Manchester Head Start Program

2013-2014 Parent Handbook

Manchester Pre School Center
Manchester Head Start
60 Washington Street
Manchester, CT. 06042

Tel: 860-647-3502
Fax: 860-647-5046

Welcome To Our Program

Dear Parents:

Manchester Head Start welcomes you to the 2013-2014 school year. Everyone is looking forward to working with you and your family to make this an exciting and educational experience.

We at Manchester Head Start believe that parents are the primary educators of young children. Working together, we can accomplish many things, which will benefit your child, family and the program. Your full participation in the program is valued and necessary in making this a successful year.

Parents are invited to join one of the many important committees which will determine the direction of the Manchester Head Start program. We encourage you to join the Policy Council or the Health Advisory Committee. We also encourage parents to volunteer in the classroom, participate in monthly parent meetings, to join us on one of the many field trips, or just come and visit us. I also hope you will participate in our monthly homework program.

Together we can make the Manchester Head Start program a wonderful and nurturing place for children and families, and a vital, vibrant part of the community.

School Principal

b08jreis@manchesterct.gov

Tel: (860)647-3501 — Fax: (860)647-5046

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Office Staff:

Main Number - 647-3502

Jerry Reisman, Ph.D., Building Principal - 647-3501

Georgia Gaudette, Administrative Assistant – 647-3502

Nydia Einsiedel, Family Services Manager, FDC – 647-5004

Sallie D'Attilio, Parent Involvement/Advocate, FDC – 647-3504

Robin Frost, Family Advocate, FDC – 647-5005

Rosa Guzman, Family Advocate, FDC – 645-4811

Michelle Macsuga, Family Advocate – 647-5045

Denise Young, Family Advocate – 643-3604

Anne Sousa, Education Manager – 647-0208

Mary Jean Quistorff, R.N., Health & Nutrition Manager– 647-5003

Abby Reichardt, LPN, Health Office Nurse

Yesenia Martinez, Building Paraprofessional

Ernest Jones, Custodian

Melissa Carson, Custodian

Classroom Staff:

Room 1:
Mrs. Michelle Sullivan, Teacher
Mrs. Toolsi Lowe, Teacher's Assistant
Ms. Rosa Guzman, Family Advocate

Room 2:
Ms. Karen Van Heest, Teacher
Ms. Stacey Greene, Teacher's Assistant
Ms. Rosa Guzman, Family Advocate

Room 5:
Ms. Mindy Burke, Teacher
Mrs. Terry Germond, Teacher's Assistant
Ms. Sallie D'Attilio, Family Advocate

Room 6:
Ms. Lisa Griffen, Teacher
Mrs. Nancy Malick, Teacher's Assistant
Ms. Denise Young, Family Advocate

Room 7:
Mrs. Donna Acker, Teacher
Mrs. Pat Sandy, Teacher's Assistant
Ms. Denise Young, Family Advocate

Room 22:
Mrs. TBD, Teacher
Mrs. Michelle Ackerman, Teacher's Assistant
Ms. Robin Frost, Family Advocate

Room 23:
Ms. Debbie Mazzaro, Teacher
Mrs. Cindy Crockett, Teacher's Assistant
Ms. Robin Frost, Family Advocate

Room 24:
Mrs. Sarah Jewett, Teacher
Ms. Maura Freckleton, Teacher's Assistant
Ms. Michelle Macsuga, Family Advocate

Room 25:
Ms. Linda Rushlow, Teacher
Mrs. Kathy Nixon, Teacher's Assistant
Ms. Michelle Macsuga, Family Advocate

Mrs. Donna Sanzo, Floating Classroom Paraprofessional

Kitchen:
Mrs. Theresa Miffitt
(Food Service Manager)
Ms. Aysha Calderon, Food Service Support
Ms. Paula Essery, Food Service Support

READ Tutors:
Candace Hilton-Rang
Erinn Dykstra
Lynn Rhodes

Admissions

Applications are taken continuously during the school year with a formal recruitment period beginning in March. The Recruitment Committee meets in late spring to review eligible applicants for the following year. Eligible children who are not admitted at that time, or who apply later, are placed on a waiting list. Children are taken from the waiting list to fill vacant slots during the school year. In order to be considered for admission, children **MUST** be income eligible, age eligible and live in the **CITY OF MANCHESTER**. A portion of existing slots are reserved for children with special needs regardless of income eligibility.

Proof is required for income, age, and residency. Children must have updated physical and updated immunizations.

