notified. The parent/guardian must arrange for the child to be transported home when excused for reasons of illness. In cases of serious illness or accident the parent/guardian will be notified and if need be, the school may arrange for transportation to the hospital. Students who are required to remain out of school because of a contagious illness or serious health problem will not be allowed to return to school without a doctor's note.

### Injuries

Every effort is made to provide a safe environment for students. When accidents do occur, first aid will be administered by a school health aide and/or a registered nurse. Health aides are certified in advanced first aid and function under the supervision of the nurses who also have met all requirements for state school nurse certification.



### Physical Examinations

State law requires each student to have a health assessment within the year prior to entering Pre-K, Kindergarten, Grade 6 and Grade 11

### Health Tests

A **Tuberculin** test is required before a student attends classes when the student is entering Windsor Locks Public Schools from any type of dormitory situation.

Postural screening to detect **scoliosis** screening is required by law to be done by trained personnel in Grade 5 and may be done by trained personnel in Grade 9.

Hearing screening is done by trained personnel in Grades K-3 and Grade 5.

Vision Screening is done by trained personnel in Grades K-5 and may be done in Grade 9.

Children must be adequately immunized against diphtheria, Hep B, HIB, tetanus, pertussis, polio, varicella, measles, mumps and rubella unless exempt for medical or religious reasons. Prior to Grade 6, proof of a second measles, mumps and rubella immunization is required.

## **Fire / Security Drills**

Fire and security drills are held at regular intervals in all schools throughout the year. Students are required to follow the directions posted in each classroom.

### **Fire Drills**

At the sound of the alarm all students are to file out quietly through the designated exit, in single file. Teachers remain with students throughout the drill to ensure it is performed in a safe, quiet and orderly manner. Attendance is taken during fire drills.

### **Security Drill**

(Lockdown – in case of an emergency in the building in which the safety of the students, staff or visitors is threatened by an intruder in the building or other threat outside of the building.) Students are notified over the intercom about the drill. Students are directed to an area of the room considered safe, away from the doors and windows. All classroom doors are closed and locked. Students not in a classroom go to the nearest classroom with an adult in it. That adult admits the student and notifies that student's teacher.

### **Loitering or Causing Disturbances**

All visitors must register in the Main Office. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the Main Office. Any person shall be considered loitering on school grounds when he/she loiters or remains in or about a school building or grounds, without any reason or relationship involving custody of or responsibility for student(s) or any license or privilege to be there.

Unauthorized persons shall not be permitted in the school buildings or on school grounds. The Superintendent of Schools or his/her authorized designee or the School Resource Officer is authorized to take appropriate action to prevent such persons from entering buildings and from loitering on school grounds. Such persons will be prosecuted to the full extent of the law.

### **Child Abuse Reporting**

The Board of Education recognizes that a student's mental and physical health will have an effect on the student's ability to obtain the most benefit from attending school. In order to increase the student's ability to learn while in school, the Board of Education realizes the importance of identifying students who may be suffering from abuse or neglect. When any school nurse, teacher, principal, guidance counselor, paraprofessional, school psychologist, social worker, and coaches of an interscholastic sport or intramural program, has reasonable cause to suspect child abuse or neglect, he/she are obligated by law (C.G.S. 17a-101) shall immediately make an oral report by telephone to the Department of Children and Families (DCF).

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect 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 is also considered child abuse.

### **PPT (Planning and Placement Team)**

The PPT Team is made up of administrators, counselors, teachers, and other pupil services staff as well as individual students and their parents. It is this team's responsibility to identify students with special needs and to monitor their special education programs.

### **Limited English Proficient (LEP) / English Language Learner (ELL) Students**

Parents of Limited English Proficient (LEP) Students 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 remove their child from the ELL program. 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.

### **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, and counseling programs. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

### **Every Student Succeeds Act (ESSA) Staff Qualifications**

Parents may request information regarding the professional qualifications of their child's classroom teacher(s). Upon request, the information will be provided in a timely manner. Please provide your name, your child's name, grade and teacher's name to:

Human Resources Dept.  
Windsor Locks Public Schools  
58 South Elm Street  
Windsor Locks, CT 06096

### **Nondiscrimination**

*Board of Education Policies 4404 and 4405*

It is the policy of the Board of Education to maintain an environment free from discrimination, where all people are treated in all respects without bias based on race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past physical or mental disability, pregnancy, military or veteran status, or sexual orientation, except in cases of bona fide occupational qualification or need.

