Student/Parent Handbook
2023-2024

"Our Words have Power…RUFF"
(Read, Understand, Feelings, and Facts)

Broad Brook School

14 Rye Street
Broad Brook, CT 06016

(860) 623 – 2433 (phone)
(860) 623-0717 (fax)
www.eastwindsork12.org

Principal: Laura Foxx -- lfoxx@ewct.org
Assistant Principal: Matthew Ryan – mryan@ewct.org

The East Windsor Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. The East Windsor Public Schools does not discriminate in any employment practice, educational 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, part of present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The East Windsor Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the East Windsor Public Schools nondiscrimination policies should be directed to:

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Title IX Coordinator
East Windsor Public Schools
70 South Main St.
East Windsor, CT 06088
860-623-5843
Lauren.Wilcox@ewct.org

Deirdre Osypuk Ph.D
Director of Special Education and 504 Coordinator
East Windsor Public Schools
70 South Main St.
East Windsor, CT 06088
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Cell Phone/Electronic Device Permission Form

I request that my son/daughter be allowed to bring a cell phone to school and I agree that he/she must adhere to the following rules:

- The cell phone may be carried into the school by my son/daughter and that he/she must immediately bring the cell phone to his/her locker. The cell phone must be turned off during the entire school day. When the regular school day is over, my son/daughter may obtain the cell phone from the locker and use it. The school is not responsible for any loss of an electronic device.

- Cell phones must not be used inside of the school from the time the student enters the building until the end of the regular school day. Students are not allowed to use a cell phone in the building prior to the start of the school day. Cell phones must be turned off when students enter the building.

- During the regular school day the only place the cell phone may be stored (in the off position) is in my son/daughter locker. If during the school day the cell phone is carried (in any way) by my son/daughter or by another student or if a staff member sees the cell phone during the regular school day that cell phone will be confiscated by a school administrator. Later it may be returned to the parent /guardian (according to the school's code of conduct).

- The phone must be turned off in the locker. If the phone is on or rings the phone will be confiscated by a school administrator. Later it may be returned to the parent/guardian (according to the school's code of conduct).

- Cell phones may be used by students after the regular school day (both inside and outside of the building). Cell phones may be used by students during transportation both to and from school.

- It is understood that the first opportunity students may use a cell phone (via this form) is after the conclusion of the regular school day. In order to allow for this privilege, this form must be signed by the student, the parent, and the principal and returned to the main office.

- Students who request to bring a cell phone to school for medical reasons or for volunteer ambulance reasons must follow the procedures outlined on this form.

- Students violating this policy shall be subject to disciplinary action up to and including suspension and/or expulsion.

Broad Brook School
2023-2024
Student / Parent Handbook

14 Rye Street
Broad Brook, CT

www.eastwindsork12.org

Office Telephones

Broad Brook School	**860-623-2433**
Broad Brook School Fax	**860-623-0717**
Student Attendance Mailbox	**860-6232433 press 1**
Broad Brook School Nurses' Office	**860-627-4986**
Broad Brook School Nurses' Office Fax	**860-386-6059**

BOARD OF EDUCATION AND CENTRAL OFFICE INFORMATION

SUPERINTENDENT OF SCHOOLS
Patrick Tudryn, Ed.D

ASST SUPERINTENDENT of PreK-12 Instruction
Darryl Rouillard

Director of Special Education
Deirdre Osypuk, Ph.D

PRINCIPAL
Laura Foxx

ASSISTANT PRINCIPAL
Matthew Ryan

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*Regular meetings of the Board of Education are held at Broad Brook School in Room A-5 on the second and fourth Wednesday of each month at 7:30 P.M.

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DISTRICT MISSION STATEMENT

East Windsor Public Schools will provide a high-quality, comprehensive, and meaningful education for all students within a safe and nurturing environment. Each student will be treated as an individual and taught to function as a member of a group and as a productive member of society. We will strive for each student to be proficient in all curricular areas. Our guiding principle: Inspiring growth. Achieving success.

East Windsor Public Schools
Strategic Plan Goals
2021-2026

GOAL 1 Expand Portrait of the Graduate to All Grade Levels	*Expanding Portrait of the Graduate to all grade levels.*

Strategy #1: Address K-12 curriculum needs.

Actions:	Timeline:	Led by:	Performance Indicators:
- Create curriculum revision cycle - Create timeline for curriculum revision	0-3 months	- Curriculum Director - PLCs - District and building administrators	- Curriculum maps completed - Annual audits completed - Data that shows improved student achievement - Design Summer Learning Plan
- Conduct an annual audit of the current curriculum	annually		
- Redesign summer learning programs to support student success	12-18 months		

Strategy #2: Enhance and expand Portrait of the Graduate model to all grade levels and inform students and parents of benefits.

Actions:	Timeline:	Led by:	Performance Indicators:
- Schedule district wide committee work days	0-3 months	- Curriculum Director - District Administrators - PoG committee	- Updated report cards - Completed rubrics - PD evaluations - Feedback from pilot of rubrics - Communications with families
- Draft rubrics - Share with district staff - Provide PD for all staff on use of rubric	12-15 months		
- Pilot rubrics - Revise rubrics - Include on report cards - Communicate with staff/community	16-18 months		

Strategy #3: Continue implementation of evidence and/or research based instructional strategies.

Actions:	Timeline:	Led by:	Performance Indicators:
- Identify building-based areas of need - Identify strategies based on areas of need - Provide professional development on instructional strategies - Conduct classroom walkthroughs to identify use of instructional strategies	0-3 months	- Curriculum Director - District Administrators - PoG committee	- Updated report cards - Completed rubrics - PD evaluations - Feedback from pilot of rubrics - Communications with families
- Identify and implement data review cycle	12-15 months		
- Provide feedback and/or professional development based on classroom walkthroughs	16-18 months		

GOAL 3 Updating and maintaining facilities	***EWPS Strategic Plan 2021-2026*** *Addressing facility issues, ensuring teaching and learning space is adequate for today's student needs.*

Strategy #1: Develop preventative maintenance plan.

Actions:	Timeline:	Led by:	Performance Indicators:
- Develop 3-year maintenance plan - HVAC - Fire protection - Plumbing - Electrical	Annual	- Facilities Director - Building Principals	- Completed 3-year plan supported through the budget

Strategy #2: Conduct facility needs assessment.

Actions:	Timeline:	Led by:	Performance Indicators:
- Develop survey – faculty and staff - Complete total assessment of current campus needs	16-18 months Annual	- Facilities Director - Superintendent - Building Principals - Finance Director - Faculty/Staff	- Completed assessment with cost analysis and input from faculty and staff

Strategy #3: Ensure equitable access to resources.

Actions:	Timeline:	Led by:	Performance Indicators:
- Complete feasibility study for future programs	16-18 months	- Facilities Director	- Align space needs with upcoming program of study

GOAL 4 Involving the Community – Improving communication and community outreach	***EWPS Strategic Plan 2021-2026*** *Through leadership of school administration and Board of Education, increase awareness and understanding of school system accomplishments and challenges.*

Strategy #1: Create and adopt a communications plan.

Actions:	Timeline:	Led by:	Performance Indicators:
- Create communications plan for buildings, district and BOE communications - Utilize communications plan - Complete website audit - Update website	6-12 months	- Superintendent - Building and district communications	- Creation of plan - Sample communication - New website

Strategy #2: Develop a plan to connect Alumni/seniors and other community groups with school programs/events.

Actions:	Timeline:	Led by:	Performance Indicators:
- Add school based events to school calendars - Follow communications plan related to communications - Establish community calendar	Annual Monthly	- Building Principals - PTO Leaders	- Coordinate calendar