Communications

The Head Start staff wants to make this program year an enjoyable one for both children and families. Regular communication between the program staff and the family is **extremely necessary** to ensure this goal. Teachers, as well as Family Advocates, meet with the parents at the center and at the home. They also make phone calls to give information, remind you of meetings, or to invite parents to activities at the center. Newsletters, calendars, memos and other information about the program activities and community events are sent home regularly with the children.

In case of an emergency, parents will be called immediately. It is mandatory that the office has up-to-date home, work, and emergency telephone numbers at all times. Please notify the office of any changes in any of these numbers. Every family must have two emergency numbers. (Emergency contacts could be: relatives, neighbors, friends, etc.)

Cell Phones

The Head Start Staff asks that you please do not use your cell phone when you are in the classroom, the school building, or at the bus stop. Children need a positive connection with you as they transition into and out of the classroom and on and off the bus. Thank you for your cooperation.

Education:

There are 18 children in each of the nine classrooms. In seven of the classrooms, children attend school four hours each day, five days a week. We also operate two full-day classes (8:00 a.m. to 3:00 p.m.) for which there is an extended day charge. All classes run on the same school calendar as the Manchester public schools. In the classroom, the children will learn to interact with other children. The daily activities will provide each child with the opportunity to develop at his/her own rate according to his/her specific needs. Activities in the classroom are designed to foster social, emotional, physical, cognitive, and language growth. There is a certified teacher in each classroom accompanied by an assistant and at times a parent volunteer. Parents are encouraged to volunteer in the classroom. Twice during the school year, in September and March, your child's teacher will arrange a visit to your home. In addition, a parent/teacher conference will be held in November in the classroom. Parents may also request a conference at the end of the school year. The teachers will share their observations of your child's growth and provide suggested home activities for you to do with your child.

Screening and Assessment:

As part of getting to know your children, teachers complete two screenings within 45 days of the child's first day in the classroom.

- The Speed-Dial looks at academic skills such as knowledge of colors, body parts, concepts, pre-writing, and motor skills.
- The DECA looks at social and emotional skills.

All children are screened. If you have any objections to these screenings, please talk to your child's teacher early in the school year. Teachers continue to evaluate children throughout the year, and this information is put on the "Child Profile." All this information is shared with you during home visit and conference times.

Taking Care of the Basics

We are asking for your help. Children do best if they come to school well rested. Late bedtimes make cranky children who struggle through the morning. The average preschool child needs **11-12 HOURS OF SLEEP**.

Children need sneakers to play safely outside, clothes that can get messy if they paint or cook, and a backpack to carry items safely to school and home.

Getting to school on time is important. Children miss out if they come to school late.

Thank you for "taking care of the basics."

Challenging Behaviors

Sometimes children may have challenging behaviors. We define challenging behavior as any behavior that:

- Is harmful to the child, other children or adults;
- Interferes with classroom learning; and/or
- Puts a child at high risk for later school failure or social problems.

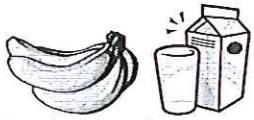
In cases like this, the parent will be notified verbally and in writing about the behavior. For repeated incidences, the child will need to go home and the parent must meet with the teacher or intervention team to develop a behavioral plan.

If a pattern of challenging behavior persists that endangers self, others or property, or significantly disrupts the program, we will work with a child's family to find solutions, up to and including:

- A request for additional consultations;
- An adjustment of the child's school schedule; and/or
- Referral to special education for further testing.

Approved by Policy Council on June 14, 2011
Updated by Policy Council June 13, 2013

Health and Nutrition



Physical Exam and Immunization Requirements:
To comply with the State Health Department regulations, children cannot attend school unless a current physical exam and all necessary immunizations are completed and on file in the Head Start Health Office.

A current physical exam is one that is not more than one year old. It must include hemoglobin and lead test results as well as ~~TB~~ determination of low risk for tuberculosis or PPD skin test results, to be considered complete. The ~~new~~ current physical exam must be on file in the health office within 30 days of last year's date (no later than one year and 30 days after your child's last physical exam) in order for your child to continue to attend school.

Influenza (flu) Vaccine
In addition to the vaccines required to enter Head Start, an annual flu vaccine is required each year your child is here or other child care. The vaccine must be for the current flu season and can be received by your child's doctor, clinic or flu clinic between August 1st and December 31st in order for your child to return to school in January.

Oral Health
To further meet Head Start requirements, and promote good oral health, a **dental exam** is required and should be performed every six months. An oral health form must be completed and signed by the dentist and returned to the health office.
Oral health forms indicating cleanings, fluoride applications and any treatment needed are also submitted. An oral health record is to be submitted to the health office from your dentist for all treatment needed or received.

