

# REGIONAL SCHOOL DISTRICT No. 6

## Goshen Center School

50 North Street  
Goshen, CT 06756  
Tracy Keilty, Principal

## James Morris School

10 East Street  
Morris, CT 06763  
KC Chapman, Principal

## Warren School

21 Sackett Hill Road  
Warren, CT 06754  
Angela Rossbach, Principal

August 2018

Dear Parents/Guardians,

Welcome to the start of an exciting year full of great opportunities for your student to grow and develop academically and socially. So that it is clear what is expected from all students, we ask that you take some time to review this Student/Parent Handbook. Please read through this handbook **with your child** so that you both are aware of the many important policies and expectations. The handbook can also be found online at the school webpage within [www.rsd6.org](http://www.rsd6.org). It is possible that the handbook will be updated online during the course of the school year.

**Once you and your child(ren) have read through this handbook, please remove this page, sign and date in the spaces below, and have your child(ren) return this document to school by Thursday, September 6, 2018. (Please Note: One form can be returned with signatures from all students in the same family).**

Feel free to contact me if you have any questions about the handbook. We look forward to working with you in our efforts to provide the best possible academic and social environment for your student.

Sincerely,  
*Tracy Keilty, KC Chapman, and Angela Rossbach*  
Region 6 Elementary Principals

=====

Student Name(s) (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name(s) (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name(s) (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

**Your signatures below represent your awareness and understanding of the contents of this 2018-19 Student/Parent Handbook:**

Student Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

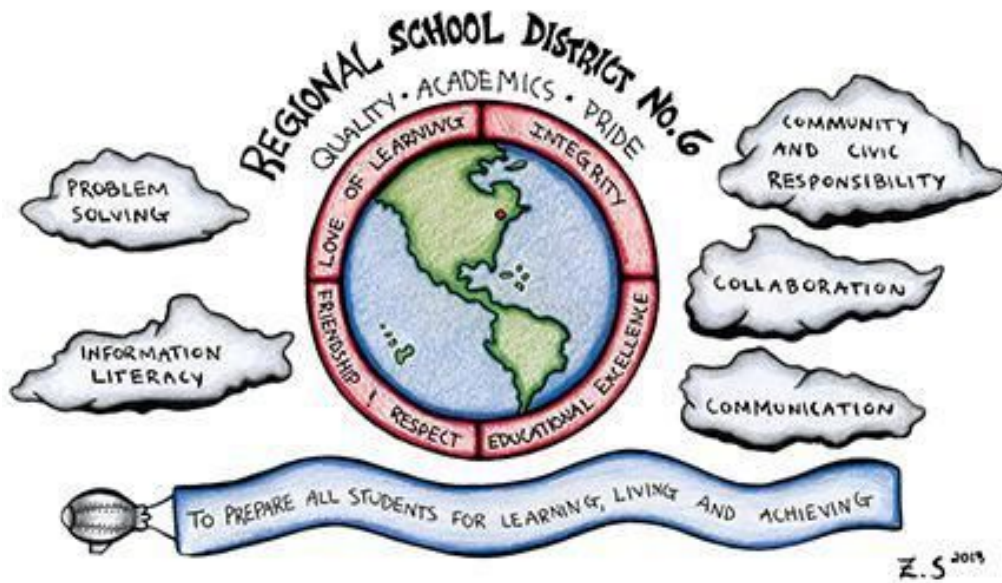


# Regional School District No 6

Warren School

James Morris School

Goshen Center School



## Student/Parent Handbook

2018-2019



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RSD6 Mission, Learning Expectations, Core Values, and Motto

**District Mission Statement:**

To Prepare All Students for Learning, Living and Achieving

**Learning Expectations:**

- Community and Civic Responsibility
- Collaboration
- Communication
- Information Literacy
- Problem Solving

**Core Values:**

- Love of Learning
- Integrity
- Friendship and Respect
- Educational Excellence

**Motto:**

Quality, Academics, Pride

## DISTRICT CONTACTS

Chris Leone, Superintendent of Schools (860)361-9012  
 Christine Escobar-Cantu, Assistant to Superintendent (860)361-9012  
 Amy Kennedy, Director of Technology, Assessment & Instruction (860)567-6641  
 Debra DeLisle, Human Resources Coordinator (860)361-9022  
 Jeremiah Sattazahn, Business Manager (860) 361-9014  
 Leslie Pescatore, Business Specialist (860)361-9031  
 Debra Foley, Director of Special Services (860)567-6642  
 Liz Carlson, Assistant to Director of Special Services (860)567-6642  
 John Threlfall, Director of Safety and Security (860)567-7410  
 Robin Moore, K-12 STEM Coordinator (860)567-7420

	<b>Goshen</b> <b>(860) 491-6020</b>	<b>Morris</b> <b>(860) 567-7420</b>	<b>Warren</b> <b>(860) 868-2223</b>
<b>Principal</b>	Tracy Keilty	KC Chapman	Angela Roszbach
<b>Administrative Assistant</b>	Sherri Contadini	Maria Palheiredo	Susan Cupo
<b>Preschool</b>	Jacqueline Gray	Jessica Hodgkinson	Karen Brady
<b>Kindergarten</b>	Jen Johnson Emily Stocker	Pam Panasci	
<b>Grade 1</b>	Tara McMahon Sarah Miller	Tracy Barger	Kathy Newton
<b>Grade 2</b>	Cheryl Martinelli	Jean Leonard	
<b>Grade 3</b>	Julie Quinn	Heather Mahar	Beth Ulrichsen
<b>Grade 4</b>	Kass Scozzafava	Tina Maritano	
<b>Grade 5</b>	Vanessa Spino	Holly Torrant	Mary-Ellen Birdsall
<b>Grade 6</b>	Kelly Grace Phil Pane, Valarie Leifert	Carrie Maillet	
<b>Library</b>	Jennifer Fodor		
<b>Special Education</b>	Bethany Cassidy Jessica Perotti	Barbara Connery Sharon Kozikowski Krystal Wall	Christina Smith
<b>K-12 STEM Coordinator</b>	Robin Moore		
<b>School Psychologist &amp; 504 Coord.</b>	Kristin Lutz	Gina Fleming	Gina Fleming
<b>Paraprofessionals</b>	Christine Albano, Kathy Corsetti, Renee Farrell, Lisa Galinski, Jane Dickinson	Jody Dodge, Amanda Glover, Deb Goepel, Amy Hofmann, Robin Moresi, Laura Murray, Rebecca Ventura	Kathi Brown
<b>Nurse</b>	Carly Goodwin	Karen Prado	Michele Ferrer
<b>Custodians</b>	John Leary Gary Michaels	Bruce Richard, Bob Drapp, Fran O'Dell	Tom Medonis Fran O'Dell
<b>Cafeteria Manager</b>	Salli Szczesiul	Deanna Amorando	Kelly Good
<b>Spanish</b>	Kathleen Ruiz		
<b>Art</b>	Laurie Sweet	<b>Music – General/Vocal</b>	Sarah Bills
<b>Health and Wellness</b>	Alisa Wright	<b>Music-Instrumental</b>	Caitlin Yovino Serpliss
		<b>Physical Education</b>	Andrew Gauvain
<b>Speech Pathologists</b>	Elizabeth Domonell, Marci Sass		



