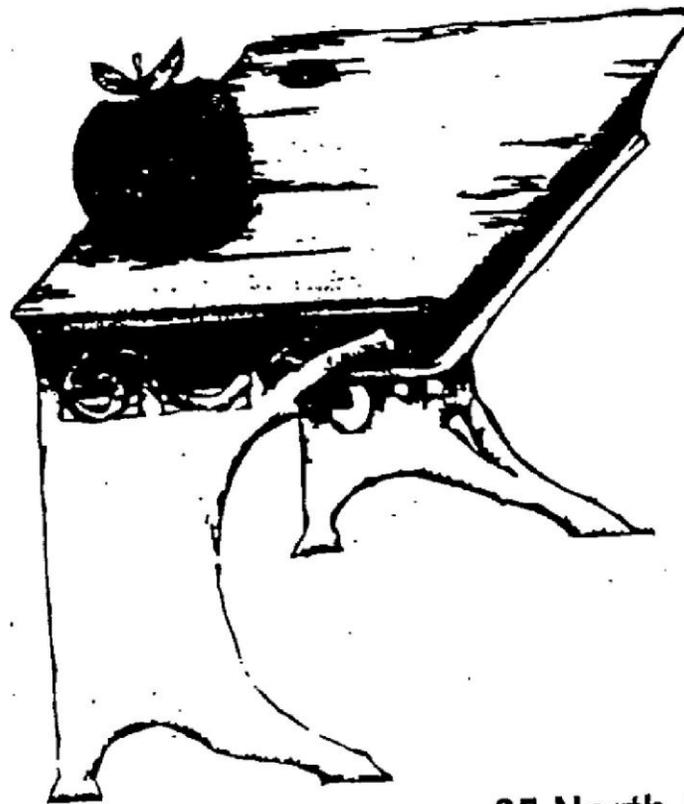


# **ROBERTSON SCHOOL**

## **PARENT/STUDENT HANDBOOK**



**65 North School Street  
Manchester, Connecticut**

**(860) 647-3372**

# Very Important

## Important Information on Delayed Openings!!!

If the start of the school day is delayed by inclement weather, the delay will always be 90 minutes.

When there is a delayed opening, breakfast will not be served and morning buses will run 90 minutes later than usual (For example, if your bus usually picks you up at 8:20, it will come at approximately 9:50.).

When there is a delayed opening, school will begin at 10:35. Students should not arrive at school before this time because there is no supervision.

Lunch will be served on delayed opening days, but there will be no recess.

Dismissal will be at the regular time, 3:25 p.m.

## Table of Contents

Welcome.....	1
Daily Schedule.....	1
When to Arrive at School.....	1
School Meals.....	2
Early Dismissal Days.....	2
School Calendar.....	2
Absence & Tardiness.....	3
Dismissal Policy.....	3
Early Dismissal.....	4
Health/Medication.....	4-5
Academic Expectations.....	5
Behavioral Expectations.....	5-6
Bus Transportation & Behavioral Expectations.....	6-7
Cafeteria & Noon Recess Expectations.....	8
Dropping Off/Picking Up Children.....	9
Parking Lot Safety.....	10
When Parent Notices Go Home.....	10
PTA.....	11
Visitor Sign-In.....	11
Emergency Contact - - Required Information.....	11
Late Openings Due to Storms.....	12
Emergency Early Closings.....	12
Appropriate Dress for School.....	12-13
Gym Excuse.....	13
Lost, Damaged School Property.....	13
Who to Contact with Questions/Problems.....	13
Items That Should Not Be in School.....	14
Lost & Found.....	14
Money in School.....	14
Telephone Use Policy.....	15
Video Surveillance Equipment.....	15
Student Safety and Security Measures.....	15
Specific Pick-up and Drop-off Information for Riders.....	16

APPENDIX A.....	Manchester Public Schools' Bullying Policy
APPENDIX B.....	Statement of Non-Discrimination
APPENDIX C.....	Manchester Public Schools' Student Discipline Policy
APPENDIX D.....	Manchester Public Schools' Sexual HarrassmentPolicy
APPENDIX E.....	Manchester Public Schools' Truancy Policy
APPENDIX F.....	Acceptable Use of Technology
APPENDIX G.....	Other Important Board of Education Policies
	Green Cleaning Program in Schools
	Annual FERPA Notification of Rights

## Welcome to Robertson School!

The staff and I look forward to working with you and your children to make this an excellent school year. I am very proud of our students and staff, and I encourage you to learn more about our school during the coming year.

Joining our PTA and becoming involved in PTA activities, or being a volunteer at school, is a great way to get to know us.

Please review the information in this handbook carefully. It has a lot of helpful information about our policies and procedures. We ask that you support these policies and procedures and reinforce them with your children. They are designed to create a sound learning environment in which each child can develop to his/her full potential.

Your support is critical to your child's success. Should you have any questions or concerns, please do not hesitate to contact your child's teacher or me at 647-3372.