If your child is in need of a dentist, a referral list is available. If you are having difficulty making an appointment, please notify your family advocate or health office for assistance.

Pre Entry Health & Nutrition Review
A pre-entry health review is required before your child starts school. It includes vision and hearing screenings, height and weight measurements and body max index (BMI) calculations. Parents will also meet with the nurse to review and discuss screening results and any allergies, medical conditions and/or health and nutrition concerns. It is at this time that plans are developed to address those conditions and concerns.

Meals
Children are served both breakfast and lunch. All food served meets or exceeds the government standards set by USDA. Children are encouraged, never forced, to taste everything that is offered. Meals are eaten family style. Menus are sent home in the monthly newsletter and posted on the Manchester Preschool Center website.

Food Allergies
Please inform us in writing of any dietary restrictions your child has. In addition, we will request documentation and acceptable substitutions when applicable from your health care provider for all documented allergies/intolerances as well as acceptable substitutions.

Food from Home and Food Allergies:
Because of the health and safety risk to children with food allergies, it is necessary for parents to make sure that no food or treats are brought to Head Start. Please check your child's backpack before school for small items or food that can be a choking hazard or cause a potentially life threatening allergic reaction to another child on the bus.

Tooth brushing
Tooth brushing is performed on a daily basis in the classroom after breakfast or lunch. It is performed under direct supervision by classroom staff and is an activity that reinforces good hygiene; prevention of cross- contamination between children, toothbrushes and toothpaste is maintained.

It is our goal for students to remain in school whenever possible, however there are times when a student is ill or injured and must be excluded. At these times the Nurse will complete a nursing assessment and make a determination as to how the health needs of the students can best be met.

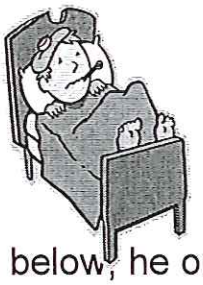
WIC:
Height and weight measurements are available upon request.

Birthday Policy:

Due to health and safety risks to the children with food allergies, teachers cannot accept food items from parents for birthday celebrations. Individual birthdays are recognized and celebrated by teachers with nutritious snacks as part of the celebration.

Birthday invitations, food, and goodie bags **cannot** be distributed at the program by Head Start staff or parents.

Sick Policy



If your child exhibits any of the symptoms listed below, he or she should not come to school.
If your child needs medications such as Tylenol or Ibuprofen to relieve any of these symptoms, he or she is probably not well enough to attend school and should remain at home.
If you are unsure as to whether your child is well enough to attend school, call the Head Start Health Office at 647-5003 to discuss your child's condition with one of the nurses.

If your child is in school and experiences these or other symptoms or suffers an injury, you should be available to pick him or her up. If you are not available, please make sure that the emergency contact you have designated can be reached.

FEVER: A temperature of 100 degrees or HIGHER by mouth

DIARRHEA: Two or more watery or loose stools

VOMITING: Two or more times within a 24-hour period

RASH: An unidentified rash not obviously associated with heat, is accompanied by a fever or which is being treated as an allergic reaction

DRAINAGE: Thick mucus and pus draining from the eye

APPEARANCE/BEHAVIOR: Unusually tired, pale, lack of appetite, irritable; if your child is difficult to waken or appears confused, his/her doctor should be notified right away.

SORE THROAT: A sore throat, especially associated with fever or swollen glands

Your child should be free of any of the above symptoms for 24 hours before returning to school.

It is our goal for students to remain in school whenever possible; however, there are times when a student is ill or injured and must be excluded. At these times the nurse will complete a nursing assessment and make a determination as to how the health and safety needs of both the sick or injured child and the other students can best be met.

The Head Start Health and Nutrition Manager/School Nurse is always available for consultation regarding any health and/or nutrition concerns that you may have.

Attendance

For children to benefit from the Head Start Program, it is essential that each child attends school regularly and arrives on time every day.

Late Arrival:

*Children who arrive ten minutes or more after the start time of their class will be considered late.

*If you are bringing your child in late for any reason, please call the Head Start office immediately so we are aware of the late arrival.
*When you notify Head Start that your child will be late, the teacher can be notified and will not mark your child as absent; the Lunch Staff will be able to order his/her lunch.

Early Pick-Up:
*If you need to pick up your child before school is over for the day, you must sign out your child at the front desk.

Late pick-up at dismissal:
*This is defined as picking up your child ten minutes or later after school is dismissed for the day.

