



**Family Handbook
2014-15
Bowers Elementary School
141 Princeton Street
Manchester, CT 06042**

August 28, 2014

Bowers Elementary School



2014-15 Family Handbook

Welcome Message from Principal

On behalf of our entire staff I welcome you to the 2014-15 school year at Bowers School! Our faculty, staff and administration are committed to assuring that Bowers School is a safe, caring community where all children are respected and engaged in a challenging curriculum which motivates them to realize their potential as active, life-long learners. To achieve this vision, it is our mission to:

- B**elieve all children have the right to be valued for their uniqueness
- O**ffer a challenging curriculum within a safe and caring community
- W**elcome children into a motivating learning environment
- E**xpect and encourage children to be respectful and responsible
- R**ecognize and celebrate the diversity of our community
- S**trive to create a spirit of cooperation among families and staff

We acknowledge that families share the responsibility with us of providing the best possible education for all Bowers School children. Your input and involvement are invaluable and will truly make the difference for the children we serve!

This handbook is published each year on the school website to provide our Bowers School families with information about our school. For families who wish a printed copy of this handbook, please contact the school office. Please be sure to read all the information contained within and call the school if you have questions that are not answered within this document.

I look forward to a great school year together with you!

Sincerely,

Mary Lou Ruggiero, Principal

IMPORTANT CONTACT INFORMATION

Office:	647-3313	Dr. Ruggiero, Principal Mrs. FitzGerald, Secretary
Literacy Coach:	647-6313	Mrs. Clarke
Numeracy Coach	647-3313	Mrs. Litwin
Language Arts Consultant	647-3313	Mrs. Bell
Family Resource Center	647-3313	Mrs. Turnquest
Nurse:	647-3314	Mrs. Galper
Social Workers:	647-3329	Mr. Elliott, Mrs. Perkins
School Psychologist	647-6335	Mrs. Lauer
Library:	647-3411	Mrs. Colman, Mrs. Quaglia
Cafeteria:	647-3315	Mrs. Leal
Absentee phone-in line:	647-3320	24 hr. answering machine
Early dismissal phone-in line:	647-3320	after 10:30 am
MELC Child-care at Bowers	952-4345	
Fax number	647-5001	
Website	http://publicschools.manchesterct.gov/page.cfm?p=553	

Links to staff email addresses may be found on the Staff tab of the school website

School Hours: 9:05 am – 3:25 pm

First Bell: 8:55 am

Start of School Bell: 9:05 am

Please make sure your child is on time for school each day!

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Bowers School Staff 2014-15
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Kindergarten:	Mrs. Cleary Mrs. Sabatelli Mrs. Then Mrs. Tryon	Library/ Media Ctr.:	Mrs. Colman Mrs. Quaglia
Grade 1:	Miss Alday Mrs. Magnotta Mrs. Roy Mrs. Tluck	Social Workers:	Mr. Elliott Mrs. Perkins
Grade 2:	Mrs. Becker Mr. Bradbury Mrs. Cocchiola Mrs. Ware	Psychologist:	Mrs. Lauer
Grade 3:	Ms. Comollo Mrs. Garre Ms. Sullivan	Nurse:	Mrs. Galper
Grade 4:	Mr. Deptula Mrs. Dixon Mrs. Garcia	Paraprofessionals:	Mrs. Carron Miss Devendorf Mrs. Dubiel Mrs. Godbout Ms. Hoar Mrs. Hossain Mrs. Itsou Mr. Rossignol Mrs. Sendrak Mrs. Trares Mrs. Wojcik
Grade 5:	Miss Emmerich Mrs. Ghetia Miss Jolly	ESOL:	Mrs. Osswalt
Literacy Coach:	Mrs. Clarke	Tutors:	Mr. Calderone Mrs. Kasavage Mrs. Krajewski Mrs. Robbins Mrs. Santacrocce
Numeracy Coach:	Mrs. Litwin		
L.A. Consultant:	Mrs. Bell		
Special Education	Mrs. DiGiovanni Mrs. Holdt Mrs. Mason	Cafeteria Staff:	Mrs. Basile Mrs. Leal Mrs. Keller
Speech and Language:	Ms. Beaulieu Ms. Thompson	Noon Aides:	Mrs. Cost Mrs. Coulombe Mrs. Dean Mrs. Higgins Mrs. Showers Mrs. Tuohey
Occupational Therapy:	Mrs. Vigue		
Art:	Mr. Vernali Ms. Ignatowicz	Custodial Staff:	Mr. Berlin Mr. Ingram Mr. Kapa Ms. Orlovski
Physical Education:	Ms. Falkowski Miss Suitor		
Music:	Mrs. Clough/Vacancy Mr. Ferrante Mrs. Valenti	Secretary:	Mrs. FitzGerald
		Principal:	Dr. Ruggiero

ASBESTOS NOTIFICATION

The Manchester Board of Education, in compliance with federal law, has developed an asbestos management plan concerning the presence or suspected presence of asbestos-type materials within district school buildings, requested inspections and preventive measures related thereto. In accordance with federal law, members of the public, including parents, shall be permitted access to the asbestos management plan of the Manchester Board of Education. Parents may contact the school principal.

ATTENDANCE

Absence from School

When your child is going to be absent, please call **647-3320** and leave a message on our **24-hour answering machine**. Calls can be made at any time, including before and after school hours. Please give your child's full name, teacher and reason for absences.

If your child is absent and no message is left on the answering machine, you will receive a phone call by our office staff so that we may determine the reason for the absence.

On the day your child returns to school, please send a note to his/her teacher explaining why s/he was absent.

Attendance Policy

Regular and punctual school attendance is essential if students can properly benefit from teaching and learning. Connecticut state law places the responsibility for assuring that students attend school with the parent or other persons having legal control of the student. To assist parents and other persons in meeting this responsibility, the Manchester Board of Education, through its Superintendent, will adopt and maintain administrative procedures to implement this policy. The complete Manchester Board of Education attendance policy, #5110, may be found on the Manchester Board of Education website as well as the Bowers School website.

Manchester Public Schools recognizes the importance of early intervention for students with attendance issues. We firmly believe that school attendance impacts school performance. Bowers School staff is committed to helping families correct attendance problems. For assistance with attendance problems, please call the school office at 647-3313.

Attendance at After School Activities

Various after school activities are held throughout the year. These activities may be sponsored by the PTA or the Bowers staff. If a student is absent from school on the day of an activity, s/he may not attend the after school activity. The behavior policies that govern the school day also govern after school activities.

Appendix D of this handbook includes information about the BOE School Attendance and Truancy Policy #5110. The complete policy may be found on the Manchester Board of Education website.

BEHAVIOR

Schoolwide Discipline Plan

Our schoolwide discipline plan focuses upon teaching all students to make positive choices to become successful learners. The following schoolwide rules are designed to meet our vision and expectations for student behavior at school:

Bowers Schoolwide Rules

Be Respectful
Be Responsible
Be Safe

Expected behaviors which exemplify these rules in all areas of the school are modeled and shared with students. This includes classroom behavior as well as behavior in the cafeteria, on the playground, in the hallways and on the school bus. The complete behavior matrix of expected behaviors may be found on page 19 of this handbook.

At Bowers School, we believe that if children behave unexpectedly, and not according to our school rules, then we must work together with families to teach and positively reinforce the expected behaviors. This is the foundation of our Positive Behavior Interventions and Support (P.B.I.S.) Program. Over 95% of our students behave appropriately as expected. However, when students behave unexpectedly, teachers will refer students to the office for behavioral infractions which are designated as Level 1, Level 2 or Level 3 with Level 3 being the most serious infractions.