**Civil Rights Compliance Officers Title VI Race, Color, National Origin** – Robert Stacy, Director of Human Resources  
**Title IX Sex Equity** – Robert Stacy, Director of Human Resources  
**Section 504**, Joshua Robinson, Director of Special Services  
**ADA American with Disabilities Act** – Josh Robinson, Director of Special Services

### **Internet**

*Board of Education Policy 6141/4132*

The Board of Education is pleased to offer staff and student access to the district computer network for the Internet and electronic mail.

To gain access to the Internet and e-mail, students under the age of 18 must obtain parent/guardian permission, per Board of Education Policy 6141/4132 "Internet Acceptable Use".



## **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 Memorial Day, Thanksgiving and President's Day are encouraged, WLPS 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 these activities is voluntary. Non-participants are expected to maintain order and decorum appropriate to the school environment.

## **Extracurricular Activities**

### *Board of Education Policy 6145.1*

Extracurricular activities are an integral part of school life; however, care must be taken that these activities do not take precedence in importance over the subject matter areas. Extracurricular activities must remain in the position of supplementing the actual courses of study.

Students must meet all academic requirements in order to participate in extracurricular activities. A student may participate in or attend a school function (e.g., dances, athletic events, performances) that occurs on a school day only if the student is in attendance in school on the day of the function. Students may make application to the principal for exceptions in extraordinary circumstances.

## **Field Trips, Recreational and Other School Sponsored Trips**

The Board of Education encourages planned student visits to locations outside the regular classroom for the purposes of providing first-hand knowledge and experience, stimulating the imagination, and encouraging further study and investigation. In general, field trips should be a natural extension of current classroom instruction and shall support and enrich curriculum-related goals. If a majority of a grade level is planning a field trip, it should be open to all students at that grade level. Teachers should provide preliminary orientation previous to such a trip and appropriate follow-up after the experience.

Parents/guardians must be informed in writing that the trip may be cancelled at any time prior to departure due to concerns for student health/safety and, although every attempt will be made by the teacher sponsor to arrange full refunds for expenses, financial loss may occur due to trip cancellation. The parents/guardians must sign a copy of the notification and return it to the teacher sponsor.

Field trips must be planned and conducted in accordance with the Board's regulations for this policy.

## **Parent/Teacher Conferences**

Teachers welcome consultations with parents/ guardians concerning the welfare and progress of the students. Appointments can be made by calling the teacher, team leader, or guidance counselor. We encourage you to contact your child's teacher whenever you feel the need to discuss your child's progress. We strive to provide student-led conferences to enable your child to be the leaders of their own learning.

## **Progress Reports**

Progress reports (formerly known as report cards) are distributed three times a year. Interim notices regarding your child's progress may be provided at any time according to your child's teacher's discretion.

## **Promotion/Retention**

### *Board of Education Policy 6010*

There are different requirements for promotion/retention of students on the elementary, middle school and high school levels.

In **Grades K-5** a student's achievement of skills for his assigned grade and readiness for work at a higher grade level shall be required before his/her promotion to the next higher grade. All available information should be considered regarding a student's promotion or retention including the following: results of standardized and teacher-made tests including skill and content mastery; teacher observation of student potential and performance including work and study habits; social and emotional maturity; physical development, reading level, and attendance record (including number of tardy days). The effects of any identified handicapping conditions will be considered.

## **Parental Involvement**

The staff believes the education of your child is best achieved through a cooperative effort of school staff and parents/guardians. We welcome your participation in school activities. Parents/guardians are welcome to visit their child's classroom. Please contact your child's teacher to schedule a time to visit or to talk with the teacher.

Some of the ways parents/guardians may be involved are:

Volunteer work in the library/media center.

PTO member

Curriculum Committees

Attendance at Board of Education Meetings

Reinforce and extend your child's learning at home

Field trip chaperone

Parent Advisory Meetings

Assisting in the classroom

## **Personal Property**

Articles lost or found should be reported immediately to the school office. The schools are not responsible for lost or stolen personal items. Personal articles left in lockers or on school property and not claimed within two weeks after the close of the formal school year are not the responsibility of the school. **Please put your child's name on his/her outer clothing.**

Audio/visual equipment, beepers, cell phones, skateboards and roller blades cannot be brought to school without permission from the school office. The school is not responsible for damage or theft of such items. These items may be confiscated by staff members and turned into the main office.



## **Pictures**

Arrangements are made for a commercial photographer to take pictures of students in the early fall and may be taken in the spring as well. Interested parents may purchase individual as well as class photographs at reasonable cost. Any parent who does not want his/her child to be photographed should call the school office.

