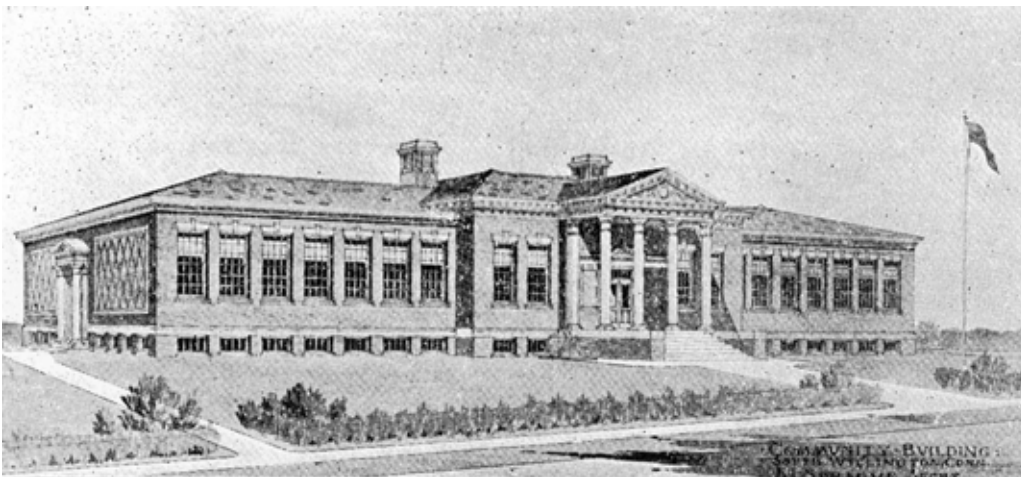


Hall Memorial School

Student/Parent Handbook

2019/2020



Willington Public Schools 2019 - 2020 Calendar

August/September 2019 (22)

M	T	W	Th	F
SD	SD	SD	29	30
H	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2019 (21)

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

November 2019 (19)

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

December 2019 (15)

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
V	V	V	V	V
V	V			

January 2020 (21)

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

August

- 26 Staff development Schools closed for students
- 27 Staff development Schools closed for students
- 28 1/2 Staff development
1/2 teacher work day Schools closed for students
- 29 First day for students

September

- 2 Labor day Schools closed

October

- 11 Early dismissal for students, 1/2 SD for staff
- 14 Columbus Day Schools closed
- 15 Staff development Schools closed for students

November

- 25-26 Parent Conferences Early dismissal for students
- 27 Early dismissal
- 28-29 Thanksgiving recess Schools closed

December

- 20 Early dismissal
- 23-31 Winter recess Schools closed

January

- 1 New Year's Day Schools closed
- 20 Martin Luther King Day Schools closed

February

- 14 Staff development Schools closed for students
- 17 Presidents' Day Schools closed
- 18 Vacation Day Schools closed

March

April

- 10 Good Friday Schools closed
- 13-17 Spring Recess Schools closed

May

- 4-15 SBAC testing
- 25 Memorial Day Schools closed

June

- 11* Last day of school, early dismissal for students
- 12 Teacher work day



*June 12-26 Days reserved as makeup days if needed due to weather related closings

Phil Stevens, Superintendent
860.487.3130

February 2020 (17)

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	SD
H	V	19	20	21
24	25	26	27	28

March 2020 (22)

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

April 2020 (16)

M	T	W	Th	F
		1	2	3
6	7	8	9	H
V	V	V	V	V
20	21	22	23	24
27	28	29	30	

May 2020 (20)

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

June 2020 (9)

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

BOE

Approved: 2.26.2019

182 Student days, 188 Staff days

**Hall Memorial School
Student/Parent Handbook**

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August, 2019

Dear Parents/Guardians and Students,

I welcome you to Hall Memorial School and am looking forward to working with you this coming school year. We are all fortunate to be a part of this community as we strive to provide the best education for your children.

This Parent/Student Handbook is designed to provide important information regarding school policies, procedures and expectations. I strongly encourage you to read through this carefully and discuss the contents with your child. The information contained within this document will enhance you and your child's experience at Hall Memorial School.

Please visit Hall Memorial School's website, www.hms.willingtonpublicschools.org for the most recent revisions to the student handbook and Willington's district website, www.willingtonpublicschools.org for review of all Board policies.

Partnerships between parents and schools are an integral part of successful learning. There are many ways to be a partner including joining the PTA, volunteering in classrooms, participating in special events, visiting the school's website and communicating with staff. We are always willing to consider your suggestions and most importantly we appreciate your support!

Sincerely,

Ken Craig

Ken Craig
Principal,
Hall Memorial School

HALL MEMORIAL SCHOOL

Vision:

At HMS, our goal is to educate students to become happy, healthy, responsible and inquisitive contributing members of a diverse global society.

Philosophy:

We Believe That:

- Education should empower students to become problem solvers in an ever-changing world.
- Student passions should be discovered and ignited through a variety of offerings that nurture the whole child.
- Personalized learning is imperative in accommodating all students regardless of their instructional needs and learning styles.
- Technology is a powerful and engaging tool that supports an already rich curriculum.
- High expectations for all stakeholders creates an environment where students achieve their full potential.

MISSION STATEMENT

Willington Public Schools, through a partnership with students, parents, staff and community, will provide exceptional instruction in a positive and engaging environment of inclusion where students achieve their maximum potential.

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents/guardians regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This booklet is written for our students and their parents/guardians. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy but does not represent all policies and procedures or annual notifications required by legislation. The complete Willington Board of Education Policy Handbook and list of annual notifications required by legislation is available at the office of the Superintendent of Schools, 40A Old Farms Road, Willington, CT 06279 and online at www.willingtonpublicschools.org. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year.