 Principal

### Daily Schedule

School begins at 9:05 a.m. and ends at 3:25 p.m.

Our first bell rings at 8:55 a.m., at which time children may go to their classrooms. All students are expected to be in their rooms, ready to begin the day's work by the 9:05 bell. Children are expected to remain until the dismissal bell at 3:25.

### When Should Your Child Arrive at School?

No child should arrive at school before 8:50 a.m., unless the child is eating breakfast at school. Breakfast is at 8:35 a.m. and children then remain in the cafeteria until the bell rings. Teachers are not on duty in their rooms until 8:55, and we do not wish to have children unsupervised. **If your child walks or arrives by car, please note these times, as we do not provide supervision until the times indicated above.** Bus children are supervised upon arrival and not all of our buses arrive in time for breakfast. If you have a question about whether your child's bus arrives in time for breakfast, please contact our office after school opens in the fall. Bus routes vary from year to year, as do exact arrival times. All buses arrive in time for the start of school.



## School Meal Program

At Robertson, we serve breakfast and lunch. Not all children have breakfast at school - it is up to parents whether or not they do. Children in grades K-5 eat lunch at school. They may bring a cold lunch or purchase hot lunch. Children who bring their own lunch may purchase milk. Information about qualification requirements for free or reduced price lunches is available at [ezmealapp.com](http://ezmealapp.com). If you feel you qualify for a reduction, be sure to complete and submit the required form as quickly as possible. If you need a hard copy of the form we have them available in the school office. Menus go home with students monthly.

## Does the Schedule Ever Change?

YES! In **December and March**, when report card conferences are held, children in grades K-5 have early release days. On those days, school begins at 9:05 and ends at 1:17. We also have 6 early release days (1:17 p.m.) for teacher professional development meetings. See the school calendar for these dates. Finally, **the day before Thanksgiving and the last day of school in June** are shortened days for all students. Lunch is served on all of these days.

## School Calendar

On the first day of school, the calendar for the year is sent home with children. Please keep this calendar handy, so that you can plan for report card conferences and vacation days. Dates of specific PTA or school events throughout the year are sent home in newsletters. Please look for them so that your family can fully participate in school activities!

## Attendance & Tardiness

1. One of the important factors in school success is regular attendance. The habits children develop as early as Kindergarten tend to stay with them. They need to take school seriously, as you would your job.
2. Good attendance helps children to succeed academically and helps to prevent their falling behind.
3. If your child is late, it is disruptive to him/her and also to the rest of the class. School begins promptly at 9:05 a.m. 9:06 is late!
4. Both attendance and tardiness are monitored carefully. Extensive unexcused absence, or tardiness on a frequent basis, is reported to our attendance office. Appropriate action will be taken, which may include a report to the truancy board, or even a court referral if attempts to resolve the problem are unsuccessful.
5. If a child arrives late, a parent must come into the office to sign the child in.
6. If your child will be absent or late, we ask you to please call our **Attendance Line**, at **647-3377** and leave a message before 9:00 a.m. Be sure to include your child's name, teacher and reason for absence or tardiness. If your child is not here, and we have not heard from you, we will make an attempt to reach you by phone.
7. **Upon return from an absence a written excuse is required**, even if you did leave a phone message.
8. **\*\*\*PLEASE NOTE - - absences for the purpose of vacations that are taken during time school is in session are considered unexcused absences.** No work is prepared to send with your child if a parent chooses to take a vacation other than the scheduled school vacations, nor are any books sent with the child.

**Please see the complete Board of Education Attendance Policy.**

## Dismissal Policy

It is school policy that all students must go directly home or to formal after-school care when they are dismissed at the end of the school day. Students are not to linger or play on school grounds unless they have gone home or to their after-school care first.

### Early Dismissals

Children are expected to remain in school for the complete school day. We ask that parents do their best to make appointments outside of school hours. If you must pick your child up early for any reason, you need to send a note in the morning indicating when you will pick up your child, and you must come into the office to sign your child out. No child will be dismissed early from any classroom. Once you come into the office, we will call your child up to the office.

Only a parent or other responsible adult may pick up a child. For any other adult to pick up your child, we must have a note to that effect. Students are not dismissed to school age siblings unless a parent has discussed this with the principal. A child will only be released to an adult included on your emergency cards. If any other adult is being authorized to pick your child up, we must have a written confirmation from you.

Please be prepared to show a photo ID when picking up a student early.

### Health/Medication

Children are not given any medication at school without proper authorization by the doctor. Please contact the school nurse if you need authorization forms. **NO CHILD MAY BRING MEDICATION OF ANY KIND TO SCHOOL AT ANY TIME.** An adult is required to bring the medication to the nurse. This includes non-prescription medications such as aspirin, Tylenol, etc. If the doctor recommends use of an inhaler, we ask that you provide one, which can be kept in the nurse's office during the school year. If you have any questions regarding medication, please call the nurse at 647-3373.