Absence:
*When your child is absent due to illness or family crisis or any other reason, you must call at the start of the school day to inform us of the absence.

Teachers take attendance every day and report absences to the Nurse and the Family Services Manager. Your child should attend school at least eighty-five percent (85%) of the time each month. (For example- 19 days out of 22 school days in a month.) If your child does not attend regularly or is frequently late or is picked up late, we will contact you to discuss this and look for solutions.

In your efforts to adhere to our attendance policies, you serve as good role models of time-management and responsibility for the children. Once they enter Kindergarten and beyond that, the policies and regulations for tardiness and absence are much stricter.

Finally, our main concern is the well being of your children. If you are having any problems at all which affect your ability to follow these guidelines, please let us know and we will do everything we can to help you.

Due to the fact that the teachers need time in the morning to prepare for the day, no child will be allowed in the classroom until the start time for each individual classroom.
Approved on 12-21-11
Updated on 6-12-13

Class Start Times

Teacher	Start Time
Ms. Sullivan/Ms. Jewett	**8:00 am**
Mrs. Acker/ Miss Griffen/ Ms. Burke	**8:15 am**
Ms. Van Heest/Ms. Mazzaro/Ms. TBD /Ms. Rushlow	**8:30 am**

Parent Involvement

Parent involvement is the key to the success of the Head Start Program. Head Start believes parents are the first and most important teachers children have. Therefore, Head Start ensures every parent has the opportunity to participate in all aspects of the program. Parents may become part of the decision-making process by serving on the program's Policy Council. The Policy Council meets monthly with the Director, Family Service Manager, Parent Involvement Manager, Education manager and other relevant staff. This group reviews program issues and concerns while planning for future activities and events. The Policy Council has input regarding the approval of all staff hiring and terminations, all budgets and proposals, and any changes that directly affect the parents and children at the center. Parents can participate in the Health Advisory Committee Meetings as well as regularly scheduled trainings and workshops held at the center. Each new family is given an interest inventory to help us develop and schedule workshops. Being a federally-funded program, we must provide documentation of the parent and community involvement. Parents are encouraged to volunteer their time to various program activities. Please take time to sign the volunteer sign-up sheet whenever you volunteer in the program.

Family and Community Partnerships

This is your link to community services and resources. The Family Advocates make at least three (3) home visits per year to their assigned families. A family and their Family Advocate jointly develop a **Family Partnership Agreement in order to learn more about the family's interest, strengths, goals and needs.** Family Advocates work with each family to build on strengths while providing resources for the families to meet their own needs. This approach is crucial to success in Head Start because children learn best when their family is able to

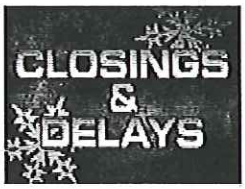
support their education. The Family Advocates also help identify where parent's strengths can be used in the classroom, on Policy Council, and in other activities.

Mental Health and Wellness

SERVICES ARE AVAILABLE TO HEAD START FAMILIES

Head Start has a Mental Health Consultant available to all classrooms.

The consultant is available to consult with parents, teachers, and staff, as well as with children who have been referred to her. At times, her work includes small groups for children with similar difficulties. She is able to work with the children in classroom, and in her office.



School Closings

Head Start follows the same calendar schedule as the Manchester Board of Education.

Inclement Weather:

Snow days are announced on WTIC a.m. 1080, WPOP a.m. 1410, Channel 3 WFSB and Channel 30 WVIT.

Head Start will follow the Manchester Board of Education's 90-minute delay policy.

In case of an early closing due to weather or other situations: We **MUST have** an emergency phone number where we can contact you or your designated emergency contact.

Information can also be found in the town's website.

Transportation:

Manchester Head Start participates in a contractual agreement with the local school bus company (First Student). The Manchester Board of Education will provide transportation for children who attend Head Start who are not within walking distance of the center. Children are secured in their seats with a five-point

restraint system. Your child's bus pick-up and drop-off **must** be at the same location. The bus route will be given to you at orientation.

Parents (or another individual listed on the child's emergency form) must bring their child to the bus monitor on the bus each morning and come to the bus to pick up their child in the afternoon. *No one under the age of 13 (THIRTEEN) years old is allowed to place a child on, or take a child off the bus.* The bus driver or bus monitor cannot get off the bus and walk your child to the door. Individuals who are picking up a child for the first time must bring proper identification; we will not release a child to anyone without picture ID.

It is your responsibility to take your child to the bus stop, and pick him/her up at the bus stop.