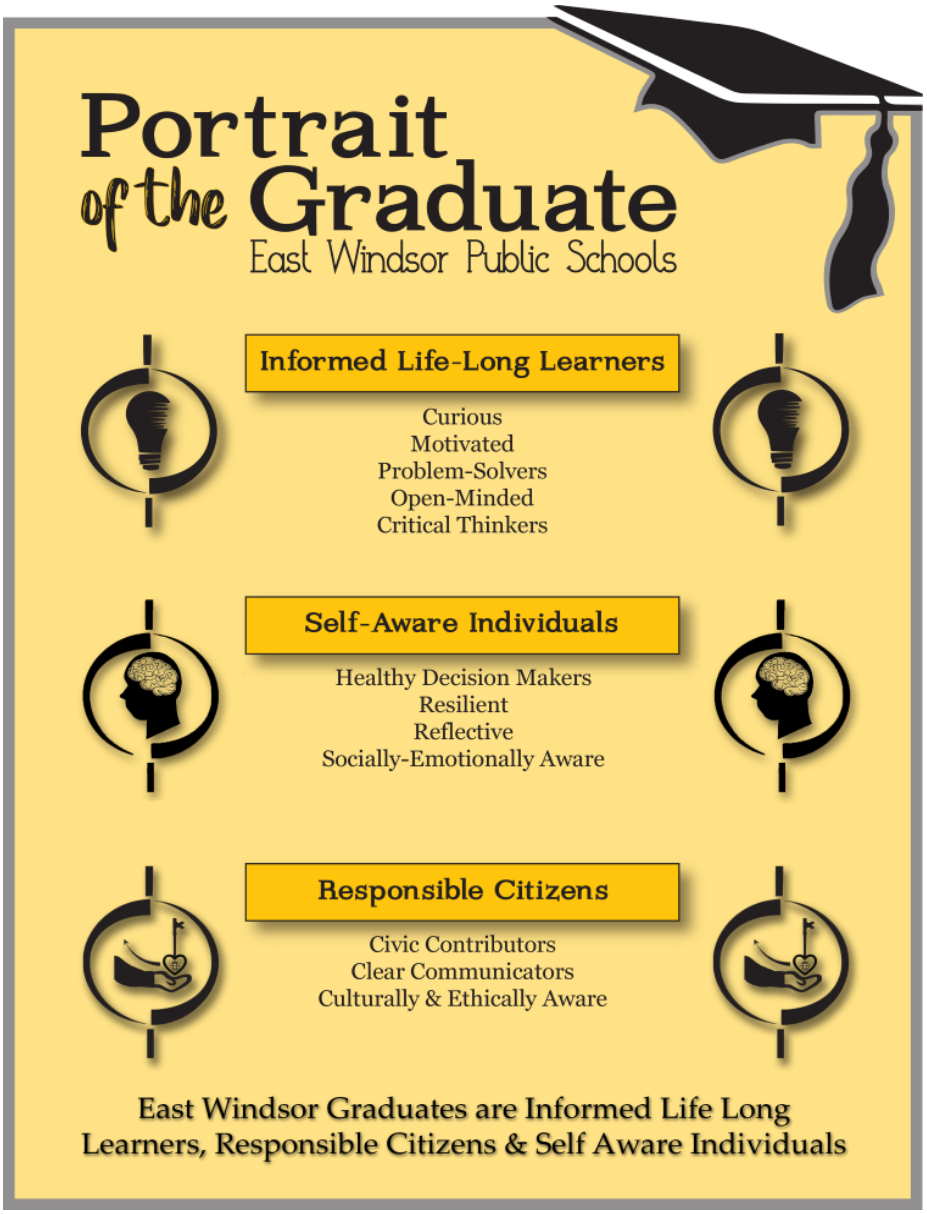
Strategy #3: Expand community outreach to support Portrait of the Graduate.

Actions:	Timeline:	Led by:	Performance Indicators:
- Work with all boards to gain awareness, understanding and support of plan	Annual	- Board of Education - Superintendent - Community Partners - Parent Groups	

Strategy #4: Plan for Community Celebration upon completion of Strategic Plan.

Actions:	Timeline:	Led by:	Performance Indicators:
- Organize a committee to plan event and potential fundraising event	5 year	- Superintendent - School Board - Community Partners	- Set date for event - Secure venue - Develop timeline for event planning

District Portrait of the Graduate



Broad Brook Mission Statement

The mission of Broad Brook School, a partnership of school, parents and community, is to prepare children for the future by providing knowledge and skills to achieve academic excellence, personal growth, and success in a safe, positive and diverse environment.

Broad Brook School's Instructional Focus

Communication

All Broad Brook School students will clearly communicate what they know and feel through precise language.

EWPS
East Windsor Public Schools
Our graduates go places!

BROAD BROOK ELEMENTARY

Laura Foxx
Principal
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Matthew Ryan
Assistant Principal
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860.623.2433
Fax 860.623.0717

14 Rye Street
Broad Brook, CT 06016

Fall 2023

Dear Broad Brook School Families,

Welcome to the Broad Brook School community! The administration, faculty and staff are happy to have you as a member of our learning community. We want to work together in partnership with you to ensure that your child has a successful academic school year.

At the Broad Brook School, our instructional focus is: All BBS students will clearly communicate what they know and feel through precise language. We are implementing promising practices to improve our instruction and help us achieve our school and district goals. As a school community we have high expectations for your child's academic and social development. Throughout the year, your child will be assessed to determine current instructional levels and receive direct instruction to ensure that he/she is making progress. In addition to implementing effective instructional strategies, we also employ the principles of Responsive Classroom, Restorative Practices and Social Emotional Learning Competencies to create a positive and nurturing learning environment in the classroom and throughout the school.

Home/school involvement is very important to a child's academic and social success. We encourage you to join the PTO and/or volunteer in school. By working together we can ensure that the needs of the whole child are met.

Please take time to review this handbook. It contains all of the policies and procedures that directly pertain to your child's education and well-being. I also direct you to use the parent portal and district/school website as additional resources to learn more about our school. This handbook is featured as a link on the parent page of the district website. www.eastwindsork12.org.

I encourage you to maintain an open line of communication between home and school. We will communicate to you through phone, email, parent portal, the website, and our monthly school newsletter. We hope that you will call or email us if you have any questions or concerns or need to share any information pertinent to your child's well-being or learning. All of the teachers' contact information is available on the website and by calling the school office.

Sincerely,

Laura Foxx
Principal

STUDENT SCHOOL SCHEDULES

Regular School Days

	Starting Time	Dismissal
East Windsor High School	7:30 A.M.	2:05 P.M.
East Windsor Middle School	8:10 A.M.	2:45 P.M.
Broad Brook Elementary School	9:05 A.M.	3:40 P.M.
A.M. Pre-K	9:05 A.M.	11:55 a.m
P.M. Pre-K	12:50 P.M.	3:40 P.M.

Shortend Days

	Starting Time	Dismissal	Conferences
East Windsor High School	7:30 a.m	12:00 P.M.	11:50 A.M.
East Winsdor Middle School	8:10 a.m.	12:45 P.M.	12:35 P.M.
Broad Brook Elementary School	9:05 A.M.	1:30 P.M.	1:20 P.M.
A.M. Pre-K	9:05 A.M.	11:15 A.M.	11:05 A.M.
P.M. Pre-K	11:15 A.M.	1:30 P.M.	1:20 P.M.

Two Hour Delay

East Windsor High School	9:30 A.M.
East Windsor Middle School	10:10 A.M.
Broad Brook Elementary School	11:05 A.M.
A.M. Pre-K	NONE
P.M. Pre-K	12:50 P.M.

PREFACE

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

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

The Student/Parent Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this handbook will be made available to students and parents/guardians through newsletters, web pages, and other communications.

ADMISSION/PLACEMENT

A student seeking enrollment in the East Windsor Public Schools for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the principal. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending review of information received from the previous school. Non-residents may attend school on a tuition basis provided space is available. Non-resident students from other school districts within the state, (districts in the Hartford, New Haven, Bridgeport and New London regions) who apply pursuant to Board of Education regulations, may enroll in particular programs or schools within the district on a space available basis, without payment of tuition, as part of the inter-district public school attendance program called Open Choice. The Regional Educational Service Centers will determine which school districts are close enough to make transportation feasible.

The parent or person having control of a child 17 years of age may consent to such child's withdrawal from school. The parent/guardian having control of a child 17 years of age may exercise the option by personally appearing at the school's office to sign a withdrawal form. This form will include an attestation from the school's guidance counselor or a school administrator that the district has provided the parent/guardian with information on the educational options available in the school system and in the community. A student who has attained the age of 17 and who has voluntarily terminated enrollment in the district's schools and subsequently seeks admission may be denied readmission for up to 90 school days from the date of such termination unless such student seeks readmission to the district not later than 10 school days after such termination in which school accommodation will be provided not later than three school days after such student seeks readmission.

A student, 19 years of age or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age 21.

Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

Parents of students attending the East Windsor Public Schools have the option to enroll their child(ren) in a magnet school with which the district is a non-participating district, if the magnet school has unused student capacity. The district will pay any tuition charge.

Ref. BOE Policy 5111.1; 5111.2; 5111.3; 5117.2; 5118

ARRIVAL/DEPARTURE

A.M. Routine

Buses arrive at school between 8:45 and 9:00 a.m. The following procedure will be in effect for the morning arrival of students.

Drop-off

1. At 8:45 AM students will be greeted at the entrance near the Pre-K Wing by a staff member. Only students will enter the building. If a parent has business in the main office or nurse's office they must go to the door for the main office vestibule and use the buzzer system to get assistance. As a reminder, students are not allowed at school until 8:45. To that end, parents and students will not be allowed in the building until 8:45. At 9:05 a.m. students are expected to report to class. Students who attend the Family Resource before school program or are signed in by a parent will be allowed to go to their classroom or breakfast at 8:45 a.m.

2. Classroom teachers will provide supervision in hallways near their respective classrooms during the arrival period.

3. The parent/guardian of a student arriving after 9:05 is likely to receive an automated message from the school that their child is absent, as he/she was not in school when attendance was taken.

Driving Students to School

1. When children are driven to school they must be walked to the building by an adult and then continue into the building on their own. When a student comes to school after 9:05 a.m. a parent must walk the child in and sign in at the office.

2. There is **no parking in front circle** as this is a fire lane and used for buses. Parking and standing are not permitted during the following times in the north black top area due to buses: 8:45 - 9:30 a.m., 11:45 -1:00 P.M. and 3:15 - 3:45 P.M.