EQUAL OPPORTUNITY

The Willington School District is committed to a policy of equal opportunity/affirmative action for all qualified persons. Each student is encouraged to develop and achieve individual educational goals. In accordance with Non-discrimination Title IV, Title VII, Title IX, Section 504, and the Americans with Disabilities Act the Willington School District will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, creed, ancestry, sex, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information or any other basis prohibited by local, Connecticut state, and/or federal law nondiscrimination laws. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. The Willington School District does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

The Pupil Services Director is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Willington’s Title IX Coordinator is Marcia McGinley at Willington Public Schools, 111 River Road, Willington, CT. 06279. Phone: 860.429.1969, Fax: 860.429.3848, E-mail: mmcginley@willingtonct.org

The Office for Civil Rights of the United States Department of Education serving Connecticut is:
U.S. Department of Education, Office for Civil Rights/ED
8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-3921

ASBESTOS

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. Willington Public Schools has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

ATHLETICS PROGRAM

Hall Memorial School offers a number of sports in which students in grades 6-8 may wish to participate. Including but not limited to: soccer, basketball, baseball, and softball. All students must have a permission slip, academic responsibility form signed, and a physical completed within the past year before being able to participate in or tryout for any sport. Forms are located on the school website.

ATTENDANCE

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

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

For more information please refer to Board Policy 5113.2.

Absence

Parents/Guardians must call the school nurse EACH day the student is absent from school and state the reason for the absence. The call must be made prior to 8:00 a.m. by calling our attendance line, 860-429-9391 and pressing #1.

A call from a parent/guardian will be accepted for an excused absence for only the first nine occurrences. For the tenth and all subsequent absences due to illness, a note from a doctor is required for the absence to be considered excused. You can find a link to the Connecticut State Board of Education's definitions of excused and unexcused absences on our school website at www.hms.willingtonpublicschools.org on the Health page.

Leaving School Grounds/Release of Students from School

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents/guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent/guardian must send a written request to the office by 12:00 p.m. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian. Children of single-parent families will be released only upon the request of the parent/guardian whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator for the parent/ guardian to pick up the student in the school office.

If someone other than a parent/guardian picks up the student, the identity of the person must be verified and the parent/guardian must contact the school.

Early dismissals should be avoided whenever possible. If a child must be dismissed early, a note should be sent to the school office that morning. The note should indicate who is picking the child up and at what time. The person picking up the child from school must report to the school office to sign the student out before the child can be released. Children will not be called from class until the parent arrives to pick up their child.

Tardiness

Students who are not in their homeroom by 7:35 A.M. are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action including suspension if the principal determines that tardiness is excessive.

Truancy

“Truant” is any student who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.

Please refer to the Willington Board of Education Policy 5113.2 on Truancy for complete policy details.

Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student’s truancy problem.

BOARD OF EDUCATION

Board members are unpaid elected public officials with the responsibility for governance of the school district. The members of the Willington Board of Education are:

Chairperson: Michelle Doucette-Cunningham

Vice Chairperson: Ann Grosjean

Secretary: Herbert Arico

Members: Tracy Anderson, Chiara Bambara, Stephanie Summers, Elena Testa.

In order to perform its duties in an open and public manner and in accordance with the state law, the Willington Board of Education holds regular business meetings on the second Tuesday of each month at 7:00 PM in the Willington Town Office building. Parents, students and other community members are encouraged to attend.

Meetings of the Board of Education follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement, not more than 5 minutes in length, or to express a viewpoint. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

BUS GUEST REQUESTS

Requests will be granted on a space available basis and is allowed at the discretion of the principal.

ALL requests must be in writing and given to your child’s homeroom teacher who will send the request to the office. The deadline for all requests is 12:00 p.m. If the request is approved, your child should pick up his/her bus pass from the office during lunch time.

CAFETERIA

All eating is to be done in the cafeteria. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

Willington Public Schools use a computerized Point of Sale system that is a pre-payment plan and is compatible with our student information system PowerSchool. Families can monitor their child’s meal account balance and determine when a payment needs to be applied to their account.

We encourage you to participate in this convenient pre-payment plan for all cafeteria purchases. Not only can you prepay for your child’s lunch or breakfast, your child can also use funds in his/her account to purchase extras like a la carte items and beverages. If your account should have a balance at the end of the year, the balance will be refunded to you. If you prepay, you will no longer need to remember to send

your child to school with cash every day and the meal lines will move much quicker so your child will have more time to relax and eat.

When a payment is necessary simply have your child bring cash or check in an envelope with your child's name on it to the cafeteria or you can apply funds online.

Each student's meal account is their student ID number as assigned for all academic information.

Willington Public Schools participates in the National School Lunch Program and offers to students nutritionally balanced meals daily. Free and reduced price meals are available based on financial need. Information on this program can be obtained on our website. Families who meet the federal guidelines may apply for free or reduced priced meals. Willington Public Schools annually participates in the Healthy Food Certification Program through the Connecticut Department of Education and all food items sold to students meet the Connecticut Nutrition standards.

Accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur.

CHEATING

Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. That is inconsistent with Willington Public Schools goals and values. All forms of cheating and plagiarism are not acceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidences require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

CHILD ABUSE, NEGLECT & SEXUAL ASSAULT

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

Reporting of child abuse, neglect and sexual assault by a school employee is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse, neglect or a sexual assault a report will be made.

COMPUTER RESOURCES AND INTERNET USE

Willington Public Schools resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications, using Willington Public Schools computers, are not private and may be monitored by staff.

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

While the Internet can provide students with a vast array of educational and informational resources, it can also be a window through which students could access information which is neither pertinent to nor appropriate for an educational setting. The availability of such electronic information does not imply endorsement by the Board of Education of its content nor of the use of such information by students and staff. It is important to give students assistance and guidance in accessing information which is beneficial to their education and equally important to recognize that total monitoring of student's access to the Internet would be impossible. Therefore, individual users of the Wellington Public School Network are responsible for their use of the network and are expected to use it responsibly.

To ensure appropriate usage, the administration will establish guidelines for student exploration and use of electronic information resources. Such guidelines shall address issues of privacy, ethical use of information with respect to intellectual property, illegal uses of the network, and conditions of usage. The guidelines shall strive to preserve student's rights to examine and use information to meet the educational goals and objectives of the Wellington Public Schools.