When a child refuses to get on the bus it will then be the parent's responsibility to pick up or drop off.

If you miss the afternoon bus, your child will be returned to the Manchester Preschool Center, and you will be responsible for coming to pick him/her up immediately. **If your child is not picked up in a timely fashion (within ½ hour), and no emergency contact can be reached, and no message from the parent has been received, it will be necessary to contact DCF (Department of Children and Families) or the local police.**

Please call the office if you have an emergency situation concerning the bus. (647-5004)

Student Return Policy:

When a child is returned to Head Start because there is no one at the bus stop to meet the child, the following procedure will be implemented:

FIRST TIME: A verbal reminder will be given;

SECOND TIME: A written note will be sent home with the reminder that next time the child will not be allowed to ride the bus for a week;

THIRD TIME and each incident after: The child will not be allowed to ride the bus for one week.

Children will be returned to the Manchester Preschool Center.

Bus Behavior Policy:

If a child's behavior jeopardizes the safety of other children on the bus, the following procedure will be implemented:

FIRST: The Director of the program will call the parent, and suggestions for improving the behavior will be offered;

SECOND TIME: A written note will be sent to the parent with similar assistance around consequences;

THIRD TIME: The child will not be allowed to ride the bus for one week;

FOURTH TIME: If the child's behavior does not improve, a meeting with the Director, teacher and family advocate will be scheduled to discuss further action.

Clothing:

Children in our program engage in active play, which includes experimenting with many kinds of materials. It is recommended that they dress in comfortable, washable clothing. Rubber-soled, closed-toed shoes are strongly recommended. ***No Flip Flops!!!***

Parents must send in a complete change of clothing to be kept in school in case an emergency change is necessary. If an emergency change of clothes is necessary, please replace clothes immediately. All clothing should be clearly marked with your child's name. Make sure your child is dressed accordingly for the weather and season.

Security

Whenever someone other than a parent, guardian, or individual listed on the child's emergency card is going to pick up a child at the school, we **must** have a written note giving permission for the designated person to do so. ***Under no circumstances will we release a child to anyone without permission from a parent or guardian. The person picking up the child must have a photo identification.***

Parent Restriction Policy:

We must have copies of current court papers or divorce decrees in order to maintain the restriction of parents (and others) from visiting with/or picking up any child.

Child Abuse:

By law, we are required to report any suspected abuse or neglect. In each case, we file a report with the **Department of Children and Families (DCF)**. Our purpose in doing so is to protect the child, help the family resolve problems, and ensure needed support for the family.

Safety:

In a continuing effort to be responsible, the following policy has been established regarding children leaving the center. If for any reason, the center staff suspects that either alcohol or drugs impair an individual who is driving a child from the center, he/she will be asked to find a suitable driver. If this request is refused, the local police as well the **Department of Children and Families (DCF)** will be notified immediately.

Please remember our responsibility is to ensure the safety of your children.

Records & Confidentiality:

All information in a child's file is confidential and will not be released or distributed without written parental consent. Only those people directly related to implementing or monitoring a child's progress are allowed to see the files. The Manchester Head Start staff has access to the files, but may not remove any materials or breach confidentiality. Parents may review their children's records within two (2) business days following a request. Requests should be addressed to the Director.

We are a component of the Manchester school system; and as such, educational records are started for each child. Your child's school records will be forwarded to the respective kindergarten that he/she will attend.

Parents must sign a written release form before any records are sent to any school system other than Manchester.

Classroom Concern Procedure

Manchester Head Start

PROCEDURE WHEN A PARENT HAS A CONCERN ABOUT AN ISSUE INVOLVING THE CLASSROOM

Step # 1	Parent notifies the teacher of the concern. If concern is not resolved in a satisfactory manner, the teacher encourages parent to contact Family Advocate or the Director. Teacher informs Family Advocate and Director that the parent may be calling.
Step # 2	If the parent contacts the Family Advocate and the matter is not resolved in a satisfactory manner, the Family Advocate encourages the parent to contact the Director. Family Advocate informs teacher and the Director that the parent may be calling.
Step # 3	If parent contacts the Director and the issue is not resolved in a satisfactory manner, the parent can take the matter to the Policy Council for final resolution. Director notifies teacher and Family Advocate of the situation. Parent will need to contact Family Service Manager. Family Service Manager informs Policy Council of situation.