## Regional School District No. 6 2018 - 2019 School Year Calendar

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	

Aug. 24 - New Teacher Orientation  
 Aug. 27 - Convocation  
 Aug 28- Professional Development  
 Aug 29 - Opening Day of School PK-12

3 student/5 teacher days

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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						

Sept. 3 - Labor Day - No School

19 student/teacher days

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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			

Oct. 5 - Professional Development  
 No School for Students  
 Oct. 8 - Columbus Day - No School  
 Oct. 17-19 - Elem. Early Dismissal  
 Parent Conferences

21 student/22 teacher days

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	

Nov. 6 - Professional Development  
 No School for Students  
 Nov. 7 - Wamogo Early Dismissal  
 Parent Conferences  
 Nov. 12 - Veterans' Day - No School  
 Nov. 21-23 - Thanksgiving Recess

17 student/18 teacher days

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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					

Dec. 12 - Early Dismissal for Students  
 Teacher Work Day  
 Dec. 21 - Early Dismissal  
 Dec. 24-31 - Winter Recess

15 student/teacher days

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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		

Jan. 1 - Winter Recess  
 Jan. 2 - School Reopens  
 Jan. 9 - Early Dismissal for Students  
 Teacher Work Day  
 Jan. 21 - Martin Luther King Day - No School

21 student/teacher days

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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		

Feb. 6 - Early Dismissal for Students  
 Teacher Work Day  
 Feb. 18 - Presidents' Day - No School  
 Feb. 19 - Professional Development Day  
 No School for Students

18 student/19 teacher days

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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						

Mar. 6 - Early Dismissal for Students  
 Teacher Work Day  
 Mar. 20-22 - Elem. Early Dismissal  
 Parent Conferences

21 student/teacher days

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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				

Apr. 15-19 Spring Recess

17 student/teacher days

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	

May 8 - Early Dismissal for Students  
 Teacher Work Day  
 May 27 - Memorial Day- No School

22 student/teacher days

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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						

June 11 - Tentative Last Day of School

7 student/teacher days



181 Student Instructional Days

*Calendar is subject to change without notice.*

Adopted BOE Meeting:(Add Date of Approval)

# BOARD OF EDUCATION

## BOARD OF EDUCATION MEMBERS

### **WARREN**

Barbara DiNicola  
Richard Rebusmen (Treasurer)  
Douglas Winkel

### **MORRIS**

Daniel Coutu  
Heather Connor (Chairman)  
Christine Lauretano (Vice-Chairman)

### **GOSHEN**

Nell Glass (Secretary)  
Craig Robillard  
Chris Sanders

## BOARD OF EDUCATION MEETING SCHEDULE

All meetings begin at **7:00 P.M.**, unless otherwise noted.

## BOARD OF EDUCATION MEETING SCHEDULE

All meetings begin at **7:00 P.M.**, unless otherwise noted.

Monday, July 16, 2018 (Wamogo Media Center)  
Monday, August 27, 2018 (District Office Conference Room)  
Monday, September 17, 2018 (Wamogo Ag Sci, Room 607)  
Monday, October 15, 2018 (Warren School)  
Saturday, October 27, 2018 Board of Education Retreat (Library Media Center)  
Monday, November 19, 2018 (Goshen Center School)  
Monday, December 17, 2018 (James Morris School)  
Monday, January 7, 2019 (Wamogo Media Center)  
Monday, February 11, 2019 (Wamogo Media Center)  
Monday, March 11, 2019 (Wamogo Media Center)  
Monday, April 8, 2019 (Warren School)  
Monday, April 22, 2019 Budget Hearing (James M. Eisenhaure Auditorium - Wamogo)  
Monday, May 6, 2019, **8:00 p.m.** Budget Meeting (James M. Eisenhaure Auditorium - Wamogo)  
Monday, May 13, 2019 (Goshen Center School)  
Monday, June 3, 2019 (James Morris School)

# THE SCHOOL DAY

## SCHOOL HOURS

<b>K – 6</b>	8:55 A.M. – 3:30 P.M.	<b>Pre-K, A.M.</b>	8:55 A.M. – 11:35 A.M.
<b>7-12 (Wamogo)</b>	7:23 A.M. – 2:02 P.M.	<b>Pre-K, P.M.</b>	12:50 P.M. – 3:30 P.M. (GCS only)

## EARLY ARRIVALS AND MORNING DROP-OFFS

The doors will be open and children will be allowed into school beginning at **8:50 A.M.** As staff are preparing for the start of the school day, there is no supervision for students prior to 8:50 A.M. For safety reasons, **elementary school students should not be left unattended outside the entrance before the schools open.**

## LATE ARRIVALS

Students arriving after 8:55 A.M. must be accompanied into the building by an adult and must sign-in at the main office via the front entrance before going to their classroom. Any student arriving **after 8:55 A.M. will be considered tardy.**

## PICK-UPS DURING THE DAY

Parents/guardians should use the front entrance and report to the school office when picking up their student before regular dismissal time. Whenever foreseeable, parents/guardians should send a written note to the classroom teacher that morning, indicating the time of pickup. Students must be signed out from the office on the “Student Pickup/Sign Out Sheet”. Please make every effort to **notify the school office by 2:00 P.M.** if you have a change in your end of the day plans.

## PICKUPS AT DISMISSAL TIME

To ensure the safety and security of all students and staff, we ask and expect that all visitors understand and abide by the following:

- ❖ Students being picked up at dismissal time are sent:
  - to the cafeteria door at **GCS**
  - to the **BACK ENTRANCE** when the bell rings at **JMS**.
  - to the hallway outside the principal’s office at **WARREN SCHOOL**.
- ❖ Once students are dismissed, they are not permitted to return to the classroom without staff escort.
- ❖ The responsible parent/guardian must **CHECK IN** with the supervising staff members before taking children from the building.
- ❖ A **PHOTO I.D.** may be required for anyone other than a custodial parent and/or persons unknown to the supervising staff members.
- ❖ Parents/Guardians wishing to enter the school must do so by the front entrance, following standard sign-in procedures. **Please do not leave your car running in the parking lot, per State law.**
- ❖ When exiting the parking lot in your vehicle, please do so **slowly and carefully.**
  - At **JMS**, please enter and exit the back parking lot **via Route 61, next to the Fire Station.**

## DELAYED OPENINGS

Parents / Guardians will receive a message via the Region 6 SCHOOLMESSENGER automated system if the opening of school is delayed. Delayed openings for Regional School District 6 (not individual schools) are announced on WZBG 97.3, WTIC 1080, WWYZ 92.5, and on TV Channels 8 and 30. School delays mean that school begins two hours later than usual, meaning that school will begin at **10:55 A.M.** There is no morning preschool when school is delayed.