Pick-up

Parents may pick up their child between 3:35-3:45 PM in the cafeteria, located behind the cafeteria. After 3:45 children may be picked up from the main office. Parent pick-up will not begin until 3:35 PM. Parents will be greeted in the cafeteria and asked to show a picture ID. Students will be released when their parent shows their ID and signs them out at the sign out counter. If you are picking up your child you need to send in a note with your child in the morning.

Parking

1. There are now designated visitor parking spots for parents. They are located in the parking lot on Rye Street and next to the school by the main entrance next to the main

office. We ask everyone to park in legal spaces and ensure that you and your child are able to exit and enter your vehicle safely.
2. From 8:00-9:05 AM the south parking lot (behind the cafeteria) will be closed to all traffic.
3. Do not park in front of the school on Rye Street from 8:30 AM - 4:00 PM as this area is needed to stage buses for arrival and dismissal.
4. For drop off and pick up parents must park in the Rye St. parking lot or at Town Hall.
5. If you need to pick up your child during the school day, there are two visitor parking spaces located next to the main office. If these are occupied please use the visitor spaces in the Rye Street parking lot.

Bussing

In order to ensure that all students are on the correct bus we will issue each student a bus tag. All students are expected to wear these tags on their backpack each day. The tags will provide the students, driver and staff a visual reminder of which bus the student needs to be on. Grade 1-4 students will receive their tag on their first day of school from their teacher. PK and Kindergarten students will receive their tag at the PK and Kindergarten meet and greet or the student's first day of school.

If you are allowing your third or fourth grade student to exit the bus without a parent/adult present you must send in a note. If you are allowing an older sibling to escort a K-2 student home please send in a note. Otherwise an adult must be present to meet your child at the bus stop.

Buses will unload and load in the front circle three at a time. Buses will stage on Rye Street. Please do not park in front of the school on Rye Street from 8:30 AM and 4:00 PM.

ASBESTOS

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The East Windsor Public Schools has plans on file showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Requests to review these plans may be made in the Business Office (860) 623-3346 ext. 7407.

ATTENDANCE

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

A student is considered to be "in attendance" if present at his/her assigned school for a minimum of three hours, or an activity sponsored by the school, such as a field trip. A student serving an out-of-school suspension or an expulsion will always be considered absent.

Absence

Every attempt should be made to schedule necessary appointments after school, on weekends and during vacation periods. Board of Education policy strongly encourages the scheduling of family vacations and trips during times that coincide with school vacations. If you withdraw your child prior to the last day of school for an extended vacation, the missed days will be considered absences. Excessive absences may result in your child being considered chronically absent.

When a parent/guardian determines that an absence is necessary, the parents/guardians are required to contact the school prior to the start of the school day on the day of the absence by calling the Broad Brook School at 860-623-2433 or sending an email to the main office staff. The parent/guardian can also send a written excuse note to the school office on the date of the student's return.

Excused Absence

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

For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence. For parents to excuse the absence they must write a note, call the school or email the office staff.

Additional acceptable documentation could include a signed note from a school official that spoke directly with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional as appropriate.

Separate documentation must be submitted for each incidence of absenteeism.

In cases of personal family matters or emergencies, school administrators and/or their designees will work with families to obtain appropriate documentation.

In order for any absence after the ninth absence to be excused, the following reasons are permitted by Connecticut state law:

1. Personal illness verified by a licensed medical professional "licensed medical professional" will mean: medical doctor (M.D), doctor of osteopathic medicine (D.O.), advanced practice registered nurse (A.P.R.N.), or Physician's Assistant (P.A.). In addition, a psychiatrist or licensed clinical social worker will be considered a "licensed professional" for purposes of documentation.

2. Emergency family situations beyond the control of the student's family or death in the family.

3. Observance of recognized religious holidays when the observance is required during the regular school day.

4. Mandated court appearances that cannot be made outside of regular school hours (documentation required).

5. Extraordinary educational opportunities pre approved by school administration.

6. Lack of transportation that is normally provided by a district other than the one the student attends.

At any time, the school may choose to verify any and all notes for excused absences.

Children of Service Members

An enrolled student, ages 5 to 18, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted 10 days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.

The responsibility for makeup of work lies with the student. Teachers will make work available that was missed during an absence. Unless a student has an extended illness, all makeup privileges must be completed no sooner than 48 hours after his/her return to school, or within a time equivalent to the length of the absence. For example, if a student was absent for four days, he/she would have four days after his/her return to complete missed work.

If a student is absent for two or more consecutive days, the parent/guardian may call the school's main office to request work. The school requires at least 24 hours' notice to collect the work.

Unexcused Absence

An unexcused absence occurs when a student is out of school for reasons other than those approved as excused absences. When a student is absent for an unexcused reason, the amount and kind of assistance provided shall be at the discretion of the student's teacher(s) after consultation with the building administrator.

Absences which are the result of school or district disciplinary action are considered unexcused, according to Connecticut state law.

Although the school will maintain records and keep parents/guardians informed within the limit of its capability, parents/guardians and students are expected to keep accurate attendance records. The district will provide attendance information multiple times annually, including but not limited to: progress reports, report cards, and attendance letters. Parents/guardians are also encouraged to contact the teachers and administrators to get help in verifying attendance and attendance records at any time during the year.

Leaving School Grounds

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parent/guardian and school administration**.** In the event a student under the age of 18 leaves school grounds without permission, the parent/guardian will be notified and the police contacted.

Release of Students from School

In the event it is necessary for a student to be dismissed early, a parent/guardian should send a written request to the school office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian. If positive identification cannot be established, the request for dismissal will not be honored. If someone other than a parent/guardian picks up the student, the parent/guardian must provide written notification of the dismissal, to include the name of the person to whom the student will be released. In cases where an individual comes to the school requesting the release of a student, every precaution will be taken to identify the individual and to make sure the individual has the authority to request the release.

All parties, including parent/guardian, dismissing a child from school will be required to present picture identification.

Tardiness

Students who are not in class by 9:05 a.m. are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant.

Truancy

A student between the ages of 5 to 18 with four unexcused absences in one month or 10 unexcused absences in a school year will be considered truant. Test and academic work missed on the days that the student is truant may be recorded as a zero grade.

An automated phone message will be sent to parents/guardians requesting documentation to excuse absences/tardy arrivals when a student reaches two unexcused absences in a month, three excused/unexcused absences by November 1st, and/or three tardy arrivals in a marking term. Parents/guardians will be required to meet with administration, the outreach social worker and the nurse leader when their child reaches four unexcused absences in a month, six excused/unexcused absences by November 1st, nine excused/unexcused absences in a year, and/or six tardy arrivals in a marking term. Home visits may be conducted by school staff when two unsuccessful attempts at meeting with a parent/guardian at school have occurred or the student's absences reach 10 or more.

The East Windsor Public Schools will collaborate with parents/guardians to address attendance and truancy issues. The district's goal is to develop a plan that best supports the student when he/she is experiencing academic, medical and/or social-emotional concerns. Attending school regularly helps students feel better about school and themselves! Parents/Guardians have the responsibility to assist school officials in remedying and preventing truancy. If the school is unable to receive support from the parent/guardian and the student continues to be truant, the attendance team will refer the family to community agencies which includes, but is not limited to, contacting the Department of Children and Families.

Information about truancy will also be posted in the annual strategic school profile reports.

See the attendance grid on the district website for more information.

Ref. BOE Policy 5113; 5113.2

BIRTHDAYS/CELEBRATIONS

Birthday Invitations

The practice of distributing invitations to birthday parties or holiday cards (ex: Valentine's Day) at school can cause hurt feelings and misunderstanding when some children are excluded. Therefore, the staff and school principals have agreed the following practice will be followed and request the cooperation of parents/guardians.

Invitations for birthday or other similar parties or other holidays will not be distributed in classrooms or at school unless given to all children in a classroom.

Celebrating Special Days in School

With our focus on healthy eating, as well as our concern for students with different food allergies, students will not celebrate birthdays or other special days with food. However, birthdays are a special day in school and we love to make your child feel special while we help them celebrate. Here are some suggestions if you would like to send your child in with something special for his/her class:

- A book in honor of your child to keep in our class library

- Pencils or stickers
- An educational game or toy we can use during the school year

BOARD OF EDUCATION

Board members are unpaid, elected, public officials with the responsibility for governance of the school district.

In order to perform its duties in an open and public manner and in accordance with state law, the East Windsor Board of Education holds regular business meetings on the second and fourth Wednesday of each month at 7:30 p.m. at Broad Brook School in room A5. Please see the Board of Education meeting schedule on the district website, www.eastwindsork12.org. Parents/Guardians, students, and other community members are encouraged to attend.

Ref. BOE Policy 1000

BULLYING

The East Windsor Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus 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 the 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.

For purposes of this policy, **"Bullying**" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or

more students repeatedly directed at another student attending school in the same school district, that:

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.

Bullying shall include, 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.

For purposes of this policy, **"Cyberbullying"** 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.