Regular and consistent positive reinforcement on a classroom and schoolwide basis for students who exhibit expected behaviors is a vital part of our schoolwide discipline plan. Likewise, in the event that a student is having a difficult time upholding these rules, a set of consequences has been established by his/her classroom teacher. Repeat offenders and severe behaviors will be referred to the principal. Negative behavior which is referred to the principal may lead to suspension from school. Please refer to pages 20-26 of this handbook for a more in-depth description of examples of expected behaviors, infractions and their related definitions and corrective strategies.

Appendix B of this handbook includes information about the BOE Discipline Policy #5144 which may also be found on the Manchester Board of Education and Bowers School websites. Parents may request a copy of the complete policy from the Bowers School office.



Bullying

At Bowers School, we take any type of taunting, teasing, mean-spirited behavior, harassment, and/or bullying very seriously. Bullying behavior by any student in the Manchester Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

The complete Manchester Public Schools Bullying Policy #5131.1 may be found in Appendix A of this handbook.

Bus Behavior

Riding the bus is a privilege which must be earned through appropriate behavior. Manchester Board of Education policy states that transportation services may be suspended for conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a publicized policy of the Board of Education.

Specifically, students may lose bus transportation privileges for: willfully striking or assaulting a student or bus driver, theft, use of obscene or profane language or gestures, deliberate refusal to obey the bus driver, threatening or intimidating the bus driver or other students, possessing, while waiting for or riding to or from school, any kind of weapon, such as a pistol, knife, blackjack, etc., unauthorized possession or consumption on the school bus of dangerous drugs or alcohol, the willful misuse or destruction of school bus or personal property while waiting at the bus stop or transporting to and from school, repeated and/or intentional defiance of school rules and the valid authority of supervisors, teachers, administrators or school bus company staff. Please review these bus rules with your children so we can ensure the safest possible environment for all students.

Harassment

Harassment is forbidden by federal and state law and by the Manchester Board of Education, and will not be tolerated in the Manchester Public Schools. Employees and students are expected to adhere to a standard of conduct that is respectful and courteous to fellow employees and students and to the public.

Appendix C of this handbook includes information about the BOE Sexual Harassment Policy #4013 which also may be found on the Manchester Board of Education Website, boe.townofmanchester.org/boe.htm. Parents may request a copy of the complete policy from the Bowers School office.

BICYCLES

Students in grades 4-5 may ride bicycles to school if a signed permission form is on file in the office. Each school year students wishing to ride their bicycles to school will receive a permission form that must be signed by both the student and parent and returned to the Office. This form also outlines the bicycle rules. A copy of this form may be found on the Bowers School website.

BOWERS BUGLE

The BOWERS BUGLE (our school newspaper) is the main communication from school to home. It is issued once a month via email; usually on the first Tuesday of the month. A copy of the latest Bugle is always added to the school website. Please let the school office know if you prefer a paper copy of the Bugle each month.

BREAKFAST

Breakfast is served beginning at 8:35 am. The cost is **\$1.00**. The price is \$.30 for students who are on reduced price lunch and free for students on free lunch. Breakfast is **not** served on delayed opening days.

Manchester Public Schools participates in the National School Breakfast Program. Free or reduced price breakfasts are available to families that complete the appropriate paperwork. The application may be found on the school district website.

DELAYED OPENINGS, EARLY CLOSINGS, AND EARLY DISMISSALS

When it becomes necessary to close schools due to snow conditions or other unusual circumstances such as power failure, announcements will be made via the son the following TV/radio stations: WVIT Channel 30, WFSB Channel 3, WTNH Channel 8, WDRC 1360 AM & 102.9 FM, WWYZ 92.5, WTIC 1080 AM & 96.5 FM, WKSS 95.7 FM, WHCN 106 FM. In addition, automated notification of school closings are sent via School Messenger.

Please do **not** call the school office for information regarding delayed openings or early closings. We must have our telephone lines free to be in contact with the bus company, the Board of Education offices, and other Town services.

For **early closing** information only, you may call our answering machine at 647-3320 **after 10:30 am** for a recorded message.

Please be sure that your child knows where to go, or where to meet you, should there be an **early closing** (home, neighbor's house, etc.).

All delayed openings are for 90 minutes. The following schedule is for those days when there is a 90 minute delay:

- ❖ School begins at **10:35 am**.
- ❖ Morning buses will run 90 minutes late.
- ❖ Lunch periods will be for 20 minutes with no recess.
- ❖ No child should arrive at school before 10:30, as there is no supervision.

On days when there is a planned early dismissal (parent/teacher conferences, etc.) school will begin at **9:05 am** and end at **1:17 pm**. Lunches will be served on early dismissal days.

DETENTION

After-school detention may be assigned by the teacher or principal for violation of school rules, misbehavior or incomplete work. The length of the detention is at the teacher's/principal's discretion.

Arrangements will be made for an alternate day, if necessary, in the case of a bus student, doctor's appointment, or catechism. Other arrangements will be at the discretion of the teacher.

If a student is to stay after school longer than 15 minutes past dismissal, a parent will be called.

DRESS CODE

Clothing worn to school should be neat, clean and appropriate. The intent is that students' dress and grooming will contribute toward a positive student atmosphere. Clothing which is distracting, such as shirts with slogans, see-through tops, pajamas etc. should not be worn. Footwear should be safe with laces tied. Backless sandals and high heels can be a safety hazard on stairs, in the hallways and on the playground and, therefore, should not be worn. In grades two-five, girls' skirts and shorts should be mid-thigh (finger tip length) or longer. Girls' tank tops should have straps at least one inch or wider. Bare midriffs are not acceptable. Boys' pants should be belted, if baggy. Students are asked to remove coats/jackets while they are in the

school building. Students may not wear hats inside the building except on designated days. The school administration has the final decision on the appropriateness of dress for school. Students dressed inappropriately will be removed from class until a change of clothing can be brought to school.

When dressing your child for school, please keep in mind that all children go outside for recess **every day** except for in the case of inclement weather. Please be sure that your child has boots, mittens, hats, etc. for the cold winter days and understands the health reasons for wearing them. Only those who have boots and snow pants are allowed to play in the snow. Others must stay on the blacktop.

Sneakers are required for physical education classes.

EDUCATIONAL SERVICES

The Town of Manchester is please to provide special services that respond to the special needs of children. While every child may not require these services, they are available and have been successful in supporting children's progress.

Scientific Research-Based Intervention (SRBI)

Since 2009, the Connecticut State Department of Education has required all school districts to develop a systematic process to address student learning needs and individual differences. This framework is called SRBI and it focuses upon classroom instruction and interventions that are matched to student needs.

One component of SRBI is high quality curriculum and instruction in the general education setting. This is also called Tier I instruction. Another component of SRBI requires universal common assessments to assess students' grade level progress. By state standard, 80% of students should respond effectively to the Tier I high quality instruction. When students are not making adequate progress, scientific research-based interventions are used to provide additional academic or behavioral support. This is referred to as Tier 2 intervention. Progress monitoring is used to assess students receiving tier 2 intervention and if necessary, more intensive interventions, Tier 3, may be needed. To provide Tier 3 intervention, a child's schedule may need to change; possibly including elimination of special area classes throughout the duration of Tier 3 intervention. Parents will be notified in writing should their child require Tier 2 or Tier 3 intervention.

If interventions are not successful, the student may be referred to the Special Education Planning and Placement Team.

ESOL (English to Speakers of Other Languages)

The ESOL Program is designed to meet the diversified academic needs of identified students who speak another language or come from a home where a language other than English is primarily spoken. The primary goal of the program is the development of listening, speaking, reading and writing skills so that students will be able to function, participate, and advance in the regular education classroom.