### **EMERGENCY / EARLY CLOSINGS / NO SCHOOL**

On occasion, school must be closed early due to inclement weather or other emergencies. Most often, early dismissals will be at **1:25 P.M.** and announced using local news and radio as well as our SCHOOLMESSENGER automated system. It is very important to have an emergency plan in place and to discuss this with your child to make sure he or she knows what to do in case of an early dismissal. It may be to your advantage to make arrangements with a neighbor or provide your child with a house key in case you are unable to be home when your child arrives. An Emergency/Early-Dismissal form is sent home each fall to remind families of this important issue. These forms are kept on file for quick reference in the event your child does not remember your family's plan.

Should it become necessary to close school early on a day when **parent/teacher conferences** are scheduled, these conferences will not be held and will be rescheduled for a later date.

**All after-school activities are canceled when school is closed early.**

### **SCHEDULED HALF-DAYS**

K-6 dismissal on a scheduled half-day is at **1:25 P.M.** Please refer to the school calendar for regularly scheduled early-dismissal days.

**Pre-K** at GCS:

Morning Pre-K 8:50-10:50

Afternoon Pre-K 11:25-1:25

**Pre-K** at JMS and WS:

Regular dismissal time

### **WRITTEN NOTES**

Children should bring in a written note **from a parent or guardian** for any of the following reasons:

- Late arrival to school
- Early pickup / dismissal from school
- To go home in an atypical manner (e.g. to go to friend's house; to be picked up by someone other than a parent/guardian; change in bus or bus stop)
- Absence from school
- Request for special arrangements
- Notification of any change in parental or guardian custody, even if temporary

A "blanket note" can be written to cover events such as Brownie or Scout meetings, sport practices, etc. (dates must be included).

**Notes must include:**

- the date
- the child's name
- the parent's /guardian name
- the parent's / guardian's signature\*
- identification of who is picking up the child, if other than parent/guardian

### **SCHOOL VISITORS**

Regional School District No. 6 extends a warm welcome to parents/guardians and others to visit our schools and classrooms. At the same time, we must assure that our students, staff and visitors are safe, and that learning is not disrupted. We must always be aware of who is in the building and the reason for their visit. All

RSD6 schools have a buzz-in intercom system for visitors to use. All school entrances will be locked at all times. We ask and expect that all visitors understand and comply with the following:

- Please use the **front door entrance**,
- **Sign in** at the school office.
- A **“Visitor” pass** must be worn while in the building. Your keys or I.D. may be requested in exchange for a pass, to be returned at the end of your visit.
- For **classroom visits**, please make arrangements with the teacher at least one day in advance. Short visits are preferred, especially those to the primary grades.
- **Unscheduled visits** to classrooms are not permitted.
- We also request that parents **not accompany their child to a classroom** during the drop-off or pick-up process.

These protocols have been developed and shared to ensure clear expectations for all and to provide a safe environment for our students, staff and visitors.

## **ATTENDANCE**

### **CALLBACK SYSTEM AND REPORTING ABSENCES**

To ensure the safety of our students, parents/guardians are requested to notify the school office when a student is absent **before 8:55 A.M.**

GCS: 860-491-6020  
[gcs@rsd6.org](mailto:gcs@rsd6.org)

JMS: 860-567-7420  
[jms@rsd6.org](mailto:jms@rsd6.org)

Warren School: 860-868-2223  
[ws@rsd6.org](mailto:ws@rsd6.org)

An answering machine is available 24/7 for your convenience. You may also notify us by email on the designated attendance email address listed above. If the school office is not notified by a parent or guardian, the school nurse will call the parent's/guardian's home or workplace to inquire about the student's absence or whereabouts.

### **SCHOOL ATTENDANCE**

#### **Attendance/Excuses/Truancy**

1. Regular attendance is essential for an effective school experience and necessary for annual promotion. The responsibility for regular attendance rests with the parents or guardian or adult student. The school will make every effort to keep the appropriate person informed in this most critical area and assist whenever possible. Regular attendance is essential to the educational process. Excessive absence has adverse effects on educational progress. Students who are absent from class for any reason are deprived of a variety of educational opportunities, meaningful student-teacher interaction, and learning experiences shared with their classmates. Teachers have traditionally attempted to provide opportunities for makeup work for classes missed; however, it is extremely difficult to reproduce or recapture classroom activity.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

#### 2. Excuses

Note: The use of the state approved definitions of "excused" and "unexcused" absences are for state purposes for the reporting of truancy. Districts are not precluded from using separate definitions of such absences for their internal uses such as involving decisions on areas such as promotion and grading.

If a student is going to be absent from school, a parent guardian MUST call the school office to notify school staff of the absence. Voicemail is available 24 hours a day for the parent or guardian who is unable to call during the regular school hours or who prefers to call the night before the student will be absent.

A student's absence from school shall be considered "excused" if written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials. Such documentation includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

1. Student illness (Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence length).
2. Student's observance of a religious holiday;
3. Death in the student's family or other emergency beyond the control of the student's family;
4. Mandated court appearances (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

C. A student's absence from school shall be considered unexcused unless:

1. The absence meets the definition of an excused absence and meets the documentation requirements; or
2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

3. When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child's absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child.

Responsibility for completion of missed class work lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.

**Personal Vacations:** While we understand the importance of family time, vacations taken during the school year that do not coincide with the Region 6 designated vacation closings are considered **UNEXCUSED** absences and may result in your child being reported to the state as truant.

## **PREKINDERGARTEN PROGRAM**

### **ELIGIBILITY**

Children are eligible for the district prekindergarten program if they:

- Reside in the town of Warren, Morris or Goshen.
- Will turn three or four before December 31st of the current school year.
- Are toilet trained unless otherwise specified in an Individualized Education Program (IEP).

- When applicable, as determined by assessment, meet the criteria for one or more educational disabilities defined by the Individuals with Disabilities Act (IDEA) and require special education services.

**PRESCHOOL TUITION 2018-2019**

Schedule	Annual Rate	Monthly Rate	Students Who Qualify for Husky B or Reduced Lunch	Students Who Qualify for Husky A or Free Lunch
Two half-day sessions per week	\$792.00	\$79.20	\$39.60/month \$396.00/annual	\$0
Three half-day sessions per week	\$1,188.00	\$118.80	\$59.40/month \$594.00/annual	\$0
Five half-day sessions per week	\$1,980.00	\$198.00	\$99.00/month \$990.00/annual	\$0

*There is a 10% discount for each additional child in the preschool program.*

**PAYMENT SCHEDULE**

Payment Due Date	For Month
August 18	September
September 10	October
October 10	November
November 10	December
December 10	January
January 10	February
February 10	March
March 10	April
April 10	May
May 10	June

Tuition is divided into 10 equal payments due the first of each month,

**OTHER:**

- ❖ Checks should be made payable to Regional School District No. 6 with the child's first name and the month payment is being made for in the memo line. Checks must be made to the administrative assistant at the school the child attends by the payment due date.