Consistent with the requirements under state law, the East Windsor Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

(1) enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually of the process by which students may make such reports;
(2) enable the parents or guardians of students to file written reports of suspected bullying;
(3) require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;

(4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section;

(5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;

(6) include a prevention and intervention strategy for school employees to deal with bullying;

(7) provide for the inclusion of language in student codes of conduct concerning bullying;

(8) require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;

(9) require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;

(10) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;

(11) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;

(12) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;

(13) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;

(14) require the principal of a school, or the principal's designee, to notify the Safe School Climate Coordinator or appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;

(15) prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional

board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;

(16) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and

(17) require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivision (9) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

Safe School Climate Plan

The Board is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

I. Prohibition Against Bullying and Retaliation

A. 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 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. In addition to prohibiting student acts which constitute bullying, 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 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.

II. Definition of Bullying

A. **"Bullying"** means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, 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 shall include, 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. **"Cyberbullying"** 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 an evidence-based model 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 education for bullying prevention and social emotional learning in kindergarten through high school, (5) individual interventions with the student found to have engaged in bullying or other similar behaviors, parents and school employees, and interventions with the targeted child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer mentoring, support, and (8) promotion of parent involvement in facilitating a safe school climate 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; **"School-Sponsored Activity"** shall mean 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

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator ("Coordinator"). The Coordinator shall:

1. Be responsible for implementing the district's Safe School Climate Plan ("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 every other month during the school year to discuss issues relating to safe school climate in the school district and to make recommendations concerning amendments to the district's Plan.
5. Successfully complete, for the school year commencing July 1, 2014, the mental health first aid training provided by the Commissioner of Mental Health and Addiction Services (Such training only required once.)
6. In coordination with the Superintendent and/or Assistant Superintendent, oversee the development and implementation of a curriculum addressing social emotional learning competencies and continuous improvement of safe school climate.

B. Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, the principal or his/her designee of each school shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate reported acts of bullying and act as the primary school official responsible for preventing,

identifying and responding to reports of bullying in the school in conjunction with the Safe School Climate Coordinator.

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 shall establish a committee or designate at least one existing committee ("Committee") in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to social emotional learning and bullying prevention in the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal, except when such inclusion may compromise the confidentiality of students.

B. The district Safe School Climate Plan will support the following five Standards:

Standard 1: Develop a shared vision and plan for promoting, enhancing and sustaining a positive school climate.

Standard 2: Develop policies that promote social, emotional, ethical, civic, and intellectual learning as well as systems that address barriers to learning.

Standard 3: Implement practices that promote the learning and positive social, emotional, ethical and civic development of students and student engagement as well as addressing barriers to learning.

Standard 4: Create an environment where all members are welcome, supported, and feel safe in school: socially, emotionally, intellectually and physically.

Standard 5: Develop meaningful and engaging practices, activities and norms that promote social and civic responsibilities and a commitment to social justice.

C. The Safe School Climate Committee shall: 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.

D Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student,

including, but not limited to, receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.

E. Not later than January 1, 2012, the Board of Education shall approve the Safe School Climate Plan developed pursuant to Board policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school districts web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

VI. Procedures for Reporting and Investigating Complaints of Bullying

A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist and all reports shall be forwarded to the Safe School Climate Coordinator for review and actions consistent with this Plan.

B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or Coordinator shall meet with the student (if the student's identity is known) 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. All anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous complaint.

C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee shall then file a written report not later than two (2) school days after making such oral report.

D. The Safe School Specialist, in conjunction with the Safe School Climate Coordinator shall be responsible for reviewing any anonymous reports of bullying and shall investigate all reports of bullying and ensure that such investigation is

completed promptly after receipt of any written reports. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.

E. In investigating reports of bullying, the Safe School Climate Specialist, in conjunction with the Safe School Climate Coordinator will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist or Coordinator will 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. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist, in conjunction with the Safe School Climate Coordinator shall 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 shall include a description of the school's response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.

B. In any instance in which bullying is verified, the Safe School Climate Specialist, in conjunction with the Safe School Climate Coordinator shall also 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 separate meetings to communicate the measures being taken by the school to ensure the safety of the student/target and to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII. A., as it must include a description of the school's response to such acts, along with consequences, as appropriate.

C. If bullying is verified, the Safe School Climate Specialist, in conjunction with Safe School Climate Coordinator and mental health personnel in the school shall develop a student safety support plan for any student against whom an act of bullying was directed. Such a support plan will include safety measures to protect against further acts of bullying.

D. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated

bullying incidents by the same individual. This plan may include safety provisions, as described above, for students against whom acts of bullying have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the responsible administrator.

VIII. Notice to Law Enforcement

A. If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, the Safe School Climate Coordinator, on behalf of the principal, shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Safe School Climate Coordinator, on behalf of the principal, may consult with the school resource officer, and other individuals deemed appropriate.

B. If a bullying complaint raises concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national origin, sex, sexual orientation, age or disability), the Safe School Climate Specialist, in conjunction with the Safe School Climate Coordinator shall also coordinate any investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.).

IX. Documentation and Maintenance of Log

A. Each school shall 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 written 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 shall maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request. Consistent with district obligations under state and federal law regarding student privacy, the log shall not contain any personally identifiable student information, or any information that alone or in combination would allow a reasonable person in the school community to identify the students involved. Accordingly, the log should be limited to basic information such as the number of verified acts, name of school and/or grade level and relevant date. Given that any determination of bullying involves repeated acts, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of

bullying unless the specific actions that are the subject of each report involve separate and distinct acts of bullying. The list shall be limited to the number of verified acts of bullying in each school and shall not set out the particulars of each verified act, including, but not limited to any personally identifiable student information, which is confidential information by law.

C. The Principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

X. Other Prevention and Intervention Strategies

A. There is no one prescribed response to verified acts of bullying. Traditional disciplinary action against the perpetrator of such bullying, whether, and to what extent, to impose disciplinary action is a matter for the professional discretion of the building principal (or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint. As discussed below, schools may also consider appropriate alternatives to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.

B. The following sets forth possible interventions which may also be utilized to enforce the Board's prohibition against bullying:

i. Non-disciplinary Interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. Students may also be subject to other forms of restorative practices or remedial actions, appropriate to the age of the students and nature of the behavior.

ii. Disciplinary Interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences up to and including suspension and expulsion. Anonymous complaints, however, shall not be the basis for disciplinary action.

iii. Interventions for Bullied Students

The building principal or his/her designee shall intervene in order to address incidents of bullying against a single individual. A student who is

the target of bullying will have a Safety and Support Plan which may include the following:

a. Counseling;

b. Increased supervision and monitoring of student to observe and intervene in bullying situations;

c. Encouragement of student to seek help when victimized or witnessing victimization;

iv. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school. Such prevention and intervention strategies may include, but are not limited to:

a. School rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;

b. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;

c. Inclusion of grade-appropriate social emotional learning and bullying prevention curricula in kindergarten through high school, which will include instruction regarding building safe and positive school communities including developing healthy relationships, sexual abuse education and preventing dating violence as deemed appropriate for older students;

d. Individual interventions with the perpetrator, parents and school employees, and interventions with the targeted student, parents and school employees;

e. School-wide training related to safe school climate, which may include Title IX/sexual harassment training, Section 504/ADA training, mental health first aid, sexual abuse prevention and intervention, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;

f. Student peer mentoring, education and support;

g. Promotion of parent involvement in bullying prevention through meetings, trainings and individual interventions;

h. Implementation of an evidence-based model approach for safe school climate and for the prevention of bullying, including any such program identified by the Department of Education;

i. Use of discipline strategies that promote social and civic learning;

j. Planned professional development addressing prevention and intervention strategies, which may include building health relationships, preventing sexual abuse and dating violence, school violence prevention, with a focus in evidence-based practices

k. Use of peer mentors to help support a healthy school

l. Avoidance of sex-role stereotyping;

m. Continuing awareness and involvement on the part of school employees and parents with regards to prevention and intervention strategies;

n. Modeling by teachers of positive, respectful, and supportive behavior that promotes a physically, intellectually, and emotionally safe and supportive teaching environment;

o. Building a community that celebrates individual and collective accomplishments and promotes a collaborative and supportive atmosphere.

C. In addition to prevention and intervention strategies, administrators, teachers and other professional employees educate students about socially appropriate behavior Administrators, teachers and other professional employees will intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of "bullying."

XI. Annual Notice and Training

A. Students, and parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.

B. The Board shall provide for the inclusion of language in student codes of conduct concerning bullying.

D. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district's safe school climate plan and require that all school employees annually complete training on the identification, prevention and response to bullying as required by law.

XII. School Climate Assessments

On and after July 1, 2012, and biennially thereafter, the Board shall require each school in the district to complete an assessment using the school climate assessment instruments,

including surveys, approved and disseminated by the Department of Education. The Board shall collect the school climate assessments for each school in the district and submit such assessments to the Department.

Ref. BOE Policy 5131.911

CAFETERIA

The East Windsor Public Schools participates in the National School Lunch Program and offers to students nutritionally balanced meals daily. Free breakfast and lunch are available for all students. We are a CEP Certified School District. Information on this program can be obtained from the Director of Food Services at (860) 623-2433 ext. 5131.