ELECTRONIC COMMUNICATION DEVICES

Students whose parents want them to have such cell phones or other portable electronic devices which are not prohibited by Manchester Board of Education Policy #5131-81 devices may do so; **but may only use such devices pursuant to the following restrictions:**

- During the school day, electronic communication devices must be turned off so that they are incapable of being used.
- During the school day, electronic communication devices must be stored out of sight in lockers or back-packs. Electronic communication devices that are not stored out of sight during the school day are subject to confiscation, unless specific permission for use has been given by the principal or the principal's designee.

Possession of electronic communication devices by students is a privilege. Failure to abide by this policy or other misuse of this privilege shall result in confiscation of the electronic communication device and may result in further disciplinary action. The student who possesses an electronic communication device is responsible for its care. The school is not responsible for preventing theft, loss, damage, or vandalism to electronic communication devices brought onto its property. In addition, school staff may confiscate an electronic communication device brought to school or to a school sponsored activity based on a reasonable belief the student has used the device in a manner that violates this policy, any other school policy or state or federal law.

EMERGENCY CONTACT INFORMATION

The Manchester Board of Education requires a record of emergency contact information parents/guardians or other persons designated by parent or in the event of an emergency involving their child. The Board requires parents and guardians to annually provide accurate and timely information about those designated to be contacted in the event of such emergency. Emergency contact information can be updated electronically through the district website or in person in any school in the district. The emergency contact information will automatically be updated in all school records for any child of the parent attending the Manchester Public Schools.

When parents do not provide accurate and timely information, a letter will be sent to them from the building administrator indicating to them that such information constitutes a condition for attending the Manchester Public Schools. The letter will indicate that failure to update this information may jeopardize the safety of their children. Should the information not be provided within a period of two weeks of the initial notification, a second letter shall be sent by the building administrator indicating that the administration no longer takes responsibility for inaccurate emergency contact information.

GREEN CLEANING PRODUCTS

The Manchester School District implements a “green cleaning program” for the cleaning and maintenance of all school buildings. No parent, guardian, teacher or staff member may bring into Bowers School any consumer product which is intended to clean, deodorize, sanitize or disinfect. The school administration may be contacted for further information.

HOMEWORK

Homework is an important part of every student's education. Parents should ask their children about assignments daily. Your encouragement and enthusiasm are powerful motivators. Students begin receiving homework in grade one. Students in grades three-five have assignment books, which must be signed by parents daily. It is the child's responsibility to write down the assignments each day. Teachers will assist with this in the beginning of the school year. If the notebook is lost, it must be replaced at the student's expense; the cost is \$3.00. The notebook must be brought home to be signed each night. If no homework is assigned, parent/guardian signature is still required. This will ensure that you are informed daily of your child's homework. It is recommended that you and your child designate a certain spot in your home to be set aside for homework.

INDOOR AIR QUALITY

Bowers School has an Indoor Air Quality Team comprised of the school principal, nurse, custodian, a teacher and a parent. This team monitors indoor air quality concerns on a regular basis. Parents may contact the school principal or school nurse with any concerns.

ITEMS WHICH SHOULD BE LEFT AT HOME

Items which may create problems and should be left at home are:

- Spray items-hair spray, mouth spray, perfume,etc.
- Items which cause distraction or disruption-electronic devices such as pagers, cell phones (See page 12 for policy on cell phones), cameras, cd players, handheld computers, Ipods, MP3 players, etc.
- Items/toys which students trade with one another.

Any of the above items found in the possession of students on school property will be confiscated and sent to the office to be picked up by the parent/guardian.

LOST & FOUND

There are Lost & Found boxes across from the Office door and in the hallway outside the cafeteria. Whenever practical, any items brought to school should have a child's name placed on them to ensure return to the rightful owner.

LUNCH

Students may bring their own lunch from home; they may pay for a cafeteria lunch on a daily basis, or pre-pay for a week or more. Cash and checks will be accepted.

If a student pre-pays, an account will be set up on the computer and the cost of lunches will be deducted by the cashier on a daily basis as the child comes through the cafeteria line.

The cost for a school lunch is **\$1.95**. This includes the meal and milk. Milk can be purchased separately every day for **\$.40**.

On some occasions a student may not have money or a lunch. At this time, the cafeteria will offer the scheduled lunch of the day, or an alternate, as an emergency lunch. Payment is expected the following day.

Manchester Public Schools participates in the National School Lunch Program. Free or reduced price lunches are available to families that complete the appropriate paperwork. The application may be found on the school district website.

MEDICATIONS

If a prescription or over the counter medication is required to be given during the school day, a medication authorization form must be signed by the child's physician and parent/guardian. These forms are available in all Manchester physicians' offices, walk-in clinics and school health offices. Medications must be delivered to the school nurse by an adult and be in a pharmacy prepared container. Medication orders must be renewed annually. There is an exception to this policy which allows school nurses to dispense Tylenol (or its generic form) and Ibuprofen with the written permission of the parent or guardian. Permission forms are available from the school nurse.

MELC (Manchester Early Learning Center)-Before & After School Childcare

Selected by the Manchester Board of Education, the Manchester Early Learning Center is accredited by the National Association for the Education of Young Children, and offers Club MELC, a safe, exciting, fun and educational after school program. MELC is located at Bowers School, five days a week, from the first day of school until the last. More information about current fees, schedules and registration is available at www.melearning.org or by contacting their Director of Family Services at (860) 647-9659.

NON-DISCRIMINATION STATEMENT

Manchester Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. Manchester Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, access to boy scouts or other designated youth groups, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Manchester Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding Manchester Public School's nondiscrimination policies should be directed to:

Terri Smith, Human Resources Specialist/Title IX Coordinator
Manchester Public Schools
45 North School Street
Manchester, CT 06042
860-647-3595

Or

Shelly Matfess, Director of Pupil Personnel Services
Section 504 Co-Coordinator
Manchester Public Schools
45 North School Street
Manchester, CT 06042
860-647-3452

or

Linda Hodgkins, Coordinator of School Health Services
Section 504 Co-Coordinator
Manchester Public Schools
45 North School Street
Manchester, CT 06042
860-647-3324

The complete Board of Education policy of affirmative action and non-discrimination is available on the website of the Manchester Public Schools.

P.T.A. (Parent Teacher Association)

The Bowers PTA is an active organization of parents and teachers. It is their energy, resourcefulness and determination which advance the well-being of our children and make Bowers School such a wonderful school. One of the PTA's aims is to bring the home and school into a closer relationship so that parents and teachers may cooperate in the education of our children.

Various activities are sponsored during the year which involve families and staff and foster a spirit of community within our school. These activities include: Grade Level Family Nights, Multicultural Nights and the Ice Cream Social.

The PTA also sponsors fund raising activities which provide funds for school programs, field trip transportation and purchasing books for the library and classrooms.

There is a nominal cost to become a voting member of the PTA. You will receive information through your child about joining the PTA in the fall of each school year.

Meetings are held in the school's Library/Media Center. Meeting dates are published in the Bowers Bugle and on the Bowers School website where parents may also find a link to the PTA.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are scheduled in December and March. This is a good opportunity for parents and teachers to discuss the progress of the students and any problems that may be developing.

The complete Manchester Public Schools Parent/Family Involvement Policy #1400 may be found on the Manchester Board of Education website.

PESTICIDE APPLICATION

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or school grounds. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians

who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their children's school assignment area may contact the principal.

PHOTOGRAPHING AND VIDEOTAPING STUDENTS

From time to time, photographs or videos are taken of classrooms "in action" to demonstrate a particular aspect of a curriculum or the implementation of a special program. These photographs or videos are sometimes used in a presentation to the Board of Education, teachers, parent groups, community groups and on the school website. On occasion, photographs of students are placed in newspapers concerning events at school. Additionally, the Bowers PTA publishes a school yearbook each year with student and staff photos. If for any reason you do not want your child photographed or videotaped, please notify the school in writing.