- ❖ The full tuition rate is charged if your child is sick, on vacation or if a snow day, school holiday, staff development or early release day occurs.
- ❖ Checks returned for insufficient funds incur a fee to cover the bank charges and payment for processing a second time. Payment will be required in cash or certified check if a check is returned more than one time.
- ❖ Accounts must be current in order for your child to attend or enroll in a preschool.

## **TRANSPORTATION**

Transportation is provided to the morning prekindergarten program, per parent choice, for students who reside on the regular bus routes that terminate at the Warren, Morris or Goshen prekindergarten locations. At this time, transportation to and from morning prekindergarten is also offered for three-year-old students from Warren attending the prekindergarten located in Morris. Parents/caregivers are responsible for picking up their children upon dismissal from the morning prekindergarten sessions. Transportation is provided home from the afternoon prekindergarten program in Morris and Goshen, per parent choice, for students who reside on the regular bus route. Parents/caregivers are responsible for dropping off their children for the afternoon prekindergarten sessions located in Morris and Goshen.

Specialized transportation is provided for prekindergarten students as specified in IEPs. The transportation company does not allow for the use of car seats. For students with IEPs, the PPT will determine if safety seating is required. If safety seating is required, parents/caregivers are responsible for loading and securing their child into the safety seating or unloading their child from the school bus. Children will be returned to school if there is not an adult present in the home during drop-off times. Parents/caregivers are then responsible for picking up their children at the school. Please contact the school's administrative assistant if you are moving to a new address.

## **SCHOOL BREAKFAST AND LUNCH**

RSD6 participates in the **National School Lunch & Breakfast Programs**. Menus are sent home prior to the beginning of each month & are available on the website.

**Free and Reduced Lunch Program** - Families who qualify according to the State and Federal guidelines can participate in the Free and Reduced Breakfast and Lunch Program. Forms are sent home at the beginning of the school year and are available on the website.

Available Daily: Sun Butter & Jelly Sandwich, Bagel & Yogurt or Cereal & Yogurt Meal. Students can choose fresh vegetables instead of vegetable of the day. Students have a choice of a variety of fruit. We offer low fat and fat free white milk and fat free chocolate milk with all meals.

Student Lunch: \$2.80    Reduced Lunch: \$ .40    Breakfast: \$1.85    Reduced Breakfast: \$ .30  
 Student milk: \$.50    Student snacks: \$.75 to \$1.00

Students are not permitted to bring **soda** or **candy** to school.

### **Paying for School Meals -**

**Cash or Check** (please include child's first & last name and Pin Number on memo line)



Please send cash or check in a sealed envelope with the following information:

Student's First and Last Name and Pin Number. **There is a \$25.00 fee for returned checks.**

**We recommend you prepay for lunches online with MyPaymentsPlus!**

Visit <http://www.mypaymentsplus.com> or call 866-767-6092 to get started. Your student ID# is required for MealpayPlus and can be obtained from EdAdvance Nutrition Services office at 860-567-0863 x 113.

### **Charging Procedures**

Parents are responsible for providing lunches or lunch money for their student(s). Students are allowed to charge up to \$10, once they reach the charge limit they will be given an alternate meal consisting of a bagel, yogurt, cheese stick, fruit, vegetable and milk. The alternate meal will be charged to the student's account. Students are not allowed to charge ala carte items. Please consider prepaying meals on your child's account to prevent charging.

## **OFFICE TELEPHONE USE**

The office telephone is for school business, and we discourage use of the phone by students requesting to call home.

## **MORNING ROUTINES and ORGANIZATION**

Please help your child prepare for the day by establishing regular morning routines. We also suggest that at night before going to bed, students organize and gather all belongings for the school day.

## **EMERGENCY DRILLS**

Emergency drills are held at regular intervals, including monthly fire drills and periodic "lockdown" drills. Students are required to follow the directions given and posted in each classroom. For fire drills, at the first alarm, students will quietly walk to the designated exit and move to a previously designated point at least fifty feet from the building. For lockdown drills, students will quietly follow the supervising adult to a secure location.

## **ATTIRE ("Dress Code")**

The purpose of stressing appropriate clothing for students is to create an atmosphere at school that is conducive to learning. Students are expected to dress in a manner that will not interfere with instruction or endanger the well-being (physical, mental and emotional) of others and themselves.

Students who wear clothing that is deemed to be inappropriate for school or school related activities may be subject to administrative action. Students who fail to comply with expectations concerning attire will be subject to school discipline in accordance with the Board's policy on student discipline. Administrative action may include, but is not limited to, the following:

- request of student to change clothing
- request of parent to bring to school a change of clothing for student
- removal of student from class

School administrators, at their discretion, may make changes to the list above.

### **Please Note:**

- When choosing **shoes**, consider the weather, as well as the activities of a typical school day.
- Suggested **shorts' styles** include cargo shorts, trouser shorts, soccer shorts, basketball shorts, Oxford shorts, Chino shorts, and Bermuda shorts. Short-shorts are not acceptable school attire.

- All **pants and shorts** should fit snugly at the waist, with no exposed skin between pants/shorts and shirt.
- **Shirts** with sleeves are recommended.
- **Undergarments**, including bra straps and boxer shorts, should not be visible.
- **Hats** are not permitted in school.

### **COLD WEATHER CLOTHING**

We try to hold recess outdoors whenever possible. Students should wear appropriate clothing such as warm jackets or coats, hats, mittens/gloves and boots during cold and inclement weather. Students without boots must stay on the blacktop area as long as snow covers the playground.

### **LOST AND FOUND**

Clothing and personal items (e.g. lunch boxes, backpacks, etc.) should be **labeled clearly** with the student's name or initials using a permanent marker to avoid lost and unclaimed articles. Clothing found will be placed inside the school's lost and found box. Items of value will be placed in the school office. At the end of the school year, all unclaimed items will be donated.

### **SCHOOL BUS TRANSPORTATION**

Bus transportation to and from school is provided through the Regional School District No. 6 contract with **All-Star Transportation** (860 567-4237). Children are assigned to a bus according to their home address.

A note to the classroom teacher and/or bus driver is required **if a change in the regularly assigned bus** is necessary.

#### **Bus Drop-Off**

- Students in **pre-kindergarten through 4th-grade** who ride a school bus home must be met at their designated stop by an adult.

If an adult is not there to meet the bus, the student will remain on the bus and will be returned to school. The student must then be picked up immediately by the parent or legal guardian.

Students in grades five through twelve will be dropped off independently without adult supervision.