Students should be sent to school unless they have a fever, are vomiting, or your doctor has said they should be home. If you are not sure of whether to send your child, feel free to contact the nurse. If a child has a fever, he/she may not return to school until his/her temperature has been normal for at least 24 hours. Any child who arrives at school ill, or who becomes ill during the school day will be sent home.

Should your child have any health-related dietary restrictions, please share that information with our nurse, especially if your child has food allergies of any kind.

Healthy children learn better! Parents, staff and children, working together, can create a healthy school environment, in which all children can do their best. One of our goals is to teach children about healthy food choices and the importance of regular exercise.

Adequate sleep is as important as good eating habits. Eating breakfast, in particular, really does make a big difference in how well children are able to concentrate in school. We also strive to assist them in learning to make responsible decisions.

### Academic Expectations

**At all grade levels, we maintain high expectations for each student.** In order to fulfill these expectations, students will be required to complete all assignments on time for full credit. We expect student work to be done neatly and to reflect the child's best efforts. If assignments are carelessly or improperly done, children will be required to do them over. **It is the responsibility of each child to work toward meeting these standards.**

While parents are expected to oversee homework completion, the child should do the actual work. Homework is an important part of our academic program. The quality of homework should meet the same standards as class work. Parents can help by providing a quiet place and a regular time each day for children to complete homework.

Work that is not completed on time will have to be made up in a timely manner. Reasonable allowances are made in the event of absence.

**Regular communication with your child's teacher will provide you with the best means of assessing your child's progress.** Regularly scheduled report card conferences are held in December and March. However, you are welcome to request a meeting with the teacher and other school personnel any time you wish to do so.

### Behavior Expectations

In keeping with our Positive Behavior Interventions and Supports (PBIS) our Core Beliefs at Robertson School are that our students and staff will demonstrate the following at all times:

**Be Responsible**

**Be Respectful**

**Be Safe**

These Core Beliefs are in effect anywhere in school, on school grounds, or at any school event.

School rules are in keeping with our Core Beliefs. Student safety and well being is our top priority. It is important to maintain a school atmosphere that is welcoming, safe and conducive to learning. It is expected that Robertson students will:

1. Be courteous and show respect to all staff members, visitors and other students;

2. Keep hands and feet to themselves at all times. "Play-fighting" is unacceptable and will be treated as fighting;
3. Pay attention and follow classroom rules;
4. Complete work to the best of their ability and on time;
5. Respect school property and property of others, including helping to keep classrooms, common areas, bathrooms and playground neat and clean;
6. Behave in a way that does not distract themselves or others from learning;
7. Accept responsibility for their own actions.

**Threats, possessing in school or on school grounds or while awaiting transportation any kind of weapon or facsimile thereof will result in disciplinary consequences. This may include suspension and may result in expulsion. It may also be reported to the appropriate law enforcement agency. The same is true of use or possession of drugs or alcohol.**

### Bus Transportation

Board of Education Policy determines distances within which transportation is provided. Whether or not a child will be bused is not at the discretion of the building principal. If you have questions regarding transportation issues, please call Debi Levesque, the Board of Education's Transportation Coordinator, at 860-647-3476. Disciplinary questions, however, should be directed to the building principal.

Bus transportation is a privilege which may be lost if a child's actions endanger his/her own safety or that of others.

If your child is assigned to a bus or van, we expect that your child will get on the bus/van at the end of the day unless we have a **written notice** from a parent to do otherwise. Frequently a child will tell staff at dismissal time that he/she has permission to walk or that someone is picking him/her up. We do not have time to confirm that with the parent at the end of the day. **Please understand that unless you have sent a note to school explaining the situation, your child will be expected to take the bus/van home.** Children not assigned to transportation cannot be placed on a bus or van.

Do not to rely on a phone message to our office during the day to change transportation arrangements. Your message may not be received in time, or, if it is busy in the office, the teacher may not receive the message. Your cooperation will be appreciated and will help minimize confusion at dismissal time.

## Specific Behavioral Rules for the Bus/Van

The driver's primary responsibility is to drive the bus safely. Behavior that distracts the driver's attention from the road presents a danger to all and will not be tolerated. We do not have monitors on the buses; however, all buses are equipped with video surveillance equipment. We would appreciate it if you would carefully review the following rules with your child:

1. Arrive at the bus stop on time and stand well to the side of the road, on the sidewalk. Do not, under any circumstances, play in or near the road;
2. Form a line to board the bus, with no pushing or shoving. Wait until the bus has come to a complete stop. Use the handrail and board the bus in an orderly manner;
3. Take a seat promptly and remain seated, facing the front of the bus, until it is time to leave the bus and the bus is completely stopped;
4. No part of your body nor any object should extend out of the window;
5. Do not open a window without the permission of the driver;
6. No object is to be thrown within or outside of the bus;
7. You may talk quietly to a person seated near you, but there is no yelling or loud noise on the bus;
8. No food may be eaten on the bus at any time;
9. Feet, hands, books and other articles should be kept out of the aisles;
10. There are no reserved seats on the bus unless the principal or the bus driver has given you an assigned seat. Any child may take any available seat. In many cases there will be 3 children per seat;
11. Depart from the bus in an orderly manner, with no pushing or cutting ahead of other students;
12. The driver is in charge on the bus, and students are to follow his/her directions at all times. If there is any question or concern, it should be addressed with the principal upon arrival at school or the next day;
13. Always cross the street in front of the bus after it has come to a complete stop and the stop sign is out to halt traffic.