PHYSICAL EDUCATION EXCUSES

Physical education is an important part of your child's educational program. A doctor's note is required for a child to be excused because of injury or illness. Grades K-5 students have Physical Education once in a three day cycle.

SCHOOL HOURS

The entering bell rings at 8:55 **am** for walkers. Please do not have your walking child arrive before 8:50 am as there is no supervision of students waiting outside to enter school.

Bus students are to enter the building as they arrive. School begins promptly at **9:05** am. Children are considered tardy after the **9:05** bell. To ensure your child's safety, please accompany him/her into the office when arriving late to school and sign your child in.

First bell	8:55
Late bell	9:05
Dismissal	3:25*

*In an effort to dismiss students in a safe and orderly manner dismissal times for walkers will be staggered as follows:

- 3:22- Grades 4 and 5 walkers dismissed
- 3:24- Grade 2 classes on lower level & Grade 3 walkers dismissed
- 3:25- Grades K-1 & Mrs. Ware's 2nd grade walkers dismissed

SCHOOL SUPPLIES

Each student should have a backpack or other bag for bringing important papers between school and home. During the first week of school, teachers will let parents and students know what other supplies may be necessary.

SILENT MEDITATION

By law, each Board of Education must provide an opportunity at the beginning of each school day for students and teachers to observe a time of silent meditation. At Bowers, the minute is provided during the regular morning announcements. Children who do not wish to meditate shall remain seated quietly in the classroom.

SNACKS

Students may bring a daily snack from home which they will be allowed to eat at the teacher's discretion. We strongly encourage parents to send in snacks that are nutritious, i.e. fruit, cheese, popcorn, etc.

PLEASE NOTE: In any given classroom, there may be students who have significant allergic reactions to certain foods or substances. Except for your child's snack, no food should be brought to the classroom for any reason.

For a party held outside the classroom, invitations should not be distributed within the school building or on the buses. This is to protect uninvited children from hurt feelings. Please respect them.

STUDENT SAFETY AND SECURITY

The safety and security of our students is everyone's priority. At the same time, we encourage parents and family members to be involved and active in all aspects of Bowers School. To accommodate both of these important aspects of our school, our expectation for parents and other visitors is that they enter the building only by ringing the doorbell at the main entrance on Princeton Street and then proceeding to the office to sign in and get a visitor's badge. After signing in, please be sure to wear the visitor's badge while in the building to identify yourself. Upon leaving, please sign out also. All doors of the school remain locked at all times.

As soon as buses are unloaded and walkers enter the school, teachers begin organizing the students for their instructional day. Teachers are also extremely busy at dismissal time. Therefore, it is requested that parents do not go directly to classrooms between 8:55 am and 3:25 pm unless you are expected by the teacher, have signed in at the office and are wearing a badge. Leaving a note in the office for the teacher or sending a note in with your child to have the teacher call you are preferred options.

Signing Students out from the Office

If your child needs to be signed out of school early, please write a note to the classroom teacher. When coming to pick up your child, please come into the office. **No child will be dismissed to any person other than the parent/guardian unless written permission is given. Anyone signing out a child from the school office, including older siblings, must provide photo identification.**

Safety Drills

Fire drills and lock-down drills are done regularly. Ten drills, including at least three crisis response drills, are completed throughout the school year. All staff are trained in these procedures and teachers review procedures for these drills with their students.

Parking at Arrival and Dismissal Times

Parents who drive their children to school should not park in front of the school on Princeton Street when picking their children up at dismissal time. Limited parking is available south of the school on Princeton Street, along Henry Street by the playground and along some of the side streets near the school.

Extra Security Measures

At times, it is necessary for the administration to take extra measures to ensure the safety of our students and employees. The administration may do this periodically with no advanced notice. Some of these measures include using police directed sniffer dogs, and the use of breathalyzers and metal detector wands. These measures are simply additional administrative tools to ensure safety and compliance with the law in our schools without intruding into the legitimate privacy interests of students. Connecticut and federal laws, and Board policy #5145.2 (Search and Seizure) allow school administrators to implement any of these procedures.

TECHNOLOGY

Please refer to the Acceptable Use of Technology Policy in Appendix E.

TELEPHONE

Students are allowed to use the school office telephone only in emergencies and only with a note from a teacher. Calling for such things as forgotten homework, lunch, sneakers or to arrange permission for after-school activities is discouraged.

TEXTBOOK CARE

Students are responsible for the care of all schoolbooks and supplies. Students must replace damaged or lost schoolbooks, library books or supplies. In accordance with state law, the school will withhold records, transcripts and report cards until all lost or damaged school items are replaced.

TITLE IX

Title IX is a federal law, which states: “No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.” Report any violation of this policy to Manchester Public Schools’ Title IX coordinator: Terri Smith, 45 North School Street, Manchester, CT 06042 (Phone: 860-647-3595 Fax: 860-647-3327).

Manchester’s Title IX coordinator is:

Terri Smith
Manchester Public Schools
45 North School Street
Manchester, CT 06042
Phone: 860-647-3595
Fax: 860-647-3327

The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for the school district and coordinating the institution’s compliance with Title IX in all areas covered by implementing regulations. The major responsibility is the prevention of sexual harassment and discrimination.

TRANSPORTATION ROLES AND RESPONSIBILITIES

Contacts

BOE Transportation Office: - Debi Levesque, Transportation Coordinator, Telephone 647-3476. This office handles transportation requests and will assist you with any problems or concerns you may have regarding your child’s transportation. During late August, September

and into October, their phone line is very busy. Please assist them in expediting calls by leaving a brief, clear message. It will be most helpful if you spell your name, be sure to leave a phone number and allow them one full business day to respond to your call. Keep in mind transportation changes may take up to two weeks to process. You may send email to *SCHOOLBUS@manchesterct.gov*.

First Student Transportation: 643-2373 The Bus Company should be notified if your child will be absent from a van (only). You do not need to call if your child will be absent from the bus.

The complete Manchester Public Schools Transportation Policy #3541 may be found on the Manchester Board of Education Website, boe.townofmanchester.org/boe.htm as well as the Bowers School website, bowers.manchesterct.gov. Parents may request a copy of the policy from the Bowers School office.

VOLUNTEERS

Volunteers are always welcome to help with instruction, in the library, with clerical work, or special projects. We invite parents and grandparents to come in and help in any way they feel comfortable. Schedules can be as flexible as you like, from one hour per month up to several hours per day!

If you can give us the gift of your time, please call the Office at 647-3313, or talk with your child's teacher.

WHO SHOULD I ASK ???

Teachers: Questions or concerns about your child's progress should be directed first to your child's teacher. You may send a note to school with your child, or call the Office and request that the teacher return your call. If you have serious concerns, please do not wait until conference time; contact your child's teacher as soon as possible.

Principal: Parents are always welcome to bring general questions about the school and school policies to the Principal.

PTA Officers: Questions about PTA-sponsored programs should be made to PTA officers, whose names are included in the PTA Newsletter and posted on the PTA bulletin board adjacent to the main office.