Food and beverages offered for sale to students, whether in the cafeteria, school store, or vending machines will meet federal and state standards and guidelines. Sodas and sports drinks will not be available for sale.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur.

Each student in the East Windsor Public Schools has a point-of-sale cafeteria account. Participation is voluntary. Parents/guardians may deposit money in advance on a student account using the point-of-sale system's online account.

The benefits of using an online account include:

- There is no money lost between home and the serving lines.
- Payments can be made by credit card or electronic check (ACH) 24 hours a day, 7 days a week at the parent/guardians' convenience.
- Parents/guardians can review what students are actually purchasing along with account balance information.

Negative Balances

A negative balance status occurs when the student has made more charges than are covered by the credit on his/her account. This can be avoided by making a payment in the form of cash, electronic check or by credit/debit card on the online account.

Unpaid charges reduce revenue, which affects the Food Services Department's ability to pay expenses. Uncollected charges may result in higher meal prices for all students.

When a student has a negative balance the following procedures for feeding students will be used:

A. At the Elementary School level:
B. Gentle reminders will be given by cashiers that it is time to bring lunch money to the cafeteria.

1. Notices will be sent home notifying parents/guardians of the negative balance.
2. After five days of a negative balance, the student will receive a sandwich of his/her choice, milk and fruit and will be charged for lunch.
3. Alternatives will be available to students with allergies.

B. At the Middle and High School levels:

1. Reminders will be given to students by the cashiers that their balance is low and no charge for extra food or snacks will be allowed.
2. After three days of a negative balance, the student will receive a sandwich of his/her choice, milk and fruit and will be charged for lunch.
3. Alternatives will be available for students with allergies.

After five days with a negative balance, a phone call will be placed to the parents/guardians as a reminder that there is a negative balance on the student's account.

If every attempt is made to collect money from the parent/guardian, a referral will be made to the School Social Worker who will contact the parent/guardian to determine if additional community or school resources may be needed. If a negative balance remains, the Food Service Director will refer the matter to the Business Office.

Breakfast and Lunch program

Menus are made available on a monthly basis and parents/guardians and students are encouraged to review it to help plan which lunches will be bought. Menus are also posted on the district website.

Breakfast
Broad Brook Elementary School will provide breakfast starting at 8:45 a.m. on all school days with a regular start time. In the case of a delayed school opening breakfast will not be served.

Lunch
Hot lunch, sandwiches, snacks, juice, and milk are available for purchase each day.

Online Account

The online account is available at https://payschoolscentral.com/#/user/login

Ref. BOE Policy 3542.31; 5141.23; 6142.101

CHEATING/PLAGIARISM (Academic Dishonesty)
Students are expected to pursue their school work with integrity and honesty. Cheating and/or plagiarism demonstrate a lack of integrity and character that is inconsistent with district goals and values. No form of cheating and/or plagiarism is acceptable. The misrepresentation by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidents require disciplinary action. Consequences for cheating and/or plagiarism will take into account the grade level of the student and the severity of the misrepresentation.

Ref. BOE Policy 5121.3

CHILD ABUSE
All school employees, including but not limited to: teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including school counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families. Specific procedures governing the reporting of abuse and neglect are in effect and staff receive yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect, a report will be made. The school will work with the parents/guardians and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as: malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

Ref. BOE Policy 5141.4

COMPUTER RESOURCES
District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents/guardians are asked to review Board of Education policies regarding appropriate use of

these resources. Violations of these policies may result in withdrawal of privileges and other disciplinary action.

Students and parents/guardians should be aware that e-mail communications using district computers are not private and may be monitored by staff. Students may not access social media sites using district equipment unless the posting is approved by a teacher. East Windsor Public Schools will not be liable for information posted by students on social media websites, such as Facebook, Instagram, YouTube, etc., when the student is not engaged in district activities and not using district equipment.

The district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and Internet access, and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the East Windsor Public Schools and no user shall have any expectation of privacy regarding such material.

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

Ref. BOE Policy 6141.321; 6141.323; 6141.3291

CONDUCT

Students are responsible for conducting themselves properly in a manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation, including bus stops. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct, regardless of time or location.

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

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

RESPONSE TO VIOLATION OF BEHAVIORAL EXPECTATIONS

East Windsor Public Schools is committed to providing a safe and caring school environment. Our school community's response to violations of behavioral expectations is an opportunity to teach the student acceptable behavior. This allows us to enforce limits that support the safety of our schools and to encourage a sense of community. East Windsor Public Schools believes the principles of effective discipline revolve around engaging students to develop the necessary skills for navigating the critical tasks from childhood through adolescence and into young adulthood. The student exercising choice and learning from the consequences of those choices is a critical skill. Included with our proactive approach to setting expectations and applying limits, we will use a Restorative Practice approach. In this way we will encourage students to accept responsibility for how their behavior affects others while, hopefully learning the personal skills to be a successful member of a community.

An integral component to our process is teaching social-emotional learning competencies (self-awareness, social-awareness, self-management, responsible decision-making, and relationship skills) with an emphasis on teaching accountability and citizenship. Teachers encourage the social competences by utilizing age-appropriate and progressive consequences such as reminders, restating expectations, restorative practices within the classroom, parent contact and other teacher-level consequences. These interventions are utilized when possible, based on the frequency and severity of the behavior. Students who violate behavioral expectations will make amends, take actions to repair their relationships with others, and will receive additional consequences based on the severity of the violation.

In all cases, disciplinary measures will be appropriate for the offense, taking into account the chronological age and developmental level of the student. Administrators have the ability to use their discretion in assigning interventions and/or consequences. If a student consistently violates social and behavioral expectations, they will be subject to further actions that may include but are not limited to detention, removal from class, suspension, and expulsion. In addition, if a violation of the law is suspected, law enforcement can be contacted. Students who violate publicized Board of Education policy are subject to discipline if misconduct is seriously disruptive of the educational process including such conduct that occurs off-school property and during non-school time.

These guidelines outline our district's beliefs that responses to behavior should include proactive strategies, supportive interventions and appropriate consequences. These guidelines also apply to in school, extra-curricular activities, and can be applied for out of school misconduct, if such conduct seriously disrupts the school environment. As noted above, these are general guidelines. All listed responses may not be utilized in every situation, the specific response is based on the teacher or administrator's discretion. In addition, not every possible behavior is included, teachers or administrators may identify other behaviors that are appropriate to address.

RESPONSE TO BEHAVIOR

LEVEL ONE	LEVEL TWO	LEVEL THREE Based on development level of students	LEVEL FOUR
Dress code violations Disruptive behavior (including horseplay) Electronic device misuse (phone/computer) Pass violation/unauthorized area Insubordination Tardiness/cutting (1st offense) Profanity-non directed Cheating/plagiarism (1st offense) Cutting detention (1st offense) Falsifying documents/signatures Inappropriate displays of affection	Chronic Level One violations – documented Profanity – directed Abusive language – ridicule False information Theft minor Vandalism minor Other as determined by administration Smoking violation	Chronic Level Two violations – documented Ethnic or racial slurs Sexual comments Gross sexual conduct Physical altercation Threatening Bullying/harassment Other behaviors that result in safety concerns Alcohol (possession, distribution or selling) Other as determined by administration	Response dictated by state statute Drugs (possession, distribution or selling) Weapons Intentional action that results in evacuation or institution of safety procedures Assault which results in injury Fireworks Non-consensual sexual conduct Other behavior as determined by administration
PEOPLE INVOLVED WITH INTERVENTION	**PEOPLE INVOLVED WITH INTERVENTION**	**PEOPLE INVOLVED WITH INTERVENTION**	**PEOPLE INVOLVED WITH INTERVENTION**
Teacher Parent Supervising Adult	All previous staff plus: Behavior Interventionist Social Worker School Counselor Administrator School Resource Officer	All previous staff plus: Administrator Police	Administrator Police

POSSIBLE RESPONSE TO BEHAVIOR	POSSIBLE RESPONSE TO BEHAVIOR	POSSIBLE RESPONSE TO BEHAVIOR	POSSIBLE RESPONSE TO BEHAVIOR
Redirection Restatement of expectations Verbal warning Calming break Buddy teacher Student/teacher conference Restorative action Loss of classroom privilege Lunch detention Teacher detention Parent contact	All previous interventions considered plus: Consultation with Social Worker Parent/teacher meeting Letter sent home Formal student/teacher conference Restorative group School based community service Alternative environment Short-term restorative counseling Written reflection Incentive plan Check in/check out Restricted activity	All previous interventions considered plus: Parent/administrator meeting Meeting with SRO Internal suspension Out of school suspension Community Service Restorative work/restitution Restorative group (ind. Focus) Student/administrator contract Possible referral for consideration of expulsion Possible referral to law enforcement	Referral to law enforcement Referral for consideration of expulsion

Broad Brook School Expectations

Broad Brook School has adopted and intertwined the philosophies and practices of Responsive Classroom. We believe in building on student strengths, academically and socially as well as proactively instructing desired behavioral expectations to all students.

Students of Broad Brook School follow our school rules, known as our ABC's:

Always Do Your Best

Be respectful

Care for ourselves, each other and our school.