#### **Behavior on the Bus**

Transportation via school bus is a privilege. In accordance with Board of Education policy, school transportation privileges are extended to students conditional **upon their satisfactory behavior on the bus**. Students will be advised that they may be suspended from transportation services for unsatisfactory conduct (while **awaiting and/or receiving** transportation to and from school) that endangers persons or property or violates a Board policy or administrative regulation.

Inappropriate behavior includes creating a high level of volume, not sitting properly in one's seat, holding or dropping items out of the window, or breaking any of the general school rules. Behavior that is considered by the driver or principal to be unsafe or inappropriate **may result in consequences** ranging from seat assignments, a phone call home, suspension, and/or loss of the privilege of riding the bus for a designated period of time. In the event that a student's bus privileges are suspended, the parent/guardian is responsible for transporting the student to and from school.

## COMMUNICATION

### REGION 6 WEBSITE

In an ongoing effort to strengthen communication with parents and families, Region 6 uses a website: [www.rsd6.org](http://www.rsd6.org). We encourage all parents and guardians to use this tool to their advantage by checking the district, school and teacher webpages often. Items such as weekly and monthly lunch menus, event calendar, newsletters, bus routes, handbooks, and notices will be posted on the website.

### **Teacher Websites:**

All preK-6 teachers maintain their own webpages, which can be accessed through the STAFF DIRECTORY link of each school's webpage at [www.rsd6.org](http://www.rsd6.org), then clicking on the teacher's name.

### WEEKLY SCHOOL NEWS (E-BLASTS)

The schools' primary method of regular communication between home and school is our e-blast. You should automatically receive this through the email account that you have registered with the school. **If you would like to register a new email account, please contact the school office to register your email address.**

### PARENT / STUDENT/ TEACHER CONFERENCES

Twice a year, parents/guardians are given an opportunity to meet with their child's teacher to discuss progress. Parent/teacher conferences are typically held in October and March, with appointments scheduled on either one of two evenings or one afternoon. The half-day schedule is followed on conference days. Should it become necessary to close school early on a day when parent/teacher conferences are scheduled, these conferences will not be held and will be rescheduled for a later date.

#### **Conference Dates:**

October 17-19, 2018

March 20-22, 2019

### CONTACTING A TEACHER

So as to avoid surprises, parents/guardians and staff are encouraged to communicate as frequently as each deems appropriate. Due to the schedule and pace of the typical school day, teachers are generally not available to take phone calls during school hours. Parents/Guardians may leave a message for a teacher by calling the school office. The teacher will return the call at their earliest convenience.

Email is another sound option for home-school communication. Please note, however, that teachers are not always able to check their email during school hours. Therefore, urgent messages, including changes in dismissal plans, should be delivered via a telephone call to the office. Email is often ideally suited for non-urgent messages. Staff check their e-mails daily and will respond to parent questions within 24 hours, as long as it is not a weekend, holiday or vacation. **Confidentiality is always a priority and therefore email may not always be the most appropriate method of communication for certain situations.**

If a parent/guardian wishes to meet with a teacher, he or she should call the main office and leave a message for the teacher to return the call, or email the teacher with the request for an appointment and some dates and times that work. Generally, the best time to meet with teachers is before school (e.g. 8:30 A.M.) or after dismissal (e.g. 3:35 P.M.). Unscheduled visits to classrooms are not permitted.

### LINES OF COMMUNICATION

#### **If you have a question or concern about...**

- Your child's academic performance
- Your child's behavior or socialization
- Classroom activities and concerns

#### **Please contact the...**

Classroom teacher  
Classroom teacher  
Classroom teacher

- Your child's teacher
- Homework
- School events
  
- Parent involvement in the school
  
- School discipline policy
- School safety
- General school questions
- Attendance
- Health issues/concerns
- Special Education
- PTO business

Classroom teacher  
 Teachers' web pages  
 Website, classroom teacher  
 or main office  
 Classroom teacher, main office,  
 PTO, or After School Arts Program (WS)  
 Principal  
 Principal  
 Administrative Assistant  
 Administrative Assistant or School Nurse  
 School Nurse  
 Special Education teacher  
 PTO Officers

## **ACADEMICS**

### **PROGRESS REPORT TRIMESTER DATES**

1st Trimester:	August 29 to November 30 Dec. 7 - Progress Reports go home
2nd Trimester:	December 3 to March 8 March 15 - Progress Reports go home
3rd Trimester:	March 11 to Last Day of School Progress Reports go home on the last day of school

### **SPECIAL SERVICES**

A full range of Special Services is offered to children with diagnosed needs. Programs include speech therapy and language instruction, physical therapy, occupational therapy, special support for hearing impaired, learning disabled, and children with emotional needs.

### **INDEPENDENT LEARNING (“HOMEWORK”)**

We believe that independent learning (“homework”) should be meaningful and empower children to explore and expand their learning outside of the classroom. As each child's educational needs, interests and situations at home are unique, we strive to balance curricular expectations with individualized challenges. Assignments may vary from student to student within the same grade and class to meet the academic needs of each student.

Guidelines for teachers are:

- to assign work that is purposeful and meaningful to each student;
- to post any whole-class assignments on their teacher webpages;
- to ensure that each student understands the purpose of any given assignment;
- to ensure availability of all resources necessary to carry out the assignment;
- to acknowledge receipt of completed work and to provide meaningful feedback;
- to accept only high-quality work from each student.

Guidelines for students are:

- to listen carefully when assignments are presented and discussed in class;
- to ask for assistance when unsure of the directions, requirements, or expectations;
- to understand that effort, attention to detail, and appearance of all completed assignments are important;
- to complete independent work on time and have it ready in class when due;
- to understand that independent work may include studying – reviewing material and practicing skills that have already been taught and learned;
- to be open and honest with the teacher when independent work is taking too long or seems too difficult;
- to talk with the teacher about work missed due to an absence

Guidelines for parents are:

- to encourage the high-quality completion of independent assignments;

- to assist students in budgeting their time;
- to encourage the student to contact peers or the teacher in the event of questions or concerns;
- to support when assignments are returned to the student to be improved;
- to encourage the student's independence, perseverance, and problem-solving skills when working on independent work;
- to support that content, structure, and appearance of all written/typed independent assignments are important; however, to also understand that teachers are not always expecting or looking at all three of these elements on each individual learning task.

### **INSTRUMENTAL LESSONS**

All students in grades 4, 5 and 6 will have the opportunity to participate in the instrumental music program and receive small group or individual weekly instruction. All instrumental students will participate in a Concert Band, which holds concerts and performs at school events throughout the year. Students may also audition for Jazz Band, which is open to 2nd and 3rd year players. Practices are before school and can be joined through audition only. In late spring, our instrumental teacher demonstrates the various instruments to third-grade students. Information on instrument rentals and lessons is sent home after this demonstration so that lessons can begin when school reopens in the fall. Students who chose to participate in instrumental lessons assume full responsibility for class work missed during lesson time.