**Any misbehavior on the bus may result in loss of transportation privileges for a period of time to be determined by the principal. All school rules apply on the bus and at the bus stop.**

## Cafeteria & Noon Recess Behavior

In the Manchester Public Schools, aides, not teachers, supervise the cafeteria and noon recess.

1. Students are to follow the directions of the aides at all times.
2. Dangerous objects of any kind are not allowed at recess.
3. Students must remain in designated areas.
4. Playscape safety procedures are to be followed at all times.
5. Any behavior, which endangers the safety of oneself or others, will result in loss of recess or other disciplinary action.
6. All school rules apply in the cafeteria and at recess.

## Cafeteria Procedures

1. Children must sit in their assigned seats or in a seat indicated by a cafeteria aide;
2. Once a child is seated, he/she should remain seated until dismissed by an aide;
3. A child may leave the cafeteria only with the permission of an aide;
4. Children should talk to those at their table in a quiet tone of voice;
5. Upon dismissal from their lunch table, children are expected to properly dispose of trash and to check around them for spills or trash near their seats;
6. Good table manners will make lunch a more pleasant activity for all students;
7. Under no circumstances should children request or take food from another child. If a child forgets his/her lunch, he/she should speak with an adult in the cafeteria, with the teacher, or with someone in the office so arrangements can be made to get them a lunch;
8. The aide in the cafeteria may turn off the lights if it is necessary to get children's attention. If the light is out, children are expected to be quiet and give their attention to the aide. With many children in the cafeteria at once, it is sometimes difficult to get everyone's attention!

**Other specific rules are posted in the cafeteria.**

Children will only be given free or reduced price lunch or breakfast if parents have completed the required application and the Food Service Director has approved the application. Applications are to be returned to the school office, and they will be sent to the Director for approval. A parent may complete an application at any time during year, not only at the beginning of the school year. Financial circumstances can change at any time. If you feel you may be qualified, and do not have an application, simply call our office and we will be happy to send one home to you.

## Picking Up & Dropping Off Children

### **THE SAFETY OF ALL OF OUR CHILDREN IS OUR PRIMARY CONCERN!**

- If you walk your child to school, please leave your child in the lobby and allow him/her to proceed to class on his/her own. The fewer adults in the hallways or near classroom doors at arrival and dismissal time, the less the confusion. KINDERGARTEN PARENTS may bring their children to the classroom for the first week of school. After that, the children should be able to go to their room independently.
- At the beginning of the day, children are able to come into their classrooms, put their things away and get ready to start the day on their own. Teachers go over these routines with the students and we respectfully request that parents do not enter the classrooms at the start of school. If you wish to speak with the teacher, he/she will be happy to arrange a time before or after school to meet with you.
- If your child is a walker and you are picking them up at dismissal, please wait for your child outside the front entrance. When the weather is inclement, you may wait for them in the front lobby. Walkers are dismissed at 3:25.
- It is helpful if parents and other adults waiting in the lobby step to the part of the lobby near the cafeteria as walkers are leaving. This will reduce the congestion at that time.
- Parents of walkers and those who drive children to school are asked to please be sure not to allow children to arrive at school before 8:35 for breakfast or before 8:50 if not having breakfast.

**Please understand that at 9:05 and 3:25 teachers do not have the opportunity or the privacy to speak with you regarding your child's progress. Please call for an appointment as needed. Parent/teacher communication is important to us and we want to be sure it can take place privately and at a time when the teacher does not have the added responsibility of supervising children.**

### \*\*\*Parking Lot Safety\*\*\*

All pick-up and drop-off of riders takes place in our **back parking lot**. Space in the parking lot is tight and we regularly remind parents of safety issues in our lot, especially at arrival and dismissal times. **You can help avoid a tragic accident by following these guidelines:**

- Follow the prescribed traffic flow - - "Entrance Only" and "Exit" signs are clearly posted;
- All parents should frequently remind children never to run out into the traffic lane or between parked cars;
- Drop children off only at the end of the parking lot where the Jersey Barrier is located;
- Do not use the spaces designated "handicapped," unless you are displaying an official state tag;
- If there is a problem with another driver, please calmly note the license number and make of the car. Bring the information into the office and, if necessary, we will contact the police;
- Drive very carefully and slowly and watch out for children;
- Obey all posted signs and follow all Connecticut state driving laws. Our parking lot is occasionally patrolled by the Manchester Police, and tickets will be given for violations of state law or local ordinance.