Bowers Behavior Matrix

	BE SAFE: To take care of yourself and others so no one gets hurt.	BE RESPECTFUL: To treat others the way you want to be treated.	BE RESPONSIBLE: To do what you are supposed to do, when you are supposed to do it.
Classroom	Walk at all times. Keep hands, feet and objects to yourself. Keep items off floor	Be Polite. Be a helper. Be a good listener. Work quietly.	Be Prepared. Follow classroom rules. Be a problem solver.
Cafeteria	Walk in single lines facing forward. Keep all food to self without sharing. Stay seated.	Use indoor voices. Keep hands, feet and objects to yourself. Be polite. No talking when lights off.	Have lunch money ready. Throw away all of your trash. Keep your area clean. Follow directions.
Bathroom	Enter and exit carefully. Wash and dry your hands. Keep soap / water in sink.	Use indoor voices. Wait your turn. Keep hands, feet and objects to yourself.	Put all trash in trashcan. Flush and turn off faucet. Return to class promptly.
Hallway	Walk facing forward. Stay to the right. Walk safely on stairs.	Walk quietly. Keep hands, feet and objects to yourself.	Keep hallway clean. Close lockers quietly. Keep lockers neat.
Bus Waiting Area	Keep hands, feet and objects to yourself. Remain standing at all times.	Use indoor voices. Follow adult directions. Stay in line.	Go where you are supposed to go. Keep your place in line.
Bus	Keep hands, feet and objects to yourself. Keep aisle clear. Stay seated.	Follow adult directions. Use kind words. Keep your bus clean.	Report all problems to driver. Enter and exit bus in an orderly manner.
Playground	Play Safely. Use equipment safely. Follow game rules. Walk to Playground in a single line facing forward.	Keep hands, feet and objects to yourself. Follow adult directions. Be a good sport. Be Polite.	Line up quietly when bell rings. Follow directions. Report problems to staff.
Audience Behavior	Walk at all times. Keep hands, feet and objects to yourself. Keep a center aisle open. Wait for teacher to be dismissed.	Be a good listener. Sit flat so others can see.	Follow directions. Use polite applause.

Positive Behavior at Bowers School

*Making positive behavior choices
to become
successful learners*

BE SAFE © BE RESPECTFUL © BE RESPONSIBLE

**Corrective Strategies for Level 1 Offenses
Rules Violations**

Infractions of Behavioral Expectations (Level 1-Rules Violations)	Examples of Expected Behavior	Possible Corrective Strategies (Multiple options may be selected depending on individual student needs)
Refusal to follow directions	<ul style="list-style-type: none"> ★ Follow directions ★ Obey classroom rules 	<ul style="list-style-type: none"> ▪ Re-teach behavioral expectations
Arguing/Talking back	<ul style="list-style-type: none"> ★ Be polite ★ Follow adult directions ★ Be a good listener 	<ul style="list-style-type: none"> ▪ Have student choose a method of apology
Socially rude behavior	<ul style="list-style-type: none"> ★ Use indoor voices ★ Be polite ★ Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> ▪ Provide a reflective activity ▪ Parent contact after 3 violations ▪ Create behavior contract
Inappropriate attire	<ul style="list-style-type: none"> ★ Follow student handbook dress code 	<ul style="list-style-type: none"> ▪ Office referral
Lying/Forgery	<ul style="list-style-type: none"> ★ Tell the truth ★ Follow directions ★ Obey classroom rules 	<ul style="list-style-type: none"> ▪ Parent contact for proper attire
Other	<ul style="list-style-type: none"> ★ ★ 	

★Selections from the corrective strategies will be made by school officials in a least restrictive and progressive manner.

**Corrective Strategies for Level 2 Offenses
Disruptive/Offensive Behavior**

Infractions of Behavioral Expectations (Level 2 – Disruptive/Offensive Behavior)	Examples of Expected Behavior	Possible Corrective Strategies (Multiple options may be selected depending on individual student needs)
Threats/Intimidation	<ul style="list-style-type: none"> ★Be polite ★Be a problem solver ★Use kind words 	<ul style="list-style-type: none"> ▪ Re-teach behavioral expectations ▪ Conference with student ▪ Time-out in office ▪ Written assignment ▪ Loss of privilege ▪ Parent contact ▪ Conference with parent ▪ Referral for EIP ▪ Behavior contract with student ▪ Referral to social worker/psychologist ▪ Suspension with repeat offense ▪ In-school suspension ▪ Out-of-school suspension ▪ File charges if law is broken
Harassment	<ul style="list-style-type: none"> ★Be polite ★Use kind words ★Consider feelings of others 	
Vandalism	<ul style="list-style-type: none"> ★Take care of all school property ★ 	
Theft	<ul style="list-style-type: none"> ★Ask before borrowing ★No trading 	
Chronic disruptive behavior	<ul style="list-style-type: none"> ★Follow directions from adults ★Follow School-wide and classroom rules 	
Physical aggression	<ul style="list-style-type: none"> ★Solve conflicts peacefully ★Be safe 	
Inappropriate language	<ul style="list-style-type: none"> ★Use respectful language verbally, written and electronically 	
Chronic/Serious refusal to follow directions (4 or more)	<ul style="list-style-type: none"> ★Follow directions from adults ★Be respectful of others 	
Inappropriate bus behavior	<ul style="list-style-type: none"> ★Be safe ★Follow driver directions 	
Forgery	<ul style="list-style-type: none"> ★Be honest 	

★Selections from corrective strategies will be made by school officials in a least restrictive and progressive manner.

**Corrective Strategies for Level 3 Offenses
Serious Safety Concerns**

Infractions of Behavioral Expectations (Level 3 – Serious Safety Concerns)	Examples of Expected Behavior	Possible Corrective Strategies (Multiple options may be selected depending on individual student needs)
Weapons	<ul style="list-style-type: none"> ★Be safe ★Notify school if feel unsafe ★Notify school if see something unsafe 	<ul style="list-style-type: none"> ▪ Mandatory administrative referral ▪ Re-teach behavioral expectations ▪ Conference with student ▪ Create a behavior contract ▪ Parent contact ▪ Conference with parent ▪ Referral to social worker/psychologist ▪ Loss of privilege ▪ In-school suspension ▪ Out-of-school suspension ▪ Consideration for expulsion ▪ File charges if law is broken
Drugs	<ul style="list-style-type: none"> ★Be safe ★Do not bring illegal drugs or over-the-counter drugs to school 	
Alcohol	<ul style="list-style-type: none"> ★Be safe ★Do not bring alcohol or substance pretending to be alcohol to school 	
Smoking	<ul style="list-style-type: none"> ★Be safe ★Protect your health and health of others 	
Bullying	<ul style="list-style-type: none"> ★Be respectful to others. ★Use polite words ★Consider feelings of others 	
Pulling fire alarm	<ul style="list-style-type: none"> ★Act in safe and responsible manner ★Obey laws regarding fire safety 	

★Selections from corrective strategies will be made by school officials in a least restrictive and progressive manner.

Definition of terms for Level 1 violations

Rules Violation

Students will receive consequences and corrective instruction when they commit, attempt to commit, or participate in any manner with violations in this section.

In most instances, Level 1 infractions will be corrected by the teacher or supervising adult in the setting where the misbehavior occurs. *After the third violation in these categories, parent contact is required.*

Refusal to follow directions

Students are expected to obey the instructions and directions from any adult in the building in a polite and respectful manner the first time they are told. Students must not ignore the instructions or directions.

Arguing/Talking back

Students are expected to do what any adult at school asks them to do. Adults at school include administrators, teachers, substitutes, secretaries, paraprofessionals in the classroom, lunchtime aides, custodians, bus drivers, crossing guards, and volunteers in the classroom. Students must not talk back to or argue with adults.

Socially rude behavior

Students are expected to be respectful at all times to adults and classmates. Students must not make inappropriate noises, comments, or gestures.

Inappropriate attire

Students are expected to wear clothing that is neat, clean and meets the requirements in the student handbook. Students must not wear clothing that is distracting or unsafe.

Lying/Forgery

Students are expected to be honest about their comments and actions, and reporting the comments and actions of others. Students must not tell things that are not true. Students must not write, electronically communicate, text or give a name other than their own.

Definition of terms for Level 2 Violations

Disruptive/Offensive Behavior

Students will receive consequences and corrective instruction when they commit, attempt to commit, or participate in any manner with violations in this section.