In recognition of the potential for improper use of the Internet in the educational setting, the Board requires that students who use the Internet comply with the following policies, as well as comply with any guidelines for use promulgated by the administration:

The use of the internet is a privilege. As the owner of both the hardware and software that is available, the Wellington Public Schools may withhold this privilege. Failure to adhere to the established guidelines may result in the loss of Internet access, disciplinary action and /or referral to legal authorities.

Use of the Internet must be in support of education and research consistent with the educational goals and objective of the Wellington Public Schools.

Each user will abide by the generally accepted rules of etiquette and applicable school policies, which include, but are not limited to, the following:

- Use appropriate language. Do not write or send abusive messages or those which contain vulgarities.
- Chain letters and pyramid schemes (chain letters with money) are illegal.
- Bulk posing to individuals or groups to overload the system (i.e., "spamming") is prohibited.

To ensure that only authorized students who understand the bounds of permitted use will have access to the Internet, Wellington Public Schools must obtain the written permission of a student's parent or legal guardian before the student may access the Internet. Parents/Guardians of a student user must also sign the form, which is an insert at the end of this handbook.

CONDUCT, CODE OF PBS

A school-wide Positive Behavior Support Program (PBS) has been implemented to provide opportunities to all students for achieving social and learning success while preventing problem behaviors. Utilizing five core values of respect, responsibility, integrity, achievement and community with the expectations the same across all settings to create an environment that is positive and conducive to learning.

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location. Students may be disciplined for conduct off school grounds if such conduct violates policy of the Board or is seriously disruptive. Please refer to Board Policy 5131.8.

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

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

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

Students at school or school-related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Use of profanity, vulgar language, or obscene gestures.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse, or physical contact.
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Prescription drugs which are given to person other than who the drug is prescribed.
19. Smoking or using tobacco products including electronic nicotine delivery systems (e-cigarettes) and vapor products.
20. Hazing.
21. Behaving in any way that disrupts the school environment or educational process.
22. Using an electronic mobile device unless granted permission by a teacher and only for educational purposes.
23. Violating the district's Internet Safety policy.

24. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
25. Bullying (See Bullying).
26. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
27. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
28. Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property.

Bullying

The 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. Such conduct is disruptive of the educational process. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

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

- (i) Causes physical or emotional harm to such student or damage to such student's property,
- (ii) Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- (iii) Creates a hostile environment at school for such student,
- (iv) Infringes on the rights of such student at school, or
- (v) 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.

Bullying includes student conduct (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education that meets the above criteria.

Bullying also includes student conduct (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.

"Outside of the school setting" means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

"Hostile environment" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

"Cyber-bullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

"Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

"Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.

"School climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

The District's Program

1. Permits anonymous reports of bullying by students to school employees and written reports of suspected bullying by parents/guardians;
2. Requires school employees to notify school administrators in writing of bullying acts they witness and students' reports they receive;

"School employee" means - (A) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (B) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

3. Requires school administrators to investigate parents'/guardians' written reports and review students' anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
4. Requires each school to maintain a publicly available list of the number of verified bullying acts that occurred there, and report such number to the State Department of Education annually and in such manner as prescribed by the Commissioner of Education;
5. Requires each school to have prevention and intervention strategy, as defined by statute, for school staff to deal with bullying, including language about bullying in student codes of conduct and in all student handbooks; requires each school to notify parents or guardians of all students involved in a verified act of bullying within 48 hours of the completion of the district's bullying investigation and to invite each to attend at least one meeting. The notice shall be simultaneously mailed to the parent or guardian with whom the student primarily resides and to the other parent or guardian if requested. The notice must describe the school's response and any consequences that may result from further acts of bullying; requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
6. Requires students to be notified annually of the process by which they may make reports of bullying;
7. Requires the identification of appropriate school personnel, which may include but shall not be limited to pupil services personnel, responsible for taking a bullying report and investigating the complaint;

8. Inclusion in the district's staff development program for certified staff training pertaining to the prevention of bullying, effective July 1, 2009.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The Principal of each school or designee is responsible for handling all complaints of alleged bullying.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the damage of bullying. It is necessary for adults to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians on the district website www.willingtonpublicschools.org.

Bullying reporting forms are available at the circulation desk in the school library and should be filled out and placed in the bullying box in the nurse's office.

Dress Code

Students clothing must reflect high standards of modesty, cleanliness and good taste. The entire torso must be covered from shoulders to legs and appropriate shoes must be worn. A parent will be contacted and students will be asked to change their clothes or shoes if they choose not to follow the following rules:

- Dresses and skirts (when worn at the normal waistline) must cover three-quarters of the distance from the waistline to the top of the kneecap.
- Shorts must not be inappropriately short.
- Pants and shorts must be worn at the normal waistline. A belt must be used when needed.
- Shirts and blouses must be long enough, all the way around, to tuck into the waist of the pants, shorts, and skirts.

You May Not Wear:

- Clothing that allows any part of your underwear to show
- Pants or shorts below the waist level
- Shirts with open sides
- Dresses or tops with straps less than one-half inch wide
- Clothing with obscene words, pictures, gestures or implications
- Clothing that promotes alcohol, drugs or tobacco
- Low-cut shirts or dresses
- Halter Tops
- Spandex shorts or shirts
- Swimsuits
- Wallet Chains
- Hats
- Shoes with wheels (e.g. Heely's) or Slippers
- Pajama type or lounge type pants

Repeat offenders may be referred to the administrator for disciplinary action. Please refer to Board Policy 5132 for more information.