**A little patience and courtesy will really help to make sure no accidents occur.**

### When Can You Expect Parent Notices to Come Home?

During the first week of school many notices and forms are sent home. After the first week, we do our best to send **school-wide** notices or newsletters home on **Wednesdays**. We hope you will check your child's book bag every day, but especially on Wednesdays. Individual teachers may send information home whenever necessary.

## PTA

**Our PTA sincerely welcomes the active participation of all Robertson families.** Your ideas, suggestions and assistance are what help us provide events which all can enjoy. PTA sponsors not only family activities, but also subsidizes much of the cost of field trips and purchases items not provided for in the school budget. PTA meetings are open to all. We encourage you to attend and become a member.

If each parent/guardian would donate even one hour of his/her time for some event during the school day, in the evening or on a weekend, we would have more than enough support to provide our children and families with entertainment, enrichment and opportunities to get to know each other.

**Each of you does make a difference and you are each a valued member of our school community. Please participate in your child's education.**

## Visitor Sign-In Procedure

**For your child's safety, as well as the safety of other children, all visitors, including parents, during the school day are asked to sign in and out in the office, and to wear a nametag that we will provide. The nametag should be returned to the office upon your departure.** Please remember, that even though office staff members may know you, other staff and children throughout the building may not.

**For the safety of our students and staff, all of our exterior doors remain locked during school hours.**

## Emergency Information

It is absolutely essential that we be able to contact you in the event of an emergency. State law requires that this information is available to the school and that two emergency contacts be provided also. Please be sure you complete both sides of the blue and white emergency cards and return them to school immediately. \*\*If your phone number for home or work changes, it is your responsibility to contact us so that we can correct the information on the cards right away. Changes in baby-sitters or day care arrangements must also be made known to us, particularly if the day care person is the one we must contact to pick up your child in the event of illness or emergency during the school day.

Board of Education policy indicates that if you do not provide the school with working emergency phone numbers, your child may be excluded from school until those numbers are provided. If you have an unlisted number, you still need to provide it to the school, but please indicate clearly that it is unlisted.

### What Happens to the School Schedule When We Must Open Late Due to a Storm?

Late openings are always 90-minute delays. School will open at 10:25 on such days. **\*\*Staff is not on duty until 10:05 on those days, so please do not drop your child off any earlier.** No breakfast will be served. Lunch will be served. Children who ride a bus will be picked up 90 minutes later than usual.

**Please make a habit of listening to local radio or TV stations if there is any question about stormy weather.**

### What Happens if There is an Emergency Early Closing?

Occasionally, we must close school early if there is a storm or we lose power. On those days, we do still serve lunch. Children are dismissed at 1:17. Early closings are announced on local radio and TV stations. Parents will be asked to provide us with information about where children are to go in this event. Most will simply walk home or take the bus at 1:17. Some may have to go to a baby-sitter or neighbor. It is very important that you keep this information updated. It is impossible to guarantee that we can reach all parents by phone on such days. We often have short notice about an emergency closing.

Teachers use the information you give us to remind children of what to do. Since staff is dismissed early on these days too, children will not be able to remain in the building after dismissal.

It is important for every child to know what to do in case they arrive home and parents are not there. There should be a friend or neighbor to whom they can go.

### Appropriate Dress for School

Each student's appearance is primarily the responsibility of his/her parents. However, the school expects that each student's clothing and cleanliness reflect a sensitivity to and respect for others. Clothing should not be distracting or offensive to staff or to other students. This is the time to begin teaching your child that dressing for play is different from dressing for school. Please review the following guidelines with your child:

1. Clothing should be neat, clean and free of any pictures, slogans or advertisements that are not appropriate for an elementary school;
2. Students may not wear hats, headbands, scarves, etc. in the school building. Repeatedly disregarding this rule will result in the student's hat, headband, scarf, etc. being taken for the remainder of the school day and returned at the end of the school day;

3. Halter-tops, tank tops and short shorts are not acceptable;
4. Open toed shoes and flip-flops are not safe and should be avoided;
5. Shoes with black soles that make black marks on the floors should not be worn to school, as the marks are very difficult to remove;
6. Laces on shoes should be tied at all times for safety;
7. We ask that children not wear their jackets in the building during the day;
8. Make-up and hair dyes/streaks of color are not appropriate for school;
9. Sneakers are required for gym;
10. Girls should wear pants on gym days;
11. Please keep in mind that children do go out at recess even in the winter, unless the weather is extremely cold or wet. Therefore, please be sure they are dressed for the weather - - jackets, hats, mittens or gloves, scarves, as needed. This is also important to remember for children who wait at bus stops in the winter;
12. If you have any particular question about how your child should dress for school, please feel free to contact the teacher or the principal.

#### When is a Child Excused from Gym?

A child is excused only when there is a documented medical reason. A child who has a medical excuse from gym will not be sent outdoors to recess, unless the child's doctor approves of it.