Level 2 infractions will be investigated by the school administrator or designee. Corrective strategies will be made in a least restrictive and progressive manner and can result in out-of-school or in-school suspensions, depending upon the severity of the behavior violation.

Fighting/Assault

Students are expected to be safe and solve conflicts peacefully. Fighting is defined as hitting, pushing, shoving, tripping and other physical acts. Self-defense will be considered in investigating the incident.

Threats/Intimidation

All communication in the school is to be done with respect. Threats are defined as words (verbal or written) and gestures with the intention of causing harm. Intimidation is defined as attempting to force someone to do something or not do something by making the person fearful.

Harassment

All communication in the school is expected to be done with respect. Harassment is defined as the repeated use of words (written, verbal, electronic), photographs, drawings, or other forms of communication to bother or torment others.

Vandalism

Students are expected to be respectful of all school property and the property of all those who attend or work at the school. Students must not cause damage, break or destroy school property or anything that belongs to someone else. Examples of this include but are not limited to damaging desks, chairs, computer equipment, textbooks, library books, toilets, sinks, or writing on surfaces.

Theft

Students are expected to use only their own belongings unless explicit permission from the owner is given to borrow an item. Borrowing an item means the item will be returned to the owner. Students must not have anything that they know, or have reason to know, has been stolen. Students must not keep an item obtained by trading or given to them by another student unless permission is given by that student's parents.

Chronic disruptive behavior

Students are expected to act in a safe and respectful manner by following the school-wide behavioral expectations, classroom rules, routines and procedures. Students must not interrupt the learning of others or cause disruption to the school environment. If a teacher or other school adult is prevented from starting a lesson or activity, or has to stop what they are doing to stop a student's behavior, this is considered disruptive. If a teacher or school adult has to intervene repeatedly during the school day or this occurs on more than one day, this is chronic disruptive behavior.

Physical aggression

Students are expected to be safe and solve problems peacefully. Students must not use violence, threats of violence, force, bullying, bodily harm or intimidation against students, staff, property, or themselves.

Inappropriate language

Students are expected to use respectful and appropriate language at all times. Students must not insult anyone with obscene gestures. Students must not verbally, electronically or by written words, photographs or drawings direct profanity to anyone in the school environment. Some examples of inappropriate language are mean words like stupid and retarded, cuss or swear words, "potty" words, and slang words based on race, gender, religious belief, nationality, disability or sexual orientation.

Chronic/Serious refusal to follow directions (4 or more)

Students are expected to obey the instructions and directions from any adult in the building in a polite and respectful manner the first time they are told. Students must not refuse to follow directions that will put themselves or others in an unsafe situation or ignore the directions or instructions. Chronic refusal to follow directions is when a student refuses to follow directions when given multiple times for one situation, or when a student refuses to follow directions over the course of several days.

Inappropriate bus behavior

Students are expected to be safe and respectful at the bus stop, getting on and off the bus, and follow the directions given by the bus driver. Students are also expected to use "indoor" voices. Students must not stand up or leave their seat unless told to do so by the driver and must not eat on the bus. At the bus stop, students are expected to be safely lined up and ready to enter the bus.

Forgery

Students are expected to be honest. Students must not falsely alter anything done by another person or write anyone's name other than their own.

**Definition of terms for Level 3 violations
Serious Safety Concerns**

Students will receive consequences and corrective instruction when they commit, attempt to commit, or participate in any manner with violations in this section.

Level 3 infractions will be investigated by the school administrator or designee. These violations are related to serious safety concerns. Corrective strategies will be made in a least restrictive and progressive manner and can result in expulsion, depending upon the severity of the behavior violation.

Weapons

Students are expected to be safe and keep dangerous objects out of school. Students are also expected to notify school staff if they suspect someone has a dangerous object at school. Students must not possess, handle, transmit, conceal or use a dangerous weapon or instrument capable of harming another person. Dangerous weapons include but are not limited to firearms, knives, defensive weapons such as Mace or pepper gas, and other items such as razors, hammers, bats, chains, and bullets. School supplies such as scissors, pens, and pencils must not be used as a weapon.

Drugs

Students are expected to be safe. Students must not bring illegal drugs to school or school activities. Students must not bring any substance made to look like, or pretend to be, illegal drugs or any related paraphernalia. Students may not bring prescribed or over-the-counter medication to school. Only a student's parent or the parent's designated responsible adult may bring prescription or over-the-counter medication to school and it must be kept in the school nurse's office.

Alcohol

Students are expected to be safe. Students must not bring alcohol to school or school activities. Students must not bring any substance made to look like, or pretend to be, alcohol.

Smoking

Students are expected to be safe and protect their own health and safety and the safety of others. Students must not possess, smoke or use any tobacco product, or any substance made to look like, or pretend to be a tobacco product, or any associated items for tobacco products.

Bullying

Students are expected to interact with other students in a respectful and responsible manner. Students must not repeatedly use written, verbal or electronic communication, or a physical act or gesture directed towards another student in the school district that causes physical harm, emotional harm, or damage to a student's property. Students must also not place another student in reasonable fear or harm, create a hostile environment at school, infringe on the rights of a student, or substantially disrupt the educational process as the result of repeated written, verbal and electronic communication, a physical act, or gesture.

Pulling fire alarm

Students are expected to act in a safe and responsible manner. Students are expected to obey all the laws regarding fire safety. Students must never tamper with the fire alarm or set off the alarm unless there is an emergency.

MANCHESTER BOARD OF EDUCATION POLICIES

***The following information is taken directly from the Manchester Board of Education website <http://publicschools.manchesterct.gov/>
All the policies included in this Bowers School Family Handbook are available in hardcopy from the school's main office.***

Appendix A: Bullying Policy – Safe School Climate Plan – Policy 5131.1

The Manchester Board of Education is committed to creating and maintaining an educational environment free from bullying, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior 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 Board of Education.

The Board also prohibits any form of bullying behavior 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. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

Public Act 11-232, *An Act Concerning the Strengthening of School Bullying Laws*
Conn. Gen. Stat. § 10-222d
Conn. Gen. Stat. §§ 10-233a through 10-233f
Connecticut State Department of Education Circular Letter C-8,
Series 2008-2009 (March 16, 2009)
Public Act No. 08-160

Adopted: June 27, 2003
Revised: December 18, 2006
Revised: June 11, 2007
Revised: February 23, 2009
Revised: November 28, 2011
Revised: January 23, 2012

Bullying Policy – Safe School Climate Plan
Administrative Regulations

The Manchester Board of Education has the responsibility to create and maintain a school environment free from bullying, harassment and discrimination. Safe School Climate Plan represents a comprehensive approach to promoting a school climate in which bullying is not tolerated by students and school employees.

I. Prohibition Against Bullying and Retaliation

- A. The Board prohibits any form of bullying behavior 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 Board of Education.
- B. The Board also prohibits any form of bullying behavior 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.
- C. The Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- D. Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan will be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

II. Definition of Bullying

- A. "Bullying" means the repeated use by one or more members of the school community of a written, verbal or electronic communication, such as cyber-bullying, or a physical act or gesture directed at another student attending school in the same district that:
 - 1. causes physical or emotional harm to such student or damage to such student's property;
 - 2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
 - 3. creates a hostile environment at school for such student;
 - 4. infringes on the rights of such student at school; or
 - 5. substantially disrupts the education process or the orderly operation of a school.

Safe School Climate Plan (continued page 2)

- B. Bullying includes, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and 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.