Revised by Policy Council on 6/12/13

Community Complaint Procedure

Concerns or complaints about the program by members of the community must first be directed to the Director for resolution. In the event that immediate resolution is not possible, the Director documents the complaint in writing and communicates the complaint to the Policy Council and the appropriate administrative level (**Manchester Superintendent**). The Executive Board of the Policy Council addresses the complaint in conjunction with the above administrative level. ***The full Policy Council will be involved only when it is necessary.***

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Revised by Policy Council on 6/12/13

Title IX Notice

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."

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.

NOTES:

STUDENTS **5013**

HARASSMENT

Harassment of a student by another student, a teacher or other staff member or visitors to our facilities, on the basis of sex or inclusion in a protected class under law creates a harmful school climate and is illegal under state and federal law. It is the policy of the Manchester Public Schools to maintain a school climate free from harassment, insults or intimidation on the basis of a student's sex or inclusion in a protected class. Manchester Public Schools will not tolerate harassment on any basis. In that regard, the examples set out below, addressing sexual harassment, should also be considered as examples of types of behavior, which will not be tolerated in connection with any protected class status.

A. 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.

While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of a student's grade or participation in an activity or class;

2. Submission to, or rejection of, such conduct by the individual is used as the basis of grade, access to classes or activities;

3. Such conduct has the purpose or effect of unreasonably interfering with a student's work performance or creating an intimidating, hostile, or offensive school environment for the child.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against harassment:

1. Unwelcome sexual advances from another student or teacher or other school staff, such as unwanted hugs, touches, or kisses;

2. Unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;

3. Dirty jokes, derogatory or pornographic posters, cartoons or drawings;

4. The threat or suggestion that assignments, grades, or participation depend on whether or not the student will submit to or tolerate harassment; and

5. Any sexual or romantic relationships between employees of the Board of Education and students are highly inappropriate and unacceptable whether or not they constitute sexual harassment as defined in this policy.

Any infraction of this policy by another student or an employee of Manchester Public Schools should be reported immediately to the principal or the Assistant to the Superintendent for Finance and Management or the Title IX Coordinator. Manchester Public Schools will endeavor to keep such reports or complaints confidential, sharing them with others only on a need-to-know basis, to enable their investigation and resolution. All reports or complaints of suspected harassment will be investigated in a timely manner and Manchester Public Schools will take whatever steps it considers appropriate to resolve the matter.

Retaliation against any student for complaining about harassment is prohibited under this policy and is illegal under state and federal law. Violations of this policy, including this anti-retaliation provision, will not be permitted and may result in discipline up to and including expulsion from school. Individuals who engage in acts of sexual or other forms of harassment may also be subject to civil and criminal penalties.

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).
- The Manchester Police Department (Telephone Number (860) 645-5500/Fax Number (860) 643-2939.

Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged harassment occurred. Remedies for sexual harassment include cease and desist orders, compensatory damages, reinstatement of grades or access to classes and activities.

HARASSMENT (3)

B. Other Forms of Harassment

Other types of harassment also are prohibited by federal or state law, such as harassment on the basis of race, color, religion, national origin, age, marital status, sexual orientation, past/present history of mental disorder, mental retardation, physical or learning disability including blindness, genetic information or any other characteristics protected by applicable law.

Therefore students of Manchester Public Schools should also report situations involving any of these other forms of harassment, through the complaint and investigation procedure set forth above. Any questions should be directed to the principal or the Assistant to the Superintendent for Finance and Management or the Title IX Coordinator. As with sexual harassment, students may make inquiries of, or file complaints with, the Connecticut commission on Human Rights and Opportunities.

The Assistant to the Superintendent for Finance and Management and Title IX Coordinator are responsible for compliance with Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1987, the Americans with Disabilities Act, and Title IX of the Education Amendments of 1972. The Director of Pupil Personnel Services and the Coordinator of School Health Services are responsible for compliance with Section 504 of the Rehabilitation Act of 1973.

Adopted: 3/23/87
Revised: 6/8/92
Revised: 7/12/93
Revised: 4/22/08
Revised: 1/25/10

HARASSMENT - ADMINISTRATIVE GUIDELINES

If a student believes that he/she is being or has been subject to behavior that could constitute harassment in any form, that person should immediately inform the perpetrator that his/her behavior is unwelcome, unacceptable, offensive, in poor taste, unprofessional, and/or highly inappropriate and that such behavior must stop. It is recognized, however, that victims of harassment are not always able to express their feelings to their harasser or to others. In all cases, the responsibility for ending the harassment rests with the harasser, not the victim.