#### Lost or Damaged Schoolbooks or Property

Children are responsible for taking care of school property. Parents will be asked to pay for lost or damaged books or other items. Please understand that it is expensive for us to replace these items and it is unfair to deprive other children of their use.

#### Who to Contact with Questions, Problems, Etc.

**The first person to contact is your child's teacher.** If your problem is not resolved or your question is not answered, contact the principal at 647-3372.

For health issues, contact the nurse at 647-3373.

To request information or assistance from the school counselor, call 647-3375.

## Items That Should Not be Brought to School

Students may not bring skateboards, scooters, toys, electronic games or other electronic gear, radios, games, cell phones, pagers or trading cards to school. Also, gum and candy are not allowed in school. This is not a complete list and other items may be excluded from school, at the discretion of staff members. Students will be given a warning upon the first violation of this rule. Continued violations will result in school staff removing the item(s) from the student's possession. It is each student's responsibility to ensure the safety of his or her own personal belongings. If something has significant monetary or personal value, the item should not be brought to school. The school is not responsible for lost or stolen personal property.

Children are not to ride bicycles to school. The streets immediately around the school are very busy and present a real danger for bike riders.

## Lost and Found

Children frequently lose clothing items at school. All items of clothing found are placed in a lost and found area in our cafeteria. Please feel free to stop in and check for anything your child may have left at school. Lunch boxes are also frequently forgotten. Small items, such as glasses, jewelry or keys are brought to the main office for safekeeping. At the end of the school year, any items not claimed are donated to a charitable organization.

## Money in School

Other than money for lunch and/or breakfast, there is no reason for your child to bring money to school on a daily basis. You may prepay for meals online, by sending in a check or money order made out to the Robertson School Cafeteria or children may pay cash daily as they purchase their meals.

Checks or money orders for field trips should be made out to Robertson School.

If your child participates in a book club in the classroom, a check or money order for the exact amount of purchase should be made payable directly to the book club being used.

If you have any questions at any time, contact the teacher or the office.

**We strongly discourage children from having any large amounts of cash at any time. Money can be easily lost or stolen and the school is not be responsible for cash sent with children.**

### Telephone Use Policy

Students may use the school telephone for "emergencies" only. An example of an "emergency" would be if a child leaves their glasses at home and needs them to do their schoolwork. Students may not use the school telephone to call home to ask if they can go to a friend's house after school.

### Video Surveillance

Video surveillance security equipment is used at Robertson School and all Manchester Public Schools. This equipment monitors specific exterior and interior areas of the school and school grounds. Surveillance equipment is utilized as part of a multi-faceted approach to keeping our schools safe and secure.

### Student Safety and 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.

August 27, 2015

Dear Robertson Parents/Guardians,

For the safety and security of our students, we use the back parking lot (across from Union Pond) for the drop-off and pick-up of students that travel to and from school by car or other form of private vehicle. These students will use the back door of the school as their entrance and exit. Students should not be dropped off or picked up in the front parking lot. There is a clearly marked entrance and

exit and a specified location for the drop-off and pick-up of students. Vehicles are to form a single line to approach the drop-off/pick-up location. As an alternate to getting in line in the afternoon, you may park your car in a designated parking space, walk to pick-up your child at the pick-up location and then walk with your child back to your vehicle. It is essential for everyone's safety that you pay attention to, and follow the directions of the school staff members that will be supervising, and obey the signs that are posted.

The back door is locked until 8:35 a.m. Supervision by school staff in the morning is from 8:35-9:05 a.m. If you arrive after 9:05, you should go directly to the front parking lot, escort your child into the school office and sign them in. The back door will be re-locked at 9:05. Staff supervision in the afternoon will be from 3:25-3:40 p.m. At 3:40, any students that have not yet been picked-up will be escorted back into the school by school staff and will go to the school office to wait. If you arrive at school after 3:40 you will need to park in the front parking lot, come into the school office and sign your child out. Please plan to arrive at the back parking lot at 3:25.

Breakfast will be served at school beginning at 8:35 a.m. Students being dropped-off for breakfast between 8:35-8:50 should go directly to the cafeteria for breakfast. (The cafeteria stops serving breakfast at 8:55.) Students being dropped-off between 8:55-9:05 should go directly to their classroom. Please be sure that if

anyone other than you is picking-up or dropping-off your child, they are familiar with this procedure. Please be sure that your child knows, each and every day, how they are to go home - - bus, walk, or be picked-up by car. Also, be sure that your child is prepared for inclement weather, as they will be waiting outside for their ride.

Please note that this procedure is for all students being dropped-off or picked-up by car or other form of private vehicle. Walkers and bus students enter and leave through the front door of the school. As always, regardless of whether your child goes home by bus, by walking or by being picked-up by car, if there are ever any changes in this routine, please be certain to notify your child's teacher in writing.

This drop-off/pick-up procedure is intended to eliminate some of the safety hazards involved with the drop-off and pick-up of students in the front parking lot. The end result is a safer, more orderly environment for the children. I would like to thank you in advance for your cooperation and patience while dropping-off and picking-up the children.