## **Records**

### *Board of Education Policy 5121*

Student records are confidential. Contents are available only to parents/ guardians and school staff who have a legitimate educational interest. Records will be made available to others only upon written authorization from parents/guardians or adult students, except where appropriate demands are made for such records. Requests to examine a student's records must be made in writing to the school principal. Records will be available within ten (10) school days of such requests. Records for Planning and Placement Team meetings will be available within three days of such requests.

In the event of parental separation or divorce, written parental authorization may be provided by either parent subject to any agreement between the parents or court order governing parental rights.

## **Residency**

A student whose parents/guardians move out of Windsor Locks while the student remains in Windsor Locks with someone other than their parents or guardians must submit a Transfer of Residency form available from the school administration. The form includes a statement from the parent/guardian as well as from the person with whom the student is living. It includes:

- (a) notarized proof the student is a full-time resident (defined as in residence seven days and seven nights of each week); and
- (b) the person providing the residence is not receiving financial assistance or support for the student; and
- (c) the residence is not provided for the sole purpose of obtaining school accommodation.

## **Search of Property and Students**

### *Board of Education Policy 5145.12*

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable cause to believe the search will produce evidence that the student has violated or is violating either the law or the rules of the school.

## **Sexual Harassment**

### *Board of Education Policy 4406*

No member of the Board, agent or employee of the Board, agent or employee or any employee organization, or student may harass any employee, person seeking employment, or student on the basis of sex.

## **Smoking**

### *Board of Education Policy 4130*

The Board of Education is concerned for its students and employees and endeavors to provide an environment that protects their health. Smoking is therefore prohibited at all times in any building under the custody of, or used by, the Board of Education; and in any vehicles contracted or owned by the Board of Education for the transportation of students. Smoking is prohibited on school grounds on days schools are in session during the student day, plus one-half hour prior to the beginning of the student day, and one-half hour following the end of the student day. This includes before and after school and when waiting for the bus.

### **Textbooks and Workbooks**

This material is provided on loan to the student free by the Board of Education. When issued to the student, books become the responsibility of the student and must be covered and free of papers at all times. The pupil must pay for all lost, damaged or defaced books. A fee is assessed for lost books, either regular textbooks, workbooks, or library books that are the property of the school.

### **Theft**

There are few incidents of theft in the elementary schools, however, please instruct your children to protect their belongings from theft. Money should always be kept out of sight in pockets, purses or backpacks.

### **Suspension of Student Transportation Services**

*Board of Education Policy 5131.1*

The school administration is authorized to suspend transportation services from any pupil whose conduct while waiting or receiving transportation to and from school endangers persons or property or is in violation of a publicized policy of the Board of Education.

### **Transportation Safety Complaints/Procedures**

All complaints concerning school transportation safety are to be made to the Shawn Parkhurst, Superintendent. (860) 292-5000. A written record of all complaints / investigations will be maintained.

### **Vandalism**

A charge for repairs and/or restitution of property as a result of vandalism will be made of any student found to have committed an act of vandalism toward property owned or leased by the Windsor Locks Public Schools. Charges shall be set at the cost of materials plus labor, with reimbursement made by the student or responsible party to the vendor or the Board of Education as determined by the Central Administration.

### **Visitors**

*Board of Education Policy 1120*

Parents/guardians and interested residents are encouraged to visit the schools. All visits must be cleared through the school office. All visitors must come into the office to state the purpose of their visit and sign in with a photo ID; a license, passport or military ID are acceptable. All visitors are required to wear the appropriate visitors badge while in the school. Visitors must return to the main office, return the badge and sign out after completing their visit. If you are joining your child for lunch, you are required to call the office to pre-arrange your visit.

### **Pest Management/Pesticide Application**

Board of Education Policy #3850,

Pest Management/Pesticide Application in Schools in part states, "The school administration shall adopt and utilize an integrated pest management plan for the Windsor Locks Public Schools that is consistent with an applicable model provided by the Commissioner of Environmental Protection." It further states that the Windsor Locks Public Schools will only employ certified pesticide applicators. Also, the school must provide notification to all parents and staff who have registered for advance notification. Except for emergency applications, pesticide applications shall be limited to non-school hours and when activities are not taking place.

For complete Board of Education Pest Management policy, go to: [www.windsorlocks.cyberschool.com/view/371.pdf](http://www.windsorlocks.cyberschool.com/view/371.pdf)

**2025-2026 School Year Pesticide Applications**

Abair-Lavery Pest Control services North Street School & South Elementary School every month as part of their monthly service.

If you wish to be notified of non-routine pesticide applications, please contact the school office. North: (860)292-5027, South: (860)292-5021) to request a form for you to complete and return.

For the treatment of ants, Drax will be used. For all other services Ficam Plus will be used.