As soon as a student feels that he or she has been subjected to sexual harassment or other forms of harassment, he or she should make a written complaint to the school principal or designee or the Title IX Coordinator or the Assistant to the Superintendent for Finance and Management or the Superintendent of Schools. Teachers, school counselors or other school personnel, who are formally or informally approached by students with sexual harassment concerns, are directed to personally escort the student to the appropriate school administrator.

Normally, complaints should be made within thirty (30) days of the act of harassment. Complaint forms are available in all school offices.

The complaint should state:

1. The name of the complainant and the date of the complaint,
2. The date of the alleged harassment,
3. The name or names of the alleged harasser or harassers,
4. Where such harassment occurred, and
5. A statement of the circumstances constituting the alleged harassment.

Any student who makes an oral complaint of harassment to personnel other than those listed above will be provided a copy of this regulation and a complaint form and will be instructed to make a written complaint pursuant to the above procedure. Should the student be unable to use written communication, the student may use any other generally accepted communication means or tools.

If the complainant is a minor child, the person to whom the complaint is given should consider whether a child abuse report is required by law.

Parents of the complainant and the alleged harasser (if it is another student) will be notified (see Policy # 5144 Discipline)

All complaints are to be forwarded immediately to the Assistant to the Superintendent for Finance and Management or the Title IX Coordinator unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools.

If possible, within five (5) working days of receipt of a written complaint, the complainant and his or her parent(s) shall be supplied with a copy of this Policy and Administrative Guidelines when necessary in order that he or she will be made fully aware of this or his/her rights and the Board's procedure for handling the complaint.

HARASSMENT - ADMINISTRATIVE GUIDELINES (2):

If possible, within five (5) working days of receipt of the complaint, the Title IX Coordinator or the Assistant to the Superintendent for Finance and Management shall commence a thorough investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including the complainant and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist.

The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.

The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser, and, as appropriate, to all others directly concerned.

If the complainant or alleged harasser is dissatisfied with the result of the investigation, he or she may file a written appeal to the Assistant to the Superintendent for Finance and Management Superintendent, who shall review the investigator's written report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The Assistant to the Superintendent for Finance and Management or the Superintendent may also conduct a reasonable investigation including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this interview, the Assistant to the Superintendent for Finance and Management or the Superintendent shall respond to the appellant, in writing, as soon as possible.

If after a thorough investigation, there is reasonable cause to believe that sexual harassment or other forms of harassment has occurred, the district shall take all other reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to sexual harassment or other forms of harassment may include:

1. Verbal reprimand
2. Parent/student conference
3. Detention
4. Removal from school activity
5. In-school suspension
6. Suspension from School
7. Expulsion from school

The administrator of each school shall place copies of this policy in school handbooks and notify parents and students of the policy.

HARASSMENT - ADMINISTRATIVE GUIDELINES (3):

It is understood that administrators may need to take interim measures to diffuse a situation while an investigation is ongoing. These measures should be non-punitive and should be solely for the purposes of separating the complainant from the alleged harasser. In all matters, the safety and the learning atmosphere of those involved should be the guiding factor.

Should the investigation conclude that a visitor to the building engaged in harassment of an employee or student, a complaint may be filed with the Manchester Police Department or other legal action may be taken.

Central Office Coordinator

The Title IX Coordinator, who may be reached at (860) 647- 3595 or Assistant to the Superintendent for Finance and Management, who may be reached at (860) 647-3444, will normally handle questions, complaints and other matters concerning sexual harassment.

Revised: 4/22/08
Revised: 1/25/10

MANCHESTER PUBLIC SCHOOLS
MANCHESTER, CONNECTICUT

HARASSMENT COMPLAINT FORM (STUDENT)

Any student who feels that he/she has been harassed in violation of Harassment Policy # 5013 may discuss and/or file a complaint with the principal or the school or the Title IX Coordinator (TELEPHONE (860) 647- 3595) or the Assistant to the Superintendent for Finance and Management for Manchester Public Schools, 45 North School Street, Manchester, CT 06042 TELEPHONE (860) 647-3444. Reporting should take place within 30 calendar days of the alleged harassment.

Date of Claim _____

Name of Student_____

Home address _____Telephone_____

Date(s) of Incident _____

Statement of Incident/issue (include all pertinent information: who, how, where, when, how often, feelings, witness):

Please attach any additional information/documentation as necessary.

A copy of the complaint, if requested, will be provided to the alleged harasser.

Signature of complainant _____

Signature of Principal _____
Or Assistant to the Superintendent for Finance and Management
Or Title IX Coordinator

Date received by the principal: _____

Forms are available from the school office, school counselors, the Title IX Coordinator, and the Human Resources Department of Manchester Public Schools.