Electronic Mobile Devices

Teachers may allow the use of electronic mobile devices in their classrooms. Students may only use the device at school when granted permission by a teacher and only for educational purposes, under the following conditions:

- The school's disciplinary and acceptable use policies apply to all student behavior including when using a personal device.
- Students may not use the device at times or in ways that in the teacher's judgment may interfere with learning. Students will comply with teacher's directions to turn off the device or put it away. If a teacher is concerned about potentially inappropriate use, the teacher may ask to see the device.
- If the device is not in use, it should be put away. The teacher will determine the best storage location such as a student's desk, book bag, or hallway locker.
- The device cannot be stored in school overnight so it will need to go home at the end of the day. Personal devices need to be charged prior to bringing them to school.
- Teachers are facilitators of instruction in their classrooms and cannot devote time to addressing technical difficulties with student's personally owned devices in the classroom.
- Students will not use the device to take pictures or videos while on school grounds without permission from a teacher. Devices are not to be used to take pictures or videos on the school bus.
- The District is not responsible for any lost, damaged, or stolen property. The District is not responsible for any data plan charges on mobile devices.

School building principals shall have the authority to further restrict possession of electronic mobile devices in their individual buildings in order to maintain the principles of the Board Policy and be consistent with the unique circumstances of their individual schools or grade levels.

Smoking

Student shall not smoke or use tobacco products including e-cigarettes on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law. Please refer to Board Policy 5131.6 for more information.

Substance Abuse

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

- a. Any student in the Willington Public Schools using, possessing, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.
- b. Students found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
- c. A meeting may be scheduled with the Student Assistance Team for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.
- d. Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages are considered grounds for expulsion.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

In such cases, the decision to involve the parents/guardians will be arrived jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken. Please refer to Board Policy 5131.6 for more information.

Video Surveillance

Many common areas such as hallways of the school and the exterior of the building are under video surveillance to ensure a safe and orderly environment as approved by the Board of Education.

The Board of Education recognizes the need to maintain appropriate conduct on school buses. Accordingly, the Board of Education authorizes the installation of video cameras on school buses as an aid in monitoring student behavior. These cameras produce both video and audio coverage. The tapes from these cameras will be used to assist school administrators in deciding upon appropriate disciplinary action. Please refer to Board Policy 5131.111 for more information.

Weapons and Dangerous Instruments

No guns, knives or any other objects, including martial arts weapons, and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators may be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent.) The Board or Superintendent, as appropriate, may condition such readmission on specified criteria. Please refer to Board Policy 5131.7 for more information.

DISCIPLINE

A student who violates the district's code of conduct shall be subject to disciplinary action. The District's disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law, that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to an including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time.

Lunch Detention

A student may receive a lunch detention for a minor offense, i.e. unprepared for class, minor infractions of disobedience, etc. These are served during the student's normal lunch time either at a separate table in the lunchroom, a classroom or in the main office. Parents will be notified of a lunch detention if a student has received more than three in one week or more than five in one month. At that point more significant consequences could occur for future offenses.

Detention

A student may be detained outside of school hours for not more than one hour on one or more days for violation of the code of conduct. The detention shall not begin, however, until the students' parents/guardians have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention. Detention is held on Wednesdays from 2:35 p.m. to 3:35 p.m., unless otherwise specified.

Expulsion

The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student's conduct endangers persons, property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

Expulsion from school will result in the loss of all extracurricular and social privileges during the period of expulsion. Student possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is cause for expulsion for a calendar year. A student who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

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

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

Suspension

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

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

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

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

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

DANCES/EXTRACURRICULAR ACTIVITIES

School dances may be scheduled periodically during the school year. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. Students are expected to dress according to the dress code policy. **Please note if the student is not picked up within 30 minutes of the designated time the student may be prohibited from future dances.**

Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance.

Students must attend school on the day of the event in order to participate.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event of inclement weather, loss of electricity or other situations, the school may open 2 hours late (9:35 a.m.) or close early at 11:00 a.m. It is important for you to prepare your child for the possibility of emergency closings before the need arises, therefore, we urge you to inform your child of the procedure you expect him/her to follow.

- Discuss with your child where he/she should go if you are not going to be home at the emergency dismissal time of 11:00 a.m. Keep in mind we will need a permission note from you to send your child anywhere other than his/her regular destination.
- If inclement weather is anticipated, send a note to school with your child informing us if your child will be picked up from school or if your child will take a different bus (remember, one guest per student).
- Parents/guardians will be notified by the Willington School Messenger Notification System of emergency early dismissal/closing. This service simultaneously calls the parent/guardian and first emergency contact for each student with a recorded message to notify you of emergency dismissals due to weather or other events. If you have caller identification, Town of Willington will be displayed as the originator of the call. **Please inform the people you have listed as your child's emergency contacts that they may receive this automated call.**
- Parents/guardians may be kept informed by listening to the following radio or television stations for notification:
WTIC-AM (1080) WFSB Channel 3 WVIT Channel 30
- Please do not call the school on the day of an emergency dismissal unless it is an emergency. Phones need to be kept free so that the school may make necessary calls.
- If the emergency closing of the school is of such a nature as to cause the immediate and complete evacuation of the building, students will be temporarily sheltered at the Hall Memorial Church on Route 32. Buses will pick up students at the church and transport them home.

ENGLISH LEARNERS (EL) STUDENTS

Parents/Guardians of English Learner (EL) 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 EL 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.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second

Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

ENTERING AND LEAVING SCHOOL

All visitors must sign in at the school office and receive a visitor badge.

Morning Entrance:

- Students who are driven to school must be dropped off at the side entrance (near the handicapped parking area) and enter the front entrance between 7:00 a.m. and 7:30 a.m.
- Students **must not** be dropped off in the front of the building.
- Students dropped off early are to report to the library upon entering the building.

Afternoon Dismissal:

- **Students who will be picked up, instead of riding a bus, must have a written note.** The note must be given to their homeroom teacher in the morning, or sent to the office by 12:00 p.m. Students must report to the gymnasium to be picked up at the end of the day.
- Parents/guardians will park in the back of the building in the designated area and report to the gymnasium to sign out their child. Parents/guardians will then wait in their car until all buses have left the grounds.