Student Recognition

When students are following the school wide rules and expectations, we will recognize these students in one or more of the following ways:

- Recognition at our school wide assemblies
- Classroom recognition system
- Notes or phone calls home
- Lunch with a staff member
- Verbal recognition and praise

ABC's of Behavior at Broad Brook School

Always do our best

- Walk quietly in the hallways
- Use appropriate language
- Follow adult directions
- Take pride in your work
- Follow the rules in school, on the playground and on the bus
- Be prepared and ready to learn
- Be a role model to other students in school and on the bus
- Include other students on the playground
- Use the bathroom appropriately and use good hand hygiene

Be Respectful

- Treat fellow students and adults in a positive and polite manner
- Listen when others are talking
- Follow directions
- Be truthful to peers and adults
- Enter a room quietly
- Recognize others' personal space
- Use a quiet voice in classrooms, hallways and cafeterias
- Wait patiently in lines and keep hands and feet to yourselves
- Be considerate of others and their feelings

Care for ourselves, for others and our school

- Control your body
- Take responsibility for your actions
- Use appropriate language and kind words
- Be a role model to other students in school and on the bus
- Use hand hygiene in the bathroom
- Play safely on the playground
- Recognize others personal space and boundaries
- Keep hands and feet to yourself at all times
- Be fair, honest, and take turns with others
- Respect our school community by keeping it clean and tidy

Dress Code

The Board of Education encourages students to dress in a manner that reflects pride in and respect for themselves, their school and their community. To promote a positive, safe and non-disruptive learning environment, proper attire should be worn. Therefore, the following attire is prohibited in the East Windsor Public Schools during the designated school hours:

1. Coats, jackets or other attire normally worn as outerwear during the academic day. Outerwear includes coats and other bulky clothing the administration deems inappropriate. Outerwear shall not be worn, carried or kept in the classroom during regular school hours.

2. Head coverings of any kind including, but not limited to, scarves, bandanas, masks, kerchiefs, visors, hats, caps, or hoods during the school day and at any other school function with the exception of athletic events. Approved coverings worn as part of a student's religious practice or needed due to medical reasons with appropriate documentation, shall not be prohibited under this policy. Exceptions may be made by building administrators in cases of unique circumstances.

3. Footwear which mars/damages floors or is a safety hazard during the school day. Flip flops are considered a safety hazard at the elementary level and are not permitted.

4. Sunglasses (unless required by a doctor's order) during the school day and at other school functions.

5. Spiked bracelets, multi-finger rings, belts, or any other article of attire with spikes attached, during the school day and at other school functions.

6. Attire or accessories which portray disruptive writing or pictures during the school day and at other school functions.

7. Attire or accessories which depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages during the school day and at other school functions.

8. Any clothing that, due to its design or fit, is in any way disruptive to the educational process during the school day and at other school functions. This disruptive clothing includes see-through or revealing clothing, exposed underwear or underwear used as outerwear.

9. Shirts or garments which reveal the abdomen (i.e. tops exposing the midriff; tube tops), chest, or have an open back or shirts that reveal undergarments or are undergarments. Spaghetti straps are not permitted.

10. Shorts, skirts or pants which reveal the upper thigh (within finger length) and/or ripped pants that reveal the upper thigh. Pants, skirts and shorts must be worn above the hip bone at all times.

11. Sleepwear such as pajamas and slippers are prohibited. Pajama pants which meet all other criteria in the dress code or slippers with hard sole are able to be worn.

12. For students in grades K-8, backpacks and/or book bags should be viewed as a means of carrying books to and from school. Backpacks and/or book bags must be left in lockers during the school day.

13. Use of backpacks and/or book bags is permitted throughout the day for students in grades 9-12 but should not pose an obstruction to safe passage in the classroom or in the corridors.

Students found in violation of this policy will be required to change their clothes before returning to class. Continued violations will be subject to disciplinary action.

Appeal Process

Students or parents may appeal administrative decisions regarding dress code by first discussing the decision with the administrator who made the decision. Any further appeal must be made in writing to the principal and the appeal must demonstrate:

1. A rule being unfairly applied; or
2. A violation or misinterpretation of a policy or rule.

The Principal will hear the appeal informally in a timely manner which he/she deems appropriate to the situation. The Principal's decision will be final unless the decision is appealed. Any appeal beyond the Principal will be conducted at the Superintendent's level. The Superintendent's decision shall be final.

Smoking

Smoking, use of smokeless tobacco products, electronic nicotine delivery system ("e-cigarettes"), vaping pipes, possession of tobacco substances, or smokeless products in school buildings, in transportation vehicles under the direction of the Board of Education, on school property, at any school function, extra-curricular event, field trip or school related activity supervised by East Windsor personnel is prohibited by state and federal law.

Substance Abuse

The East Windsor Public Schools prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this policy will be subject to disciplinary action.

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician.

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

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

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

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

Ref. BOE Policy 1331; 5113; 5131; 5131.1; 5131.6; 5132;

Expulsion

A student may be removed from all classes when the student willfully causes a serious disruption to the teaching and learning process within the classroom and/or school.

The Board of Education may expel a student grades 3-12 from school privileges if, after a full hearing, the Board of Education finds that the student's conduct endangers person(s), property or the educational process and/or is in violation of a publicized Board of Education policy. Students

who have been expelled may be eligible for an alternative educational program as defined by state statute.

Expulsion from school will result in the loss of all extracurricular and social privileges, as well as the ability to be on district property during the period of expulsion.

Students in grades preschool through grade 12 in possession and/or use of weapons, including martial arts weapons, or other dangerous or deadly instruments in any school building, on or off school grounds, in any school vehicle, or at any school sponsored activity is cause for expulsion for a calendar year. A student in grades preschool through grade 12 who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board of Education may modify the expulsion period on a case-by-case basis.

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

If the student's expulsion is shortened or the expulsion period waived, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student meets Board required conditions.

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

Suspension

A student may be removed from class when the student willfully causes serious disruption of the teaching and learning process within the classroom and or school.

The administration may suspend a student in or out of school for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten consecutive days, provided such exclusion shall not extend beyond the end of the school year in which the suspension was imposed. An out-of-school suspension may be given to a student enrolled in grades preschool through grade two if it is determined by the administration that an out-of-school suspension is appropriate due to evidence that the student's conduct on school grounds is of a violent nature or sexual nature that endangers persons.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances

surrounding the incident require immediate removal. In such instances the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges as well as the ability to be on district property during the period of suspension.

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

Ref. BOE Policy 5131; 5131.6; 5144.3;

DISTRIBUTION OF MATERIALS

Printed materials may be distributed to parents/guardians by students as a means of communication. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the Superintendent to determine whether the request complies with Board of Education policy.

Materials that have a religious content may be made available to students during non-instructional time. The district has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the district.

Publications prepared by or for the school may be posted or distributed, with prior approval by the principal or his/her designee. Such items include school posters, brochures, school newspapers and yearbooks.

Ref. BOE Policy 1140

EAST WINDSOR FAMILY RESOURCE CENTER

The East Windsor Family Resource Center will ensure that children are well prepared in mind and body upon entering school, open to learning, ready to grow and achieve their personal best. This is accomplished through the partnership of parents, educators and the East Windsor community who embrace the value of lifetime learning experiences. The Family Resource Center works to provide parents and families the opportunity to learn skills and behaviors that are consistent with positive parenting and to promote parents as the "first and most important teacher." By reaching out to families with infants, toddlers and preschool children, the Family Resource Center can advocate for basic childhood services, including, but not limited to, social, health, nutrition and education.

The Family Resource Center offers playgroups for the youngest members of the community, preschool, as well as Before and After school care, giving opportunities for learning experiences outside the home, which promote positive parent/child interaction, including community and family celebrations. A personal visitation program, child development classes for parents, Raising Readers parent classes, playgroups and presentations from professional speakers on various topics are also provided by the Family Resource Center.

By providing a stimulating, comfortable, safe and loving environment, children learn about themselves through the discovery and pursuit of their own interests. Through age appropriate activities and positive discipline, the children gain self-confidence and independence.

The East Windsor Family Resource Center will no longer offer childcare on Snow Days. When the Superintendent of East Windsor Schools cancels school due to inclement weather, the FRC will remain closed for the day and resume childcare on the next scheduled day of school. If there is a delayed opening on a regularly scheduled school day, FRC will now open at 9 AM, giving staff and families time to travel safely on the roads. There will be no extra charge on delayed mornings, as families will still receive the same amount of childcare time.

ELECTRONIC DEVICES AND GAMES

The use of electronic devices, such as but not limited to: electronic games, iPods and cell phones are prohibited during the instructional day.

At Broad Brook Elementary School, students may bring such devices but they are to be left in the off position and in their lockers. The first opportunity to use a device is right after school.

Students found to be using any electronic communication devices in violation of Board of Education policy and school rules shall be subject to disciplinary action. Further, a student may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that cause substantial disruption to school operations or interfere with the rights of other students or staff members.

The district is not responsible for the use of a student's personal device for accessing or sharing any digital content via the student's data plan or locally from the device itself, including anything that may be detrimental to another student, staff member, or the organization. The district is not responsible for loss of/or damage to a student's personal device.