Sincerely,

*Stuart Wolf*

Stuart Wolf  
Principal

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

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:	February 23, 2009
Revised:	December 18, 2006	Revised:	November 28, 2011
Revised:	June 11, 2007	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.

- 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.
- 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 Specialist 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: \_\_\_\_\_

**If Bullying Verified, Report Sent to Parents of Students.**

Parents' Names: \_\_\_\_\_ Date Sent: \_\_\_\_\_

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

**MANCHESTER PUBLIC SCHOOLS  
REPORT OF BULLYING/CONSENT TO RELEASE STUDENT INFORMATION**

**Date:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**School:** \_\_\_\_\_

To Parent/Guardian:

A complaint of bullying has been filed on behalf of your child alleging that he/she has been the victim of bullying. In order to facilitate a prompt and thorough investigation of the complaint, the Manchester Public Schools may need to disclose the name of your child and/or other information which may otherwise disclose your child's identity.

*(Please check one):*

\_\_\_\_\_ I hereby give permission for the Manchester Public Schools to disclose my child's name, along with any other information necessary to permit the district to adequately and appropriately investigate such complaint, to third parties contacted by the district as part of its investigation.

\_\_\_\_\_ I do **NOT** give permission for the Manchester Public Schools to disclose my child's name, along with any other information necessary to permit the district to adequately and appropriately investigate such complaint, to third parties contacted by the district as part of its investigation.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print)

## **Appendix B: Statement of Non-Discrimination**

It is the policy of the Manchester Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against in, any program, including employment, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder, learning disability and/or physical disability.

The complete Board of Education policy of affirmative action and non-discrimination is available on the website of the Manchester Public Schools or accessible through the following URL:

<http://boe.townofmanchester.org/Policies/4000/4010.htm> **Appendix**

## **C: Student Discipline (Suspension and Expulsion)**

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 or accessible through the following URL:  
<http://boe.townofmanchester.org/Policies/5000/5144.pdf>

## **Appendix D: Sexual Harassment**

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, Mrs. Patricia Brooks, the Assistant to the Superintendent for Finance and Management (860-647-3444), or Mrs. Terri Smith, the Title IX Coordinator (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 or accessible through the following URL: <http://boe.townofmanchester.org/Policies/5000/5013.pdf>

## **Appendix E: Truancy**

Regular and punctual school attendance in school is essential to student learning and success.

The Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior. A "truant" means a child age five to eighteen inclusive, who is enrolled in a public or private school and who has four unexcused absences in one month or ten unexcused absences in one year. A "habitual truant" means any such child who has 20 unexcused absences within a school year.

School personnel, will seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. A meeting shall be held with the appropriate school staff and the parent/guardian (or other person having control) of the child who is truant within ten (10) school days after the child's fourth unexcused absence in one month or tenth unexcused absence in one school year. At this meeting a plan should be developed to assist the student and their family

When the school has exhausted all its resources and the student's attendance has not improved, then a family may be referred to the School Attendance Review Board (SARB) for a hearing. The School Attendance Review Board will make the recommendation to the Superintendent who shall file a written complaint pursuant to CSG Section 46b-149 (Family with service needs complaint) or Youth in Crisis complaint JD-JM-142 – CT for each habitual truant enrolled in the schools under his/her jurisdiction and/or in situations where the parent fails to cooperate to solve the truancy problem.

The Board of Education's complete policy on truancy is available on the website of Manchester Public Schools under Board of Education policies or accessible through the following URL: <http://boe.townofmanchester.org/Policies/5000/5113.2.pdf>

## **Appendix F: Acceptable Use of Technology**

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

1. The use of the Internet is a privilege. As the owner of both the available hardware and software, the Manchester Public Schools may withhold this privilege. Failure to adhere to the established guidelines may result in the loss of Internet access, disciplinary action and/or referral to legal authorities.
2. Use of the Internet must be in support of education and research consistent with the educational goals and objective of the Manchester Public Schools.
3. E mail may be used for educational or administrative purposes. E-mail is not private. Those who operate the system have access to all e-mail which may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

4. Users must not reveal personal information about themselves or others, including, but not limited to, the following: home address, telephone numbers, password, social security number or credit card number.
  5. Users will comply with all state, federal and local laws, including, but not limited to, copyright laws and laws prohibiting harassment by computer.
  6. Users must not interfere with others' work or with the performance of the computers, both hardware and software. Prohibited actions include, but are not limited to, the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism, and/or any attempt to harm or destroy data of another user.
  7. Users may not establish any official representation of the school or school district (e.g., Internet home page) without obtaining prior approval of school administration.
  8. Each user will abide by the generally accepted rules of etiquette and applicable school policies.
- To ensure that only authorized students who understand the bounds of permitted use will have access to the Internet, Manchester Public Schools must obtain the written permission of a student's parent or legal guardian before the student may access the Internet, unless the student is 18 or older.