FIELD TRIPS

Field trips are carefully planned educational experiences and are part of the curriculum. When on a field trip our students are representatives of Hall Memorial School and the Willington community. Students will not be allowed to attend field trips without a written permission slip. Students are expected to come to school even on the rare occasions when not participating in the field trip. Arrangements will be made by staff to see that the student has work to do for the day. **Please note that if the student is not picked up within 30 minutes of the designated time the student may be prohibited from future trips.**

FINANCIAL ASSISTANCE

Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor or administrator to request confidential help.

FIRE DRILLS AND EMERGENCY PREPAREDNESS

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drill will be planned and conducted with the local law enforcement agency. Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

FOOD ALLERGIES & GSD

The Willington Public Schools recognize that food allergies and Glycogen Storage Disease (GSD) may be life threatening. (GSD is an inherited disorder in which an abnormal amount or type of glycogen is stored in the liver.) For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergies and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. Individualized Health Care Plans (IHCP) may be implemented for each known student with life threatening food allergies and GSD. The District is also committed to appropriately managing and supporting students with food allergies and/or GSD.

The district further recognizes the importance of prevention as the most important management strategy as well as collaboration with parents and appropriate medical staff in developing such practices. The district also encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy and/or glycogen storage disease, as developmentally appropriate. To this end, Willington Public Schools adopts regulations to support students with special health care needs.

The Willington Public Schools policy including guidelines and standards for managing students with life-threatening food allergies is posted on the district website. Please refer to Board Policy 5141.25 for more information.

GRADING SYSTEM

In an attempt to more accurately reflect the academic performance of our students we have separated academic achievement from academic responsibility when reporting to parents/guardians and students in grades six, seven and eight.

Academic achievement is defined as results on tests, quizzes, projects, classroom work and graded homework.

Academic responsibility is defined as coming to class on time, being prepared for class with all necessary materials, demonstrating good citizenship, participating in class and completing all homework assignments.

Grade five uses a standards based system of grading.

Please refer to Board Policy 6146.1 for more information.

Honor Roll

The Honor Roll in grades six, seven and eight represents those students who are able to demonstrate achievement in all curricular areas of Hall Memorial School. It is a unique accomplishment to be able to demonstrate this degree of success.

The Honor Roll criteria are:

- High Honors: Students need to achieve a 90% or better in all subjects.
- Honors: Students need to achieve an 80% or better in all subjects.

We also recognize those students who demonstrate that they fulfill the criteria in the area of Academic Responsibility.

Report Cards

Paper report cards will not be issued each trimester. All grades can be viewed on the Power School Parent Portal in real time. The grade viewing portion of the portal will be closed for about two days each trimester to allow for grade updates and entry.

Power School Parent Portal

Willington Public Schools utilizes Power School Parent Portal. This portal is available to all parents/guardians and allows you to review your child's academic progress. This portal is accessed through a web-site and requires a password. Please contact the main office to receive instructions for access information.

GUIDANCE AND COUNSELING

See Section Titled Student Assistance Team

HARASSMENT STATEMENT

Civil Rights

Students have the right to attend school without being subjected to harassment of a racial, sexual or social nature.

Note: If a student feels that he/she has been sexually harassed or discriminated against, the student should contact a trusted adult in the school system that will help the student resolve the conflict. More information about the school's sexual harassment policy may be obtained from the Hall Memorial School office.

- Students may not behave in a way that mocks or insults another student or staff member. A person's race, ethnic heritage, culture, social status, intelligence, handicap, religion or family is too personally sensitive to be the subject of "joking" or "fooling around." Attempts to discuss such behaviors by calling them "kidding" or "joking" will not diminish the seriousness of this kind of offense.
- Students may not sexually harass another student or staff member. According to state and federal laws, behavior can be considered to be sexual harassment when it is unwanted and sexual in nature. Examples of particular behaviors (when they are unwanted and sexual in nature) that could be considered sexual harassment include touching, pulling at clothes, verbal comments, sexual name-calling, sexual rumors, too personal a conversation, blocking, gestures, and jokes/cartoons/pictures.

HEALTH SERVICES

The school health office is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. The Willington Public Schools will comply with the Health Insurance Portability and Accounting Act (HIPAA) to maintain privacy of protected health information.

Administration of Medication

When necessary, the school nurse may administer medications only with authorization from a licensed physician and the student's parent/guardian. Authorized students may self-carry asthma inhalers or Epipens ONLY with written permission from physician, parent/guardian and school nurse. Students may not carry any other medications to school or during school. This includes over-the-counter medications.

Parents/guardians of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school and are available from the school nurse. All medication must be in original container with proper labels. Please refer to Board Policy 5141.21(a) for more information.

Pediculosis Prevention

Any child found to have head lice or multiple nits will be sent home and is required to have treatment and to have hair thoroughly combed. Parents/guardians must report to the health office with their child for assessment before reentry into the school. If you have any questions or need detailed information, please contact the school nurse or visit the school's website.

If you find lice or nits, please notify the school nurse so she may check your child and his/her classmates as discreetly as possible.

HOMELESS STUDENTS

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

HOMEWORK

The purpose of homework is to develop responsibility, foster good work habits, and reinforce and/or enrich that which has been instructed. Parents assist by setting appropriate standards at home that facilitate the accomplishment of their child's homework assignment.

Homework provides an opportunity for family involvement and is an important facet of a child's education experience. It is expected that families will monitor homework assignments and encourage children to develop good work habits that will last a lifetime.

Homework must be both challenging and meaningful. The student must have been taught the concepts/skills related to the subject area and provided with an opportunity for guided practice in school before he/she is given work to do at home. Homework should be monitored and evaluated by the teacher. Students need feedback on the concepts/skills being practiced.

There is a progressive increase in the amount of homework expected of students from kindergarten through junior high. The amount of homework assigned should reflect the staff's awareness of the need for a balance between student's work and leisure time. Homework will not be weighted more than 15% of final grade.