Ref. BOE Policy 5131.81

EMERGENCY NOTIFICATION INFORMATION

It is extremely important, and the responsibility of parents/guardians, to maintain accurate and updated information for each child enrolled in school. Such information is essential to facilitate rapid contact with parents/guardians, doctors, or others in cases of emergency. Those listed on the emergency notification should be those able to pick up the student from school if requested by school personnel in case of illness or emergency.

Ref. BOE Policy 5141

EMERGENCY SCHOOL CLOSING INFORMATION

If it should be necessary to close school or open late for any reason (the most common being extreme weather), a no-school or late opening announcement will be made between 5:00 a.m. and 8:00 a.m. using the automated messaging system. Students and parents/guardians may also listen for such announcements on television stations WFSB and WVIT and radio stations WTIC-FM 96.5 and WTIC-AM 1080 and are requested not to call the school or television stations. If there is no announcement of the closing of schools or late opening in East Windsor, it means school will be in session for a normal school day.

Should it be necessary to close school early once classes have started, an announcement will be made using the automated messaging system as well as the same television stations. Information and authorization from parents/guardians must be on record if parents/guardians want their children to change buses on days of early dismissal. In any event, parents/guardians are responsible for children upon school dismissal and transportation to designated areas.

Information about the automated messaging system is available on our website, www.eastwindsork12.org.

If in doubt about a school closing please check the website at www.eastwindsork12.org.

The East Windsor Board of Education assumes no responsibility for supervision of students prior to 10:45 a.m., in the case of a delayed opening.

Students should not arrive at school before 10:45 a.m. as supervision is **not** available before that time.

Ref. BOE Policy 6114.6

EXEMPTION FROM INSTRUCTION

A student will be exempted from instruction regarding Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, sexual abuse, and sexual assault or family life and sex education upon receipt of a written request for such exemption from his/her parent/guardian.

Ref. BOE Policy 5145.511; 6144.1

EXTRACURRICULAR ACTIVITIES

Students planning to participate in an after-school activity must be in attendance for a minimum of three hours on the day of the activity. Circumstances beyond the control of the student that result in an absence or tardy arrival on the day of the activity must be reviewed by an administrator if the student is seeking permission to participate in the event.

FIELD TRIPS

Field trips are defined as student group movement away from school grounds for the achievement of educational objectives; usually within, but not limited to, school hours; with written parent/guardian approval; and under the general responsibility of the building administrator.

Participation in field trips is open to all students of an appropriate school, subject, grade level, or activity. While students may be expected to contribute to the cost of a field trip, no student shall be denied a field trip experience because of inability to make a financial contribution. Participation in field trips shall not be denied on disciplinary grounds except for those students whose actions may jeopardize the objective of the trip or students who are serving a suspension. If a student does not participate in a field trip involving a class or a grade, the student is required to attend school on the day(s) of the field trip.

Overnight Trips

Extended trips shall be approved by the Board of Education upon recommendation of the Superintendent of Schools.

Any student participating in an overnight trip shall have their luggage, backpacks, and any other item intended to be taken on the trip searched by school administrators or designees. School administrators will determine a time and location for items to be deposited and searched prior to the trip. No items shall be in the student's possession again after the search until transportation has been loaded. Any student who does not comply with the conditions of the search will not be allowed on the trip.

Ref. BOE Policy 6153

FINANCIAL ASSISTANCE

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

FOOD ALLERGIES

The school is committed to providing a safe environment for students with food allergies and to support parents/guardians regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

Based on a student's life-threatening allergy, classrooms may be identified as allergen-safe at the Broad Brook School. Parents/Guardians of students in an allergen-safe classroom will be notified by letter and be made aware of safe snacks that are recommended for that classroom. There is an allergen-safe table available in the cafeteria to eat at for students with life-threatening allergies. An Emergency Care Plan will be developed for all students with life-threatening allergies. It is required that parents/guardians provide the necessary emergency medication (Epipen) to the school nurse for any child with a diagnosed life-threatening allergy.

Standing order emergency stock Epinephrine medication can be administered to any student who suffers a life-threatening allergy to an unknown allergy when a parent/guardian completes the student health history form. Administration of Epinephrine requires that any student must be transported to the hospital for follow-up treatment.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

The district's specific plan for managing students with life-threatening food allergies will be posted on the district website (and/or on the school's website.)

A student with glycogen storage disease is permitted to have a parent/guardian or a person they so designate to provide food or dietary supplements on school grounds during the school day.

FUNDRAISING

Student clubs or classes, outside organizations, and/or parent/guardian groups occasionally may be permitted to conduct fundraising drives for approved school purposes. All requests for fundraising must be reviewed by the principal or his/her designee prior to the start of any fundraising activities and must meet the standards of the School Wellness policy and regulations.

Ref. BOE Policy 1324

GRADING SYSTEM

Standards-Based Report Card

1. Standards-based grading focuses on a student's progress toward meeting grade level standards rather than a simple accumulation of points.
2. It uses a number scale (4, 3, 2, 1) rather than a letter scale (A, B, C, D, F).
3. It is not influenced by non-academic factors, such as tardiness or behavior.
4. Performance levels are determined by each student's performance or demonstration of the standard.
5. The goal is for all students to meet or exceed standards by the end of the year.
6. In a Standards-Based Grading system a student's performance level depends on showing mastery of the standards. Completing the assigned work is important to a student's learning.
7. Assignments will be scored on what a student demonstrates they know.
8. If a student completes all assigned work, but is unable to demonstrate mastery of the content knowledge, the student will not receive a 4 (Exceeds) or 3 (Meets).

Grade	Name	Explanation
4	Exceeding Standard	Student demonstrates or produces work performance beyond the grade level standard. (Cumulative Score 3.7 to 4.0)
3	Meeting Standard	Student demonstrates or produces work performance at the grade level standard. (Cumulative Score 2.8 to 3.6)
2	Progressing Towards Standard	Student demonstrates or produces work meeting some elements of the standard or inconsistently meets the standard.

		(Cumulative Score 1.8 to 2.7) Report card language reflects end of year expectations, therefore most students will have a 2 on many indicators during the year.
1	Not Meeting Standard	Student does not demonstrate or produces work at the grade level standard. (Cumulative Score 1.7 or less)
IE	Insufficient Evidence	Student demonstrates or produces insufficient evidence to determine a rating.
NA	Not Assessed	Student has not been assessed on this standard due to pacing of instruction. Not all standards are assessed each quarter.

Performance Levels

For additional information on Standards-Based Report Cards please click on this link. https://www.eastwindsork12.org/broadbrook/files/1215/5852/4939/Standards_Based_Report_Card_Parent_Information.pdf

Ref. BOE Policy 5123; 6146; 6146.1

GREEN CLEANING PROGRAM

The East Windsor Public Schools is committed to the implementation of the Green Cleaning Program (CT Public Act 09-81) by providing the staff and, upon request, the parents and guardians of each child enrolled in each school with a written statement of school district's green cleaning program as well as making it available on its web site annually. 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. If you have questions concerning this program, please contact the Facilities Director at 860-623-3361 ext. 7226/7255.

Ref. BOE Policy 7230.2

GRIEVANCE PROCEDURES

Any person who wishes to inquire or to register a complaint concerning alleged discrimination in the East Windsor Public Schools shall have an opportunity to bring such concerns to the attention of the building principal or Equity Coordinator. The following grievance procedure shall be utilized by any student, parent, employee or volunteer in making a complaint or inquiry.

A. **Purpose**
   1. Should any student, employee or third party or volunteer of the East Windsor Public Schools feel that his/her rights were violated under any of the legal references listed in this policy or Board Policy 0521, the following procedures should be followed. It is

the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to problems which may arise.

B. **Definitions**

1. **"Grievance"** shall mean a dispute between a student, employee, or third party and the Board or administration over the interpretation or application of a specific provision of the above listed articles based upon an event or condition which affects the employee, prospective employee, student or parent.
2. **"Party of Interest"** shall mean the aggrieved person or persons and the Board of Education or their designated representative as provided herein.
3. **"Days"** shall mean days when school is in session.
4. **"Building Principal"** shall mean the building principal or his/her designee
5. **"Third Party"** shall mean parents or volunteers

C. **Time Limits**

1. If the aggrieved person does not initiate a grievance in writing within twenty (20) days after the alleged occurrence on which the grievance is based, than the grievance shall be considered to have been waived.
2. The number of days indicated at each step shall be considered as a maximum. The time limit specified may, however, is extended by written agreement of the parties of interest.
3. Failure by the aggrieved person at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.
4. Failure by the administrator involved to render a decision within the specified time limits shall be deemed to be a denial of the grievance submitted.

D. **Informal Procedure**

If a person feels that he/she may have a grievance, he/she will first discuss the matter with the building Principal in an effort to resolve the problem informally.

The building principal will notify, in writing, the Equity Coordinator of the grievance he/she receives.

E. **Rights of Persons to Representation**

1. Either party or any member of the administration against any participant shall take no reprisal of any kind.
2. A person of his/her own choosing may represent any party in interest at any level of the formal grievance procedure.