### **GENERAL AND VOCAL MUSIC**

In addition to teaching basic skills, general music classes teach an appreciation of music by introducing students to music theory, history, elements, and style. Students culminate their year by participating in one of a variety of performance-based activities.

### **VISUAL ARTS**

Students in all grades are introduced to a variety of art mediums. They learn and practice a variety of art mediums, develop 21<sup>st</sup>-century skills of perception and reflection, as well as learn and practice the basic skills and techniques associated with the visual arts. Students also learn about famous artists and their styles of art. We suggest students bring an old oversized T-shirt to school to be used as a smock during art class.

### **PHYSICAL EDUCATION**

Physical education encompasses a wide variety of activities designed to increase activity levels and motor skills that will help each child remain active throughout his/her life. The programs are presented in a non-competitive environment that encourages individual development. **Lace-up or Velcro sneakers are required** for safety reasons.

### **WELLNESS**

Our wellness program is focused on establishing healthy habits based on physical, social, and emotional well-being. Students engage in activities that use 21<sup>st</sup>-Century Skills to promote authentic, real world connections. Lessons vary between physical activity, hands-on experiences, research and reporting, as well as individual and group activities.

### **SPANISH**

Elementary Spanish is part of the core curriculum for students in preschool through grade six, and provides academically enriching content for developing oral proficiency. Through this exposure, students develop at a young age the necessary skills to communicate in Spanish.

## LIBRARY MEDIA CENTER

Students visit the library media center frequently to learn and utilize technology and discuss ideas. The library media center contains a large collection of materials that have been carefully selected to support the curriculum and spark students' interests. In addition to print materials, there are also many online resources available for student projects. Students are responsible for returning library books and covering the cost if lost or misplaced.

## ASSESSMENT

Assessment is an integral part of effective teaching. At the elementary level, we use the following types of assessments to measure student growth and achievement:

- **Formative assessment** is a process used by teachers and students during instruction that provides feedback to adjust ongoing teaching and learning to help students meet the intended learning targets or goals. Examples include teachers observing or meeting with individuals or small groups to listen and take notes on students' thoughts; reviewing classwork to determine students' proficiency in the skill practiced; providing descriptive feedback to students during the lesson; students self-reflecting on their level of understanding of specific concept or skill.
- **Summative assessment** is a process of looking back at students' performance with a unit of taught concepts, skills and/or content. These results are often used to determine and, at times, report students' overall understanding or mastery as well as determine the effectiveness of the curriculum and programming. Examples include graded unit tests and quizzes, graded projects and presentations, and scored final-drafts of writing pieces.
- **STAR Assessments** are used as a universal screening to monitor student progress toward grade level benchmarks. Teachers review students' performance on this computer-based assessment, which is administered for both reading and math at least 3 times per year, in order to plan appropriately, based on students' collective and individual levels of proficiency.
- **Smarter Balanced Assessment (SBA)** is the next-generation testing system used by the state of Connecticut for students in grades 3 through 8. This computer-based assessment is aligned with the Connecticut Core Standards and replaces the Connecticut Mastery Test for math and literacy. SBA tests measure students' progress toward college and career readiness.

## **POSTING OF STUDENT WORK**

### Posting of Student Work/Photographs

The schools in Region 6 regularly use and display photographs and videos of students and student work for educational purposes and to encourage strong partnerships with families and communities. Examples may include photos and video clips of school functions such as music concerts and sporting events. Student work and photos may be featured on bulletin boards, district websites, and in publications such as a school or district newsletter.

The District has an obligation to protect student safety and to balance this with the need for open communications when using the Internet when posting student work and photographs. Therefore, the following guidelines have been established to fulfill this obligation.

#### Guidelines:

- Student images without names may be displayed on publications and district websites.
- Only first names may be used in the posting of student work.
- Under no circumstances should any personally identifiable information be made public on the Internet. Personally identifiable information is any information that can be used to identify, contact, or locate an individual, either alone or combined with other easily accessible information. Some examples include a student's full name, home address, and phone number.

It is recognized by the Board that there may be circumstances where it might be appropriate or desirable to display on a district website or in a district publication a student's photograph with the full name such as for student accolades or awards. Publishing this level of information requires written permission from the parent or guardian.

A parent or guardian who does not want their child's video, photograph, or student work posted is encouraged to contact the school for an opt out form.

## **ELECTRONICS**

As use of technology continues to grow as an element of the Region-6 educational experience, students are using **headphones/earbuds** more often each year. For sanitary reasons, as well to recognize individual students' personal preferences around comfort and style, **all students are required to bring their own headphones/earbuds in a ziplock bag to school this year.** Please put his/her name on the bag as well as the headphones or earbuds.

Electronic devices such as cell phones and iPods are not to be used during school hours and must be kept in the student's backpack in the off or silent mode.

**Audio/Video Recording Devices:** Students shall not use any personal electronic devices to record audio and/or video or to take pictures in school unless directed by the classroom teacher as part of the curriculum and instruction. All other audio or video recording requires permission from school administration.

RSD6 students will have substantial access to electronic devices throughout the school day, as directed by the classroom teacher. However, if a student would prefer to use their own personal electronic devices (i.e. laptops, Chromebooks, iPads, e-readers) the child and parent should contact the school to discuss.

**The school is not responsible for lost or damaged items.**

## **TECHNOLOGY and 21<sup>st</sup> CENTURY SKILLS**

Region 6 has wireless technology throughout our school, and each classroom is equipped with a SMART Board. Students have access to netbooks, Chromebooks and iPads, and teachers use these devices to provide students with digital-age learning experiences and assessments. In Region 6, we believe that all students need regular opportunities to utilize technology in order to develop skills that encourage creativity, critical thinking, productivity, and collaboration. Students at Region 6 regularly use technology to communicate their ideas and learning through classroom blogs and websites. They use web resources to conduct research and evaluate information and create presentations, animations, and videos using a variety of media-rich web tools and resources. Students also use digital technology to collaborate with teachers and peers and to demonstrate the safe and cooperative use of these tools. In order for students to use the Internet and technology equipment at school, each student and his or her parent/guardian **must sign an acceptable-use policy** indicating they will use the Internet and equipment properly and follow school guidelines while doing so. Violation of the terms of the contract can include loss of technology privileges and/or disciplinary or legal action. This contract is sent home at the beginning of each school year.

### **Code of Conduct for Responsible Use of Technology Grades K-2**

Students in Region 6 will maintain the highest standards of behavior when using technology and strive to embody the qualities of a 21st century digital citizen. A responsible digital citizen will demonstrate respect for self and others, stay safe online, protect private information, and stand up to cyberbullying.