Responsibility will rest with the teacher to:

- Give purpose and value to homework by explaining the relationship between assignments and what is taught in the classroom.
- Use homework to monitor student understanding.
- Be part of the ongoing assessment of students.
- Clearly define homework deadlines and consequences for late or missing assignments.
- Communicate with parents when there is a trend or pattern of missing homework.

Responsibility will rest with the student to:

- Record each assignment as given.
- Do work and turn it in on time.
- Understand the purpose and requirements of the homework when it is assigned.
- Request assistance from parents and teachers when needed.
- Understand that the content, structure and appearance of all written homework is important.
- Budget time effectively between daily homework assignments and long-range assignments.
- Organize materials needed to complete homework.
- Be responsible for making up missed homework assignments when absent.

Responsibility will rest with the parents to:

- Provide a quiet, well-lighted area with appropriate supplies, for the student to work.
- Check on timeliness of homework assignments.
- Provide appropriate assistance while recognizing the need for students to strive to be independent learners.
- Contact teacher(s) if problems develop that are not or cannot be resolved by the student.

Grade level teams will give out additional instructions for homework.

LIBRARY

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

See District Internet Policy for complete details on Media Center computer usage.

LOST AND FOUND

Students who find lost articles (any non-clothing item) should bring them to the office. All found clothing should be brought to the designated area.

MAKE-UP WORK

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

Please refer to Board Policy 5113 for more information.

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 I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

PARENT/GUARDIAN CONFERENCES

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents/guardians and students, as well as teachers, counselors or administrators may initiate a conference.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

PARENT/GUARDIAN INVOLVEMENT/COMMUNICATIONS

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

From time to time during the school year a situation may occur that prompts a parent to contact school personnel to resolve it. If parents have a concern they should follow proper protocol when dealing with the situation.

Contact your child's teacher first.

- If the concern is not addressed to your satisfaction, then you should contact the building principal.
- If the concern is still not addressed to your satisfaction, then you should contact the superintendent.

Contacting Staff Members

Parents/guardians who wish to contact staff members may do so by:

- Calling the school (860-429-9391, #2 for staff extension directory) and leaving a message in the staff member's voice mail to call you back with suggested times to call.
- Sending a note to the school.
- Sending an e-mail message to the staff member. The e-mail address is the first initial of the staff member, followed by the last name, followed by the @ sign, followed by willingtonct.org.

Sample: dostien@willingtonct.org

Staff email can also be accessed from the school website www.hms.willingtonpublicschools.org.

PARENT-TEACHER ASSOCIATIONS

PTA is a vital link between the school, community and the parents it serves. Parents/guardians are urged to join and take an active part in the PTA. Monthly meetings are held on the third Thursday of every month. For more information please contact PTA president via e-mail at president@willingtonpta.com.

SEPTO is the Special Education PTO to promote the welfare of children and youth with special needs. Monthly meetings are held on the third Wednesday of every month. For more information please contact the SEPTO president via e-mail at info@successsepto.org.

PARKING

Parking for visitors is available in the lot across from the school. Handicap parking **only** is available on the side of the school, next to the school bus driveway. The end of day student pick up parking is available behind the school.

PESTICIDE APPLICATION

Hall Memorial School does not apply pesticides inside nor outside the school building.

PHOTOGRAPHING OR VIDEOTAPING SCHOOL EVENTS

We understand and encourage parents to take pictures of important events and programs their children participate in while enrolled in the Willington Public Schools. Please understand, however, that photographing or videotaping school activities are only permitted at the discretion of the administration. Generally, recording a school event is permissible. If recording or picture taking is prohibited at a specific event, the administration will make an announcement indicating picture taking and/or recording is not permitted.

If pictures are taken, kindly refrain from rebroadcasting images to a general audience or public posting to the Internet, as the administration and many parents have concerns about dissemination of children's pictures via electronic media, particularly public disclosure on the Internet. If you have any questions concerning this issue, please do not hesitate to ask an administrator.

PROMOTION, RETENTION AND PLACEMENT

Promotion or retention of students in the Willington Public Schools cannot be described in unconditional terms. Decisions shall be considered on an individual student basis, and made by the principal in consultation with the respective classroom teacher(s) and other knowledgeable professional staff members. The principal and other staff members have the responsibility to consider promotion or retention on the basis of: all that is known about the student academically, socially, emotionally, and physically, as well as the programs which the school provides at various grade levels. Retention should be positively viewed as an opportunity to change a student's program. Sixth, seventh, and eighth grade students who fail two (2) or more of their subjects that meet for the year on a daily basis will be considered for retention. Please refer to Board Policy 5123(a) for more information.

PROPERTY, LOCKERS, AND EQUIPMENT

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

Each student is assigned a desk or locker and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, should be kept in good order and not abused.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk or locker.

Students should not attempt to repair school equipment but should notify the main office immediately if it doesn't function properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students may bring in locks from home and attach them to assigned lockers. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

PSYCHOTROPIC DRUG USE

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

PUPIL SERVICES DEPARTMENT

Parents having questions about the availability, the appropriateness or adequacy of support services/programs provided for their child should contact the principal of the school or the Director of Pupil Services at 860-429-1969. A brochure, "Steps to Protect a Child's Right to Special Education: Procedural Safeguards," explains parent's rights and due process procedures and is available in each school and on the district website.

Special Education Services-Under the Special Education laws and regulations through the **Individuals with Disabilities Education Act (IDEA)**, every handicapped child must be provided an appropriate education program to meet the student's needs. Special education services and related services are provided to students who have been identified at a PPT (Planning Placement Team) meeting under the disability categories as outlined in federal and state statutes. An Individualized Education Program (IEP) is developed which outlines the student's present level of educational performance, annual goals and short-term objectives, and special education instructional services. Permission from parent/guardians will be obtained before any individual evaluation, testing and/or observing is conducted.