The Board of Education's complete policy on the Acceptable Use of Technology is available on the Manchester Public Schools website under Board of Education policies or access through the following URL:  
<http://boe.townofmanchester.org/Policies/6000/6141.321.htm>

**Appendix G: 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 or accessible through the URL listed below:

Student Records Policy #5125

URL: <http://boe.townofmanchester.org/Policies/5000/5125.htm>

Student Privacy Policy #5123

URL: <http://boe.townofmanchester.org/Policies/5000/5125.pdf>

School Wellness Policy #5141.4

URL: <http://boe.townofmanchester.org/Policies/5000/5141.4.pdf>

Search and Seizure Policy #5145.2

URL: <http://boe.townofmanchester.org/Policies/5000/5145.2.pdf>

Food Allergy Management Plan and Guidelines

URL: [http://boe.townofmanchester.org/Polcies/departments/health/files/Managing\\_Student\\_Food\\_Allergies.pdf](http://boe.townofmanchester.org/Polcies/departments/health/files/Managing_Student_Food_Allergies.pdf)

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

**MANCHESTER PUBLIC SCHOOLS**

**NON-DISCRIMINATION NOTICE**

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

Shelly Matfess, Assistant Superintendent for 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

**GREEN CLEANING PROGRAM  
IN SCHOOLS  
(CT PUBLIC ACT 09-81)**

The State of Connecticut is requiring that each local and regional board of education implement a green cleaning program for all school buildings and facilities in its district.

Manchester Public Schools is committed to the implementation of this law by providing the staff and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program as well as making it available on its web site annually. The policy will also be distributed to new staff hired during the school year and to parents or guardians of students transferring in during the school year.

1. Green cleaning program means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one of two third party certified organizations: *Green Seal or Eco Logo*
2. By July 1, 2011 and thereafter no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in this legislation include: general purpose, bathroom, and glass cleaners, floor strippers and finishes, hand cleaners and soaps. The preferred green cleaning products used by this school district are listed on attachment "A"
4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this law.

The following statement will be part of this school districts program as stated in the new law;

**"NO PARENT, GUARDIAN, TEACHER OR STAFF MEMBER MAY BRING INTO THE SCHOOL FACILITY ANY CONSUMER PRODUCT WHICH IS INTENDED TO CLEAN, DEODORIZE, SANITIZE OR DISINFECT"**

**The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians and facilities staff.**

**Any questions concerning the program can be directed to:**

**David Grande, Custodial Supervisor**

**860 647-5086**

**April 2, 2012**

**ATTACHMENT "A"**  
**GREEN PRODUCT LISTING**

This chart lists the types, names and manufacturers of the green products used by this school district as well as the location/area of application and the schedule of when each is used.

<b>PRODUCT/ TYPE</b>	<b>NAME</b>	<b>MANUFACTURER</b>	<b>LOCATION/ AREA</b>	<b>FREQUENCY/ SCHEDULE</b>
Floor cleaner "Green Seal"	True 7	Buckeye Fast Draw	Hallways, Classrooms, Lobby	"D" or as needed
Heavy Duty Cleaner/ Degreaser "Green Seal"	RAM	Buckeye Fast Draw	Kitchen Floors, Floor Scrubbing	"D"
General Purpose Cleaner "Green Seal"	Mar- auder	Buckeye Fast Draw	Restrooms Fixtures, Mirrors, Glass, General Cleaner, Carpet Spotter	"D" or as needed
Floor Wax "Green Seal"	Aspire	National Chemical Laboratories, Inc.	Floor Finish as of 12/31/10	"A"
Floor Stripper "Green Seal"	Green Impact	NCL	Floor Stripper as of 12/31/10	"A"

**Frequency/Schedule:**

- D = Daily
- W = Weekly
- M = Monthly
- SA = Semi annually
- A = Annually

## **ANNUAL FERPA NOTIFICATION OF RIGHTS**

The following Annual Notification of Rights Under FERPA for Elementary and Secondary Institutions must be included in the student/parent handbook for each school. The Principal or his/her designee will be responsible for publication in each school in the district.

### **Notification of Rights Under FERPA for Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, *et seq.*, affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal or program administrator a written request that identifies the record(s) they wish to inspect. The principal or program administrator will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents or an eligible student should write the school principal or program administrator, clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

## UNITY

*I dreamed I stood in a studio and watched two sculptors there.  
The clay they used was a young child's mind, and they fashioned it with  
care.*

*One was a teacher: the tools he used were music & books & art:  
One was a parent with a guiding hand, and a gently loving heart.  
Day after day the teacher toiled, with a touch that was deft & sure.  
While the parent labored by his side & polished & smoothed it o'er.*

*And when at last their task was done,*

*They were proud of what they had wrought.*

*For the things they had molded into the child could be neither sold nor  
bought.*

*And each agreed he would have failed if he had worked alone.*

*For behind the parent stood the school,*

*And behind the teacher – the home.*

**Author Unknown**