**The internet is where I learn and play,  
but I have to be careful everyday.  
So I pledge to be safe online  
and follow these rules all of the time.**

1. I will tell my trusted adult if anything makes me feel sad, scared, or confused and stick to sites that are safe and approved by my teacher.
2. I will ask my trusted adult before sharing information like my name, address, and phone number.
3. I won't meet face-to-face with anyone from the internet.
4. I will always use good manners and not be rude or mean online.
5. I will hold, carry, and use my school device carefully to protect it from damage.

### **Code of Conduct for Responsible Use of Technology for Grades 3-6**

Students in Region 6 will maintain the highest standards of behavior when using technology and strive to embody the qualities of a 21st century digital citizen. A responsible digital citizen will demonstrate respect for self and others, stay safe online, protect private information, and stand up to cyberbullying.

#### ***Be kind and respectful***

- Always show kindness and respect towards others online rather than engaging in negativity such as cyberbullying.
- The use of appropriate language is encouraged in both school-related assignments and personal communication.

#### ***Be thoughtful and careful***

- Protect your personal information on the internet, especially private information such as your name, phone number, address and passwords.
- Make informed choices and always report any inappropriate activity to a teacher.

#### ***Explore, Research, and Give Credit when Credit is Due***

- Be critical of inaccurate or inappropriate material on the Internet. Always verify the information with a second source and evaluate websites with your teachers.
- Make sure to cite sources for information, pictures, music, and any other resources that you use in your work.

#### ***Be Resourceful and Efficient***

- Experiment and try out different websites and applications, knowing that some will work great while others may not be the right tool for the job.

- Stay on task and engaged in online activities during class time.
- Exploration and communication for personal use are encouraged, but should be done at home.

***Take care of the device***

- Carry the device in a way that is safe for both you and the device.
- When you are finished, put it away and charge it so it is ready for the next time.
- When eating snacks or drinking, make sure that your device is in a safe location.

**FIELD TRIPS**

Parents will be notified in advance of all field trips. A permission form must be signed by a parent or guardian and received by the classroom teacher before a student is allowed on a field trip. For short walking trips, such as visiting the Town Library, parents will be asked to sign a “Walking Permission” form. Parent chaperones will need to fill out the [Tier I volunteer application](#) and provide a copy of a **photo ID** *prior to* volunteering. Volunteers wishing to chaperone overnight events must fill out the [Tier II volunteer application](#).

**OPPORTUNITIES FOR PARENTS/GUARDIANS**

**PARENT / TEACHER ORGANIZATION**

The PTO serves the school community through its support of school enrichment programs. PTO fundraising efforts have provided fiscal resources that have helped to enhance classroom programs and field trips. The membership drive takes place in September of each year. Every family is encouraged to participate in PTO sponsored activities.

**GCS PTO Officers**

<b>President</b>	Megan Cardinal
<b>Vice-President</b>	Tiffanie Meehan
<b>Secretary</b>	TBD
<b>Treasurer</b>	Ashley Marchand

**JMS PTO Officers**

<b>President</b>	Jessy Barone
<b>Vice-President</b>	Laurie Bernardi
<b>Secretary</b>	Margie Groht
<b>Treasurer</b>	(position open)

**Friends of Warren School PTO Officers**

<b>President</b>	Liz Horn
<b>Vice-President</b>	Stephanie Curtiss
<b>Secretary</b>	Meghan Knowles
<b>Treasurer</b>	Tiffany Parkhouse

PTO Meetings are held at each school, approximately once each month.

**VOLUNTEERS and CHAPERONES**

Our schools actively welcome volunteers and the value they can bring to the educational experience of students. Examples of opportunities for volunteering include:

- Chaperoning at field trips

- Speaking with students about a your real-world connection/application of academic skills
- Assisting during lunch
- Facilitating a recess activity
- Working with students on handwriting
- Working with students on math facts
- Co-facilitating a hands-on activity

In accordance with District policy, chaperones are asked to fill out the [Tier I volunteer application](#) and provide a copy of a **photo ID** *prior to* volunteering. Volunteers wishing to chaperone overnight events must fill out the [Tier II volunteer application](#).

### **ROOM PARENTS/GUARDIANS**

At the beginning of the school year, classroom teachers may ask for volunteers to serve as “room parents/guardians”. The responsibilities of this role vary from classroom to classroom. However, in general, these individuals work directly with the teacher to organize and facilitate various classroom activities and events.

### **SCHOOL COMMITTEES**

Those individuals looking to work closely with the building principal may participate on the Principal’s Advisory Committee or Safe-School Climate Committee. Both committees meet for an hour at various points during the school year. While the Advisory Committee may discuss a wide range of school related topics, the Climate Committee focuses exclusively on building and maintaining a safe, bully-free school climate. Please contact the principal for more information.

## **BEHAVIOR and DISCIPLINE**

### **DISCIPLINE PROCEDURES**

Students are expected to exercise good citizenship at all times while in school. This includes respect for the rights of others and regard for personal and school property. Students should strive to contribute to the climate of the school by being courteous and well-mannered.

All school district employees share responsibility for supervising the behavior of students to help them meet standards of conduct established by the Board of Education or the school administration. Discipline problems are normally dealt with at the level at which they occur (e.g. classroom, cafeteria, playground, bus, etc.) and include a discussion with the child about other choices that could have been made. Typically, parents/guardians will be notified in the event of a disciplinary issue via a phone call, note home, or email.

Each teacher shall have the authority to remove student from class when such student deliberately causes a serious disruption of the education process within the classroom. A student may be given in-school suspension, suspended, or expelled for one or more of the following behaviors or actions on school property, at school activities, or off school grounds:

- Conduct that endangers persons or property or is seriously disruptive of the educational process or is a violation of publicized board policy;
- Open defiance, including verbal abuse, obscene or profane language or gestures, of the authority of any teacher or person having authority over the student;
- Fighting;
- Knowingly using or copying the academic work of another and presenting it as his/her own without proper attribution;
- Other serious misconduct determined by the school principal.

Please refer to <http://www.policy.cabe.org/region6/> for additional details.

### **HALLWAYS**

In order to ensure the safety of all students as well as to maximize the learning opportunities in classrooms, we ask that each child know and comply with the following expectations for traveling in the hallway:

- All adults' directions should be followed the first time.
- No physical contact of any kind with other students is allowed.
- Walk directly to your destination.
- No running, jogging, or speed-walking.
- Hold the door open for the person behind you.
- Do not touch student work displayed in the hallway.
- No talking unless spoken to by an adult.
- No intentional noise distractions (e.g. stomping, scuffing or squeaking of shoes).
- Walk in a single file line.
- Stay to the right.
- Use one step at a time on the stairs.

As with any other school setting, all school rules apply, and consequences for inappropriate behavior may include removal from line, a phone call or note home, trip to the principal's office, suspension, or expulsion, subject to the discretion of the school principal.