Revised: 4/22/08
Revised: 1/25/10

Parent/ Guardian Signature Form

In order to ensure that all parents and guardians of Manchester Head Start students are familiar with our policies and procedures, we are asking you to take a few minutes to complete the following form.

Thank You For Your Cooperation.

I have read and understand the 2013-2014 Head Start Parent Handbook. I have shared the contents with my child and will do my best to support and reinforce the importance of these policies in discussion with my child whenever is appropriate.

Date _____

Teacher _____

Student's Name _____

Parent/Guardian _____

Manchester Preschool Center
60 Washington Street
Manchester, CT 06042
(860)647-3502
Fax: (860)647-5046

To: All Manchester Preschool Center Parents

In an effort to provide the best possible security for the students and adults in our building, effective Monday, February, 4, 2013, all family members and visitors to Manchester Preschool Center will need to sign in and receive a visitor's badge in order to enter either of our two classroom wings. All badges must be returned to the front desk when leaving the building. **This includes parents who are dropping off/picking up their students after 8:30 a.m.** Prior to 8:30 a.m., parents may wait with their children in the waiting area until the buses arrive and the bus students are escorted to their classrooms. **Photo ID must be presented at pick-up time. This includes parents.**

The procedure will be as follows:

1. Bus students will arrive at the school and be escorted to their classrooms as usual.

2. Part-day students who are brought to school before 8:30 a.m. may wait with their parent/guardian in the waiting room until the bus students arrive. The student will then be escorted to his/her classroom with the bus students.

3. ***Full-day students who are brought to school at 8:00 a.m.***: Parents must sign in at the front desk, receive a visitor's badge, bring their student to the multi-purpose room, and return the badge to the front desk.

4. Parents bringing any students in after 8:30 a.m., or picking up their students from school for regular dismissal at the end of the day or early dismissal for any reason, must sign in at the front desk, receive a visitor's badge, and return the badge to the front desk.

5. No one will be buzzed through to the east or west wings without a visitor's badge.

Numbered badges will be color-coded to indicate which wing the visitor is going to. In addition to monitoring school visitors, this will also help ensure that everyone in the building is accounted for when there is a fire or lockdown drill.

All staff members will cooperate with this effort and will not let parents into the classroom wings without having obtained a visitor's badge. In addition, teachers will reinforce that visitors must return their badges to the front desk. At any time during the day, we should be able to identify everyone in the building by the badge they are wearing as an MPC staff member, district staff member, or visitor to the school.

Please allow yourself some extra time for this security procedure.

Please feel free to contact me (860-647-3501; b08jreis@manchesterct.gov) if you should have any questions or concerns about this new policy.

Thank you for your cooperation.

Sincerely,

Jerry Reisman, Ph.D.
Principal

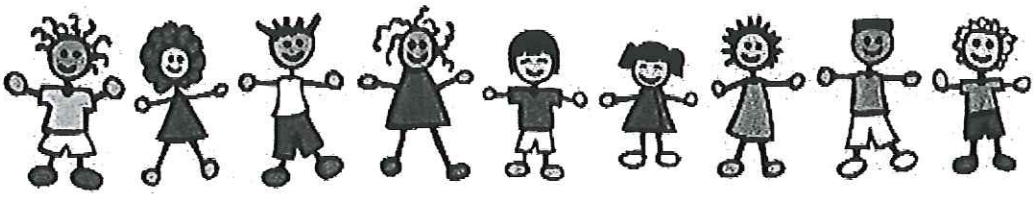
JR/gwg/ymm

Preschool Expectations

Be Safe

Be Kind

Do Your Best



As I Grow

Please….

Understand that I am growing up and changing very
fast. It must be difficult to keep pace
with me, but please try.

Listen to me and give me brief,
clear answers to my questions. Then
I will keep sharing my thoughts and feelings.

Reward me for telling the truth. Then
I am not frightened into lying.

Tell me when you make mistakes and what
you learned from them. Then I can accept that
I am OK, even when I blunder.

Pay attention to me, and spend time with me.
Then I can believe that I am important and worthwhile.

Do the things you want me to do. Then I
have a good, positive model.

Trust and respect me. Even though I am
smaller than you, I have feelings and needs just like you.

Compliment and appreciate me. Then I'll
feel good, and I'll want to continue to please you.

Help me explore my unique interests, talents
and potential. In order for me to be happy, I need
to be me, and not you or someone you want me to be.

Be an individual and create your own happiness.
Then you can teach me the same, and I can live a

Thank you for hearing me, I love you!

By Helen Rothschild