The Protection of Pupil Rights Amendment (PPRA) applies to programs that receive funding from the U.S. Department of Education (ED) and is intended to protect the rights of parents and students by ensuring that instructional materials are available for inspection by parents and written consent is obtained before minor students are required to participate in any ED funded survey, analysis, or evaluation that reveal certain types of information. For further information please visit www.ed.gov website.

SAFETY/ACCIDENT PREVENTION

Student safety at school and school related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the school's code of conduct.
- Remain alert to and promptly report safety hazards, such as intruders in school.
- Know emergency evacuation routes and signals.

- Follow immediately the instructions of staff who are overseeing the welfare of students.

SEARCH AND SEIZURE

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

SEXUAL HARASSMENT

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Sexual harassment, whether verbal or physical, includes, but is not limited to the following:

behaviors (that are unwanted and sexual in nature) that could constitute sexual harassment include touching, verbal comments, sexual name-calling, sexual rumors, inappropriate public display or affection, too personal a conversation, corner/blocking gestures, jokes/cartoons/pictures and pulling at clothes.

Any student who believes that he or she has been discriminated against in regard to any of the preceding styles may file a complaint that one's rights have been denied or violated.

The district will notify the parents/guardians of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, Pupil Services Director. Please refer to Board Policy 5145.5 for more information.

SPECIAL EDUCATION-See section titled Pupil Services Department

STUDENT ASSISTANCE TEAM

The school community is responsible for the academic success of each student. The Student Assistance Team (SAT) is a vehicle by which teachers are aided and supported in their efforts to meet the needs of students who exhibit difficulty in achieving academic success.

Any questions about this program should be directed to our guidance counselor.

STUDENT RECORDS

Parents/Guardians of students under 18 or eligible students have a right to inspect and review education records including all material that is incorporated into the student's cumulative record file and intended for school use or available to parties outside the school or school system. This right is provided under the Family Educational Rights and Privacy Act (FERPA) commonly known as the Buckley Amendment. FERPA is a federal law that protects the privacy of student education records. Parents who desire to review the child's records should contact the building principal. Parents will be provided, on request, a

list of the types and locations of education records collected, maintained, or used by the school. The Student Record Policy is available for review at the Hall School office.

Relocation

Consistent with federal regulation, student records will be forwarded without parental permission to school districts where the student seeks or intends to enroll upon request. Student records will not be forwarded to individuals or agencies without written parental permission. Hand carried records will not be permitted.

Student Records

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a parent's name and/or e-mail address, student's name, address, telephone number, date and place of birth, major field of study, grade levels, photographic, computer and/or video images, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

If you do not want any or all of these items to be considered Directory Information in regard to your child, please check and sign the appropriate lines on the Handbook Signature Page located on the last page of the Student/Parent Handbook.

Also, we may use photos, videos and digital pictures of our children to record the many events in school. We sometimes share these with our families, media and school community, inform Hall Memorial School if you do not want to share your child's image by checking and signing the appropriate lines on the Handbook Signature Page located on the last page of the Student/Parent Handbook.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

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

TELEPHONE MESSAGES

Telephone use by students is limited to what is considered necessary calls. Parents can help by encouraging students to prepare themselves for school, so that the number of calls to the home will be held to a minimum.

Calls by parents requesting that messages be forwarded to students can cause interruptions in the classroom. Planning beforehand will help to eliminate these interruptions. However, if there is an emergency and it is necessary to speak with your student during the school day, please contact the office directly.

Texting with your child is discouraged during the school day.

TEXTBOOK CARE AND OBLIGATIONS

Students are responsible for the care of books, electronic mobile devices and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, electronic mobile devices, library book or other educational materials.

TITLE I COMPARABILITY OF SERVICES

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

TITLE 1 PARENTAL INVOLVEMENT

Parents of a child in a Title 1 funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs.

TRANSPORTATION

Please Review With Your Child The Following Bus Rules And Procedures For Misbehavior Referrals.

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

Safety and Behavior Rules

The following rules shall apply to student conduct on school transportation:

- **Be at the bus stop 5 minutes before the designated pick up time and ready to get into the bus with the least possible delay in order to keep the bus on schedule. Please do not detain the bus driver;**
- Not stand or play in the roadway while waiting for the bus;
- Wait for your bus in a safe place and move toward the bus only when the door opens or as instructed by the driver;
- Board the bus and take a seat as quickly as possible;
- Take only his/her regularly assigned bus. Student must have written permission from parent and authorization from the school principal to take a different bus and a bus pass must be obtained from the office. Only one visitor is allowed per student;
Please see Bus Guest Request information on page 8.
- Not board or leave the bus at any stop other than his/her regular stop without written consent from the parent and authorization from the principal;
- Ride the bus all the way to school and all the way to his/her destination after school. A student will not be allowed to get a ride part way in either direction;
- Follow the driver's directions at all times.
- Board and leave the bus in an orderly manner at the designated bus top nearest their home.
- Do not stand while the bus is in motion.
- Keep books, instrument cases, feet, and other objects out of the aisle of the bus.
- Do not deface the bus and/or its equipment.
- Do not extend head, hands, arms, or legs out of the window nor hold any object out of the window, nor throw objects within or out of the bus.
- Do not smoke or use any form of tobacco.
- Do not eat on the bus.
- Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, fighting, physical contact, and/or spitting, will subject the student to disciplinary action.
- Upon leaving the bus, the student will wait for the driver's signal before crossing in front of the bus.

Repeated misbehavior, listed or not listed, could also result in denial of bus transportation to the offender for a period of time. Before any suspension begins, parents will be notified.

Process for Misbehavior Referrals

- Driver writes report and gives it to principal or designee.
- Principal or designee acts on report in a timely manner:
 - Investigates
 - Talks with/warns students
 - Refers to appropriate school personnel
 - Disciplines; and/or
 - Contacts parents; and/or
 - Suspends (No suspension can start before parents are notified).
- Referral form is signed by principal indicating the following action(s): In-school discipline; parental contact, suspension duration and dates.
- Principal or designee gives a copy of referral form to the bus company.

Walking/Bicycle Riding

- Students are not allowed to walk or ride their bike to school for safety reasons.