### **CAFETERIA**

Lunchtime provides a wonderful opportunity for students to recharge and interact with peers in a non-academic setting. In order to ensure the safety of all students, we ask that each child know and comply with the following:

- If you need help at any time, raise your hand and look at one of the adults on duty.
- All adults' directions should be followed the first time.
- No running, speed-walking, cutting in line, or hands on other students.
- Use appropriate manners with fellow students, cafeteria staff, custodians, and adults on duty.
- When signaled by an adult, immediately stop talking, and both listen to and look at the adult speaking.
- Switching tables or seats is not permitted.
- Recess equipment, toys, stuffed animals, etc. are not allowed at the lunch tables and should be stored in the designated area until lunch is over.
- Saving seats for friends is not permitted.
- Sit safely at all times. Safe seating means facing forward with both feet on the floor and under the table.
- Use utensils safely and for their intended purpose only.
- No shouting or loud noises.
- Sharing or handling of other students' lunch items is not allowed.
- If you make a mess, please clean it properly, asking for adult assistance if necessary.
- Students must sign out when leaving the cafeteria and sign back in upon return.
- Uneaten food, garbage, and recycled products are to be disposed of in the appropriate barrels.
- Before leaving, your table should be cleared and wiped clean, and your floor area should be clear and free of debris.

As with any other school setting, all school rules apply, and consequences for inappropriate behavior may include assigned seats, removal from the cafeteria, a phone call or note home, trip to the principal's office, suspension, or expulsion, subject to the discretion of the school principal.

### **RECESS**

Recess provides a wonderful opportunity for students to expend their energy in a fun and social manner, as well as to interact with peers in a non-academic setting. In order to ensure the safety of all students, we ask that each child know and comply with the following:

- If you need help at any time, go to one of the adults on duty.
- All adults' directions should be followed the first time.
- No physical contact of any kind with other students is allowed.
- Use appropriate manners with fellow students and adults.
- No excluding others.
- No throwing, kicking, hitting, or swinging at others with rocks, mulch, dirt, sticks or sand.
- No pretending of weapons or violence toward oneself or others.
- No standing on swings, benches, playscape bars, or garden structures.
- Ball-sports should be played in the appropriate field/court area.
- No bats or hard balls (e.g. baseballs, softballs, lacrosse balls, golf balls).
- Students needing to enter the school during recess must first receive permission from an adult on duty, sign out if asked by the adult, and be accompanied by a classmate or staff member.
- In the event of a lockdown alarm or teacher's whistle while at recess outdoors, all students should immediately stop talking and look at the nearest adult for directions.
- In the event of **indoor recess**, all school rules apply.

As with any other school setting, all school rules apply, and consequences for inappropriate behavior may include walking laps around the blacktop, a phone call or note home, trip to the principal's office, suspension, or expulsion, subject to the discretion of the school principal.

## **BULLYING**

The Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.

### **Definitions**

"Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but 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.)

Please refer to [the rsd6 website](#) for the complete policy. A copy may also be requested from the main office.

## **SEXUAL HARASSMENT (Policy 5145.5)**

Regional School District #6 has a sexual harassment policy that is available upon request.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

Students shall NOT possess firearms, facsimiles of firearms, weapons, or dangerous instruments of any kind including martial arts weapons, on school grounds, school buses or in the school building. Students shall not possess any of the above mentioned at any school related or sponsored activity away from the school facility. Students who violate this policy will be subject to appropriate disciplinary measures according to Regional School District No. 6 policy, as well as possible law enforcement intervention.

## **HEALTH**

### **ADMINISTRATION OF MEDICATION**

- ✓ Connecticut State Law, Public Act No. 723 dictates that **NO medication, prescription or over the counter (i.e. aspirin, Tylenol, etc.) can be given at school without a doctor's written order AND written permission from the parent or guardian.** The medication must be in the original container, and directions on the container must correspond with the doctor's written order.
- ✓ **Students must NEVER carry any medication** to or from school. All medication must be delivered to the nurse's office, school office or principal by a **parent or other responsible adult.**
- ✓ All medication must be delivered in and dispensed from the **original container**, with the label containing the student's name, medication name and strength, dosage, prescribing doctor's name, date of original prescription, and directions for administration.
- ✓ A parent or guardian must pick up unused medication by the last day of school in June, or it will be disposed of by the school nurse.
- ✓ An "**Authorization for the Administration of Medication**" form can be obtained from the nurse's office or online from our website. We suggest a copy or two be kept in your car in case a visit to the doctor becomes necessary during the school year.
- ✓ **Injuries** – If your child sustains an injury that limits one or more school activities (i.e. P.E., recess, etc.) or requires the use of a walker, crutches or wheelchair, a doctor's written orders clearly listing limitations and procedures must be on file in the nurse's office.
- ✓ **Fevers / Vomiting / Diarrhea** – Children must be **fever-free (without the use of Tylenol or other fever-reducing medication) for 24 hours** before returning to school. This 24-hour rule

applies to vomiting and diarrhea as well. Children who are sick during the night should not be sent to school the following morning.

- ✓ **Coughs** – Children with persistent coughs may be sent home from school. Coughing is disruptive and interferes with all students’ abilities to concentrate on class work. In some cases, with parental permission only, students will be allowed to have a cough drop to relieve a temporary cough.

**IMPORTANT REMINDER! Please notify the school office whenever there is a change in address, home phone number, cell number or emergency contact number.**

### **PETS IN SCHOOL**

Due to an increasing number of children with pet allergies and asthmatic/respiratory conditions, students may no longer bring “fur-bearing” pets to school for a visit. In accordance with BOE policy, no student shall bring any live animal, whether pet or wild, to any classroom without prior consent of the teacher and the Principal, in order to protect both the animal and the students. Teachers may bring and maintain goldfish or tropical fish in suitable bowls or tanks, but turtles, birds, snakes, or other animals which might present a health hazard shall not be allowed without the approval of the Principal, and then only for class observation and study for a limited period of time.

### **ASBESTOS**

*The Asbestos Hazard Emergency Response Act (Title 40 CFR Part 763.93 (g)(4))* requires written notification that each school has a Management Plan for the safe control and maintenance of asbestos-containing materials if present in the school building. This management plan is available and accessible to the public in the school office.

### **GREEN CLEANING PRODUCTS**

In accordance with Public Act No. 09-81: AN ACT CONCERNING GREEN CLEANING PRODUCTS IN SCHOOLS, no parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect. A guidance document, Green Cleaning Information for School Administrators, Staff and Parents, that provides more information can be found on the [DPH School Environmental Health web page](#).

## **SCHOOL RECORDS**

Student records may be inspected and reviewed by a parent or guardian with a written request. No student information can be released or made public without written consent from the parents or guardian.

## **NON-DISCRIMINATION STATEMENT**

Regional School District No. 6 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Contact  
Debra DeLisle  
98 Wamogo Road, Litchfield, CT 06759  
860-567-6656

Section 504 Contact  
Debra Foley  
98 Wamogo Road, Litchfield, CT 06759  
860-567-6642