III. Other Definitions

- A. "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.
- B. "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;
- C. "Hostile environment" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- D. "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;
- E. "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;
- F. "Prevention and intervention strategy" may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the student found to be engaged in bullying behavior, parents and school employees, and interventions with the student who experienced the bullying, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

- G. "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.
- H. "School employee" means (1) 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 (2) 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.
- I. "School-Sponsored Activity" means any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

IV. Leadership and Administrative Responsibilities

A. Safe School Climate Coordinator

The Manchester Board of Education directs the Superintendent to appoint a District Safe School Climate Coordinator. The Coordinator will:

1. be responsible for implementing the district's Safe School Climate Plan;
2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;
3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district's Plan.

B. Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school (or principal's designee) will serve as the Safe School Climate Specialist. The Safe School Climate Specialist will investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

V. Development and Review of Safe School Climate Plan

- A. For the school year commencing July 1, 2012 and each school year thereafter, the Principal of each school will establish a committee in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee will include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.

- B. This committee will: 1) receive copies of completed reports following bullying investigations; 2) identify and address patterns of bullying among students in the school; 3) review and amend school policies relating to bullying; 4) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; 5) educate students, school employees and parents/guardians on issues relating to bullying; 6) collaborate with the Coordinator in the collection of data regarding bullying; and 7) perform any other duties as determined by the principal that are related to the prevention, identification and response to school bullying.
- C. Any parent/guardian serving as a member of the Committee will not participate in any activities that may compromise the confidentiality of any student, including receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.
- D. The School Climate Plan will be available on the district's and each school's web site, all student handbooks, and any school publications that include the rules, procedures, and standards of conduct s
- E. The Manchester Public Schools district trainers are responsible for training all staff pursuant to the safe school climate plan.

VI. Procedures for Reporting and Investigating Complaints of Bullying

- A. Parents (or guardians of students) must file written reports of bullying. A form will be available in the school's office to report a bullying complaint. Written reports of bullying will include the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. The building principal will receive such reports and forward them to the Safe School Climate Specialist for review and actions consistent with the Plan.
- B. Students may make written anonymous reports of bullying. Anonymous complaints must be made to any school professional employee. If the student requests anonymity when making a report, the Safe School Climate Specialist will meet with the student to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. Anonymous complaints will be reviewed and reasonable action will be taken to address the complaint. The Safe School Climate Specialist will not disclose the source of the complaint, and any disclosure must be consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action will be taken solely on the basis of an anonymous complaint.
- C. School employees who witness acts of bullying or receive reports of bullying will orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, no later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee will then file a written report with the Safe School Climate Facilitator no later than two (2) school days after making such oral report.
- D. The Safe School Specialist will be responsible for reviewing any anonymous reports of bullying and will investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the school to investigate all complaints adequately the parent of the student suspected of being bullied must provide written consent to permit the release of

that student's name to those third parties that the Safe School Climate Specialist contacts as part of the investigation.

- E. In investigating reports of bullying, the Safe School Climate Specialist will consider all available information known, including the nature of the allegations and the ages of the students involved, interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

VII. Responding to Verified Acts of Bullying

A If acts of bullying are verified following the investigation, the Safe School Climate Specialist will:

1. Notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding not later than forty-eight hours after the investigation is completed. This notification will include a description of the school's response to the acts of bullying and be consistent with the statutory privacy rights of students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student may not be disclosed except as provided by law.
2. Invite the parents or guardians of the student who commits any verified act of bullying and the parents or guardian of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying. The invitation must include a description of the school's response to such acts, along with consequences, as appropriate. At the discretion of the Safe School Climate Specialist and with written consent of the parents/guardians involved, the meeting(s) may be held jointly.
3. Develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.
4. Develop a case-by-case intervention plan to address repeated incidents of bullying against single individual or recurrently perpetrated bullying incidents by the same individual, which may include counseling and discipline.
5. Coordinate an investigation with other appropriate district personnel if the bullying complaint raises concern about discrimination or harassment on the basis of a legally protected classification (such as race, religion, color, national origin, sex, sexual orientation, age or disability).

B. If the principal reasonably believes that any act of bullying constitutes a criminal offense, he/she will notify the Manchester Police Department.

VIII. Documentation and Maintenance of Log

A. Each school will maintain written complaints of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student

shall be maintained in a confidential manner, and shall not be disclosed to third parties without prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.

- B. The principal of each school will maintain a tally of each verified act of bullying in the school and this list will be available for public inspection upon request. The list will not identify any of these particulars of each verified act, including, but not limited to any personally identifiable student information.
- C. The principal will annually report the number of verified acts of bullying in the school to the Department of Education in such manner as prescribed by the Commissioner of Education.

IX. Other Prevention and Intervention Strategies

- A. To protect students from further acts of bullying, the school administration will develop a written intervention plan to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual.
- B. Prevention and intervention strategies may include non-disciplinary and disciplinary responses to enforce the Board's prohibition against bullying.
 - 1. Non-disciplinary interventions may include:
 - a. counseling;
 - b. increased monitoring and supervision of students;
 - c. peer mediation;
 - d. positive behavioral interventions and support systems to create a safe and positive school climate;
 - e. rules and consequences designed to prevent bullying behavior;
 - f. adequate adult supervision in specific areas where bullying is likely to occur;
 - g. grade appropriate bullying prevention curriculum for all grades;
 - h. intervention strategies with the perpetrator, the perpetrator's parents and school staff; and interventions with the bullied student, parents, and school staff;
 - i. staff training related to a safe school climate;
 - j. student peer training, education, and support;
 - k. promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
 - l. planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying, with a focus in evidence based practices concerning same;
 - m. modeling by teachers of positive, respectful, and supportive behavior toward students;
 - n. creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
 - o. employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere;
 - 2. Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences consistent with the Board's discipline policy. No disciplinary action will be taken based solely on anonymous complaints

3. Other Prevention and Intervention Strategies

Administrators, teachers and other professional employees will educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior.

Administrators, teachers and other professional employees will intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of “bullying.”

X. Annual Notice and Training

- A. The principal will annually provide students, parents or guardians of students the process by which students may make reports of bullying.
- B. At the beginning of each school year, the Superintendent will provide all employees with a written or electronic copy of the school district’s safe school climate plan.

All school employees will annually receive training on the identification, prevention and response to bullying as required by law.

XI. School Climate Assessments

On and after July 1, 2012, and biennially thereafter, the Board requires each school in the district to complete an assessment using the school climate assessment instruments disseminated by the Department of Education. The Superintendent’s Office will collect the school climate assessments for each school in the district and submit such assessments to the Department of Education.

School principals will annually include, within their school improvement plans, strategies to improve the quality of school climate based on assessments of school climate, and behavioral data including but not limited to behavior that may constitute or lead to bullying or harassment.

MANCHESTER PUBLIC SCHOOLS
REPORT OF BULLYING FORM/INVESTIGATION SUMMARY

School _____ **Date** _____

Location(s) _____

Reporter Information:

Anonymous student report _____
Staff Member report _____ Name _____
Parent/Guardian report _____ Name _____
Student report _____ Name _____

Student Reported as Committing Act: _____

Student Reported as Victim: _____

Description of Alleged Act(s): _____

Time and Place: _____

Names of Potential Witnesses: _____

For Staff Use Only:

Action of Reporter: _____

Administrative Investigation Notes (use separate sheet if necessary):

Bullying Verified? Yes ___ No ___

Remedial Action(s) Taken: _____

MANCHESTER PUBLIC SCHOOLS
REPORT OF BULLYING FORM/INVESTIGATION SUMMARY

If Bullying Verified, Report Sent to Parents of Students.