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation safety are to be made to the Superintendent of Schools. A written record of all complaints will be maintained and an investigation of the allegations will take place.

WELLNESS POLICY

The Willington Public Schools strive to make a significant contribution to the general well-being, mental, and physical capacity and learning ability of students, affording them the right to fully participate in the educational process. Available on the district website is a comprehensive policy that has been developed and includes the following components:

- Nutrition Education and Promotion
- Physical Education and Physical Activity
- Nutrition Standards for School Meals and Other Foods and Beverages
- Other School Based Activities to Promote Student Wellness
- Communication and Promotion
- Measurement and Evaluation

Please refer to Board Policy 6142.101 for more information.

Willington Public Schools' Wellness Committee has discussed ways in which parents/guardians can have a positive effect on our children's nutrition and eating habits while they are in school. While we appreciate your wish to recognize your child's birthday and special holidays by bringing treats to school, please be aware that the number of birthdays and holidays celebrated by an average elementary school class means that sweets can become regular snacks, rather than occasional, special treats. Also, there is a significant loss of instructional time to facilitate these celebrations involving food.

Therefore, we ask that no food items be brought to school in recognition of individual birthdays/celebrations. Parents bringing their child's lunch/snack is an exception. There may be occasions when classroom celebrations include food. These will be coordinated by the classroom teacher.

By not making food the focus of special events such as these in the classroom, all children can feel comfortable honoring classmates in more non-traditional but just as meaningful ways that celebrate the uniqueness of each child. Children may be recognized on their birthday with a special classroom acknowledgement unless parents request this not be done. For more specific information, please speak with your child's teacher.

WILLINGTON DEPARTMENT OF HUMAN SERVICES (WDHS)

The WDHS offers many services, including but not limited to, the food pantry and community closet to provide food and clothing, Back to School Program to provide backpacks, school supplies and new shoes for children, three holiday programs to provide the makings for holiday meals and gifts for families, assistance with utility shut off prevention, energy assistance, application for programs such as SNAP and Medicaid, referrals and information for counseling, and assistance with funding camps and other activities for children. For more information please contact the director of human services at (860) 487-3118 or email humanservices@willingtonct.org.

HALL MEMORIAL SCHOOL
Handbook Signature Page
2019-2020

PLEASE RETURN THIS FORM TO SCHOOL BY SEPTEMBER 6, 2019

Please read the Student Handbook on our school website at www.hms.willingtonpublicschools.org and review pertinent information with your child, particularly items pertaining to school expectations. We ask that you and your child sign the statements below in the required places and return it to school with your child by **Friday, September 6, 2019**. We will then be assured that you have reviewed the information about our school procedures.

If you have any questions, please call the school at 860-429-9391. Thank you for your cooperation and support.

Statement – Please check the box under Agree.		Agree
We have read and discussed the 2019-20 Student Handbook including Student Code of Conduct (pages 10-17), Bus Rules (pages 8, 28-29), Computer Resources and Internet Use Policies (pages 9-10), Electronic Mobile Devices (page 15). We understand and consent to the responsibilities outlined in the handbook and agree to comply with it. We understand that a violation of this agreement will result in the loss of privileges and/or shall be subject to disciplinary action.		<input type="checkbox"/>
PARENT AND STUDENT SIGNATURES REQUIRED		Date
<i>Printed Name of Parent/Guardian</i>	<i>Signature of Parent/Guardian</i>	
<i>Printed Name of Student</i>	<i>Signature of Student</i>	

Statements- Please circle N for No to <i>not allow</i> the release of Directory Information		No
Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes a parent’s name and/or e-mail address, student’s name, address, telephone number, date and place of birth, grade level, e-mail address, photographic, computer and/or video images, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. Directory information may be released by the Willington Public Schools to anyone who requests it unless I object to the release of any or all of this information within ten (10) school days of the time this handbook was issued to my child.		<input type="checkbox"/> N
Statements- Please circle N for No if you <i>do not consent</i> to the sharing of your child’s image		No
We may use photos, videos and digital pictures of our children to record the many events in school. We sometimes share these with our families, media and school community. Please indicate if you do not consent to the sharing of your child’s image with families, media and the school community.		<input type="checkbox"/> N
PARENT SIGNATURE REQUIRED		Date
<i>Printed Name of Parent/Guardian</i>	<i>Signature of Parent/Guardian</i>	

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Hall Memorial School

860.429.9391

7:35 - 2:35 Classrooms

Lunch / Recess Schedule

Monday, Tuesday, Thursday, Friday	
11:06 – 11:30 Grade 5 Recess	11:30 – 11:52 Grade 5 Lunch
11:22 – 11:47 Grade 6 Lunch	11:47 – 11:57 Grade 6 Recess
12:03 – 12:30 Grade 8 Lunch	12:08 – 12:33 Grades 7 Lunch

Wednesday	
11:32 – 11:52 Grade 8 Lunch	11:43 – 12:10 Grade 7 Lunch
12:22 – 12:47 Grade 5 Lunch	12:47 – 1:12 Grade 5 Recess
12:25 – 12:50 Grade 6 Lunch	12:50 – 1:12 Grade 6 Recess

2:35 p.m.

Dismissal

2:35-3:35 p.m.

Detention

H.M.S. SPECIAL SCHEDULES

2 Hour Delayed Opening

No Breakfast Served.

9:35- 2:35

Minimum Day

No Breakfast Served.

No Lunch Served.

7:35 - 12:05

Emergency Early Closing

Breakfast served.

No Lunch Served.

11:00

TRANSPORTATION

M & J Bus Inc.

860.684.2754

emergency number

**Please contact your child's school for
routine bus information.**

EMERGENCY INFORMATION

For emergency closings Center and Hall
Schools use the SchoolMessenger notification
service.

For delayed openings and no school notices
please review the following radio/t.v.
stations: www.ctweather.com, WTIC (1080),
WFSB (Channel 3) and WVIT (Channel 30).