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

(Attach bullying complaint, witness statements, and notification to parents of students involved if bullying is verified)

Appendix B: Student Discipline (Suspension and Expulsion) – Policy 5144

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds, or act that is disruptive to the education environment.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke)
 11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
 12. Possession of any ammunition for any weapon described above in paragraph 11.
 13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
 14. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
 15. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances.
 16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
 17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above.
 18. The destruction of real, personal or school property, such as, cutting, defacing or

- otherwise damaging property in any way.
19. Trespassing on school grounds while on out-of-school suspension or expulsion.
 20. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
 21. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
 22. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
 23. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
 24. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
 25. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution
 26. Possession and/or use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie or similar electronic device on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
 27. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
 28. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
 29. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
 30. Hazing, defined as any abusive, or humiliating form of initiation into or affiliation with a group, including; any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another, or any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to another made for the purpose of committing any of the acts.
 31. Bullying, defined any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year.
 32. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
 33. Engaging in a plan to stage or create a violent situation for the purposes recording it by electronic means; or recording by electronic means acts of violence for purposes

of later publication to persons other than school officials.

34. Engaging in a plan to stage sexual activity for the purposes recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication to persons other than school officials.
35. Any action prohibited by any Federal or State law.
36. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

The Board of Education's complete policy of student discipline, including procedures related to suspension and expulsion, is available on the website of the Manchester Public School under Board of Education policies.

Appendix C: Sexual Harassment – Policy 4013

Verbal or physical conduct by another student, a teacher or other school staff relating to a student's sex which has the effect of creating an intimidating, hostile or offensive school environment, unreasonably interfering with the student's work performance, or adversely affecting the student's educational opportunities is prohibited.

Any infraction of this policy by another student or an employee of Manchester Public Schools should be reported immediately to the principal and the district Title IX Coordinator, Terri Smith, at phone number 860-647-3595.

Any student who believes that he or she has been harassed in or out of school in violation of this policy may also file a complaint with:

- Connecticut Commission on Human Rights and Opportunities (CHRO), 21 Grand Street, Hartford, CT 06106, Telephone number (860) 541-3400 or 1-800-477-5737; TDD NUMBER (860) 655-2301);
- Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (Telephone Number 617-289-0111/Fax 617-289-0150/TDD 877-521-2172);
- State Title IX Coordinator/Civil Rights Compliance, CT Department of Education, Bureau of Accountability & Improvement, 165 Capitol Ave., Room 221, Hartford, CT 06106 (Telephone Number (860) 713-6752/Fax Number (860) 713-7035). Or
- The Manchester Police Department (Telephone Number (860) 645-5500/Fax Number (860) 643-2939.

The complete Board of Education policy on harassment is available on the website of the Manchester Public Schools under Board of Education policies.

Appendix D: School Attendance and Truancy – Policy 5110

Regular and punctual school attendance is essential if students can properly benefit from teaching and learning. Connecticut state law places the responsibility for assuring that students attend school with the parent or other persons having legal control of the student. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain administrative procedures to implement this policy.

ADMINISTRATIVE REGULATIONS REGARDING SCHOOL ATTENDANCE

A. Definitions

1. “Absence” – any day during which a student is not considered in attendance or on a school sponsored activity for a least one half of the school day.
2. “Chronic absenteeism” – the attendance rate schools use for state reports and federal accountability reports. Chronic absenteeism means missing 10 percent of a school year for any reason.
3. “Excused Absence” – A student’s absence is considered excused if documentation of the reason for the absence is received within ten school days of the student’s return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:
 - a. For absences one through nine, a student’s absences from school are considered excused when the student’s parent or guardian approves such absences and provides proper documentation including the reason for the absence. Such documentation could include a signed note from the parent or guardian, a voice mail message regarding the absence, or a telephone call confirming the absence.
 - b. For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:
 - (1) Student illness or other reasons of health. (Note: The administration reserves the right to require physician or other appropriate certification for health-related absences);
 - (2) Student’s observance of a religious holiday;
 - (3) Mandated court appearance (additional documentation required);
 - (4) The lack of transportation that is normally provided by the district other than the one the student attends; and
 - (5) Extraordinary educational opportunities pre-approved by the principal. (Family vacations do not qualify as an extraordinary educational opportunity); and
 - (6) Funeral or death in the family, or other emergency out of the control of the family.
4. “Unexcused Absence” – An absence will be considered unexcused unless it meets the following criteria:
 - a. the absence meets the definition of an excused absence as defined above in 2a. and/or 3b.
 - b. the absence meets the definition of a disciplinary absence.
5. “Disciplinary Absences” – Absences that are the result of school or district disciplinary action are defined as excused absences.
6. “Truant” – A student age five to eighteen inclusive who has four unexcused absences in one month or ten unexcused absences in one year.

B. Determination of Whether a Student is “In Attendance”

1. A student serving an out of school suspension or expulsion will be reported as absent unless he or she receives an alternative educational program for at least one half of the regular school day.

2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered “in attendance.”

C. Procedures for students in Grades K-12

1. Notification

a. Annually at the beginning of the school year and upon the enrollment of any student during the school year, the administration will notify the parent or other person having control of the student enrolled in grades K-12 in writing of the obligations pursuant to Conn. Gen. Stat. §10-184 to assure that such student attends school regularly or to show that the student is elsewhere receiving equivalent instruction in the studies taught in the Manchester Public Schools.

b. Annually at the beginning of the school year and upon the enrollment of any student during the school year, the administration will obtain from the parent or other person having control of the student a telephone number or other means of contacting such parent or other person during the school day.

The Board of Education’s complete policy on student attendance and truancy is available on the website of Manchester Public Schools under Board of Education Policies.

Appendix E: Acceptable Use of Technology – Policy 6141.321

The Board of Education endorses student use of technology and the Internet for learning and research which enhances information available through other mediums. This includes participation in distance learning activities, asking questions of and consulting experts, communicating with other students and individuals, and locating material to meet the educational needs of the students of the Manchester Public Schools.

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 students' access to the Internet would be impossible. Therefore, individual users of the Manchester Public School Network are responsible for their use of the network and are expected to use it responsibly.

To ensure appropriate usage of technology, 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 students' rights to examine and use information to meet the educational goals and objectives of the district. In addition, the district shall take steps, such as using filtering programs to block access to objectionable material, using access controls and supervision by staff to monitor and/or restrict access to the electronic informational resources.

The Board of Education's complete policy on Acceptable Use of Technology is available on the website of Manchester Public Schools under Board of Education Policies.

Appendix F: Other Important Board of Education Policies

Other Board of Education Policies listed below are available on the website of the Manchester Public Schools under Board of Education policies

Student Records Policy #5125

Student Privacy Policy #5123

School Wellness Policy #5141.4

Search and Seizure Policy #5145.2

Food Allergy Management Plan and Guidelines

Note: Families who do not have access to the Internet at home have access to the Internet at the Manchester Public Library. In addition, all Board of Education policies are available in the school office.

We've Got the Power at Bowers
School song written by Les Julian and Bowers School students

Chorus

We've got the power at Bowers, a power that is big and strong
Every minute, every hour, it's the power to all get along

Verse 1

Someone likes what you're wearing and tells you so
That's something to appreciate
When they care about your feelings they show respect
How's that make you feel? Great!
 Helping one another is really fine
 Everyone wins everyone shines
 If you wanna be cool-it's really cool to be kind

Chorus

We've got the power at Bowers, a power that is big and strong
Every minute, every hour, it's the power to all get along

Verse 2

When we're out playing kickball at recess time
On our teams we collaborate
We score more runs, you know, have more fun, you know
When we co-operate
 When we partner up it's more fun tryin'
 In history, art, math and science
 The whole school's hummin', we're becomin' social giants

Chorus

We've got the power at Bowers, a power that is big and strong
Every minute, every hour, it's the power to all get along

Bridge

We get along in the hall
Cafeteria, too
In the classrooms, in the gym
It's our school, our world, it's what we do

Chorus Instrumental

Chorus

We've got the power at Bowers, a power that is big and strong
Every minute, every hour, it's the power to all get along