3. All documents, communications and records dealing with processing of a grievance shall be filed in the personnel file of the participants, but should be segregated from other sections of the file.

F. **Formal Procedure**
Complaint Procedure –Student/Employee/Volunteer/Third Party

Step 1 – Reporting
The following grievance procedure shall be utilized by any student, employee, volunteer or third party in making a complaint or inquiry.

Overview
A student, employee, volunteer or third party who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to report the incident immediately to the building principal. The complainant will first discuss the matter with the appropriate administrator in an effort to resolve the problem informally.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal. The building principal will investigate the potential violation and try to resolve the problem informally.

The complainant is encouraged to use the report form available in the Main Office, Guidance Office or Equity Coordinator, but oral complaints shall be accepted. Oral complaints must be documented by the building principal or Equity Coordinator.

The building principal will notify, in writing, the Equity Coordinator of the grievance.

If the building Principal is the subject of the complaint, the student, employee, or third party shall report the incident directly to the Equity Coordinator. This will now become a level two grievance.

Level One: Building Principal
If the aggrieved person is not satisfied with the disposition of the informal procedures, the person shall submit such a claim as a written grievance to the building principal. The written statement of the grievance shall contain a statement of facts, the remedy requested and reference to the provision of equity guidelines which the person claims has been violated. The aggrieved person must initiate the written grievance within twenty (20) days after the alleged occurrence on which the grievance is based.

Upon receiving a written grievance, the building principal shall immediately notify, in writing, the Equity Coordinator, who shall then authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused and others with knowledge relative to the incident. Other information and materials relevant to the investigation may also be evaluated.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation is pending or has been concluded.

The building principal shall prepare a written report within ten (10) days unless additional time to complete the investigation is required, as determined by the Equity Coordinator. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy and a written recommended disposition of the complaint.

Copies of the report shall be provided to the complainant and to the accused.

Level Two: Equity Coordinator
If the aggrieved person is not satisfied with the disposition of such grievance at Level One, the person shall submit a request to the Equity Coordinator for further investigation of the complaint. This request must be filed within five (5) days of the level one decision rendered to the aggrieved person.

Both the written grievance and the investigation report will be forwarded to the Equity Coordinator from the building principal. The Equity Coordinator will review the investigation report and may or may not conduct a further investigation. The Equity Coordinator shall, within ten (10) days after receipt of the written grievance, render a decision and the reason(s) therefore in writing to the complainant and the accused.

Level Three: Superintendent of Schools
If the aggrieved person is not satisfied with the disposition of such grievance at Level Two, the person shall, within three (3) days after the formal presentation, file such written grievance with the Superintendent of Schools.

The Superintendent or his/her designee shall within ten (10) days after receipt of the referral, meet with the complainant for the purpose of resolving the grievance. He/She may meet with the accused and other persons, as necessary, for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept by the Superintendent and made available to any party of interest upon written request.

The Superintendent shall, within five (5) days after the hearing, render a decision and the reason(s) in writing to the complainant, accused and the Equity Coordinator.

Level Four: Board of Education
If the aggrieved person is not satisfied with the disposition of such grievance at Level Three, the person shall, within three (3) days after the decision, or within five (5) days after the final hearing, file the grievance with the Board of Education.

The Board shall receive the written grievance and all written documents for the purpose of resolving the grievance. The Board of Education shall, within ten (10) days after receipt of the appeal, meet with the complainant in either open or executive session for the purpose of resolving the grievance. The Board also has the option of meeting with the accused in open or executive session. A full and accurate record of such hearing shall be kept by the Superintendent and made available to any party of interest upon written request.

The Board shall, within five (5) days after such meeting, render its decision and the reason(s) therefore, in writing, to the complainant and the accused.

Level Five – Appeal
If the aggrieved person is not satisfied with the disposition of the grievance at Level Four, the person may appeal to the Office of Civil Rights, US. Department of Health, Education and Welfare, John W. McCormack Post Office and Courthouse, Room # 222, Post Office Sq., Boston, MA 02109

The Equity Coordinator for the East Windsor Public Schools is the Human Resource Manager (860) 623-3346 ex. 7408.

Complaints of Discrimination Under the USDA Food and Nutrition Service Child Nutrition Program

Complaint Process:

1. The person alleging discrimination based on race, color, national origin, age, sex or disability has 180 calendar days from the date of the alleged discriminatory action. The complainant and the East Windsor Public Schools should resolve the issue at the lowest possible level and as expeditiously as possible (see Grievance procedures noted above)

2. If the complainant makes allegations verbally or in person, the person to whom the allegations are made must write up the elements of the complaint for the complainant.

3. After following the East Windsor Public Schools grievance procedures, the complainant is not satisfied with the disposition of the grievance at Level Four, the person may file a complaint with the USDA.

4. The forms can be found attached to this policy or online at http://www.ascr.usda.gov/complaint_filing_cust.html or contact any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to: U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence

Ave, S.W., Washington, D.C. 20250-9419, by fax (202) 690-7442 or email at program.intake@usda.gov.

Ref. BOE Policy 5145.5

GUIDANCE AND COUNSELING

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the school psychologists, social worker, and school counselors include helping students function more successfully within the school environment. The district's comprehensive counseling program strives to assist students in acquiring critical skills in the academic, career, and personal/social aspects of development.

School counselors will use a variety of methods to assist students in overcoming barriers to learning, to make strong connections with the educational opportunities in the school and to ensure that every child learns in a safe, healthy, and supportive setting.

Educational and career planning guidance is available along with information to develop a plan for the student's future. This will include a long-range plan of studies for grades 5-12 and selecting student's courses year-by-year in keeping with student's career interests and special skills or talents. Parent/guardian notification and involvement will be solicited.

Referral for assistance by other agencies within or outside the school may also be suggested. The school will not conduct a psychological examination, test, or provide services without first obtaining the parent's/guardian's written consent.

HARASSMENT STATEMENT

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, or disability. The East Windsor Public Schools expects all students to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or instructed.

Parents/Guardians are urged to reinforce with their student that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher, counselor, or the administrators. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware.

A student who believes he/she has been harassed is encouraged to report the incident to the building administrator or Safe School Climate Officer (860) 623-3361 ext. 7209. Allegations are taken seriously, will be investigated and addressed and appropriate disciplinary action taken, when necessary.

Ref. BOE Policy 4131; 5131.911

HEALTH SERVICES

The school health office is designed to provide care to students who become ill or injured while in school. The School Nurse is not to diagnose or care for injuries or ailments that occur at home. These should be attended to by the child's physician. Please do not send your child to school if he/she has a fever or has been ill during the night. If your child has a rash, he/she should not attend school until you have checked with your physician.

The nurse is available:

EWHS -7:15 A.M. - 2:20 P.M.
EWMS – 8:00 A.M. - 3:00 P.M.
Broad Brook Elementary – 8:55 A.M. -3:55 P.M.

The School Nurse is not available after school hours.

Students showing symptoms of illness at school are sent home after a parent/guardian has been contacted. Parents/guardians are responsible for transporting their children home. If a parent/guardian cannot be reached, the emergency contact is called to pick up the child. Parents/guardians must have a back-up plan for getting to school if their child becomes ill. Students who have a fever, vomiting or diarrhea cannot be sent home on a school bus.

If your child is going to be absent from school for more than one day, please be sure to call the school and speak with the nurse. If s/he is absent three consecutive days, the nurse will call to check on the absence.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information.

Administration of Medication

The school nurse shall be the supervisor of the medication administration program per Connecticut State Regulations section 10-212a1-10. Prescription and over the counter medication may not be administered to a student while at school unless such medication is given by the school nurse acting under the specific request of a parent/guardian and under-written directive of the student's personal physician or school physician. In the instance of an intramural, or interscholastic event when the nurse is inaccessible, the school nurse/school medical advisor will delegate medication administration of inhalers and injectable epinephrine to a coach or athletic trainer who has been trained at least annually in safe medication administration. Over the counter medications may include a wide array of medical substances from common aspirin to herbal remedies, homeopathic treatment and nutritional supplements. In accordance with all state guidelines, the school nurse will administer medication under the following guidelines:

- Physician, dentist, or nurse practitioner written order is on file
- Parent/guardian consent is on file

- Pharmacy label or original manufacturer's container with drug name, dose, dosage and dosage interval is written on the bottle.
- For prescription medication, please request the pharmacy supply a separate bottle for school use.
- Indications and contraindications for drug use are known.
- Potential adverse effects of the drug are known.
- Medication is appropriate in the school setting.
- Previously arranged plan in place for school field trips.

In cases in which a student is able to self-administer medication, the parents/guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, dentist's or advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

Students who are self-administering their medications must carry that medication on their person at all times during the school day and in the case of interscholastic sports students must have their medication with them at all times during their sports program.

A student with asthma or an allergic condition may carry an inhaler or an epipen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required as well as plan approval from the school nurse.

Diabetic students must have all the necessary medications, snacks, and supplies on hand in the School Health Office in order to attend school. Insulin must be received in an unopened bottle or pen and be properly labeled. Students who do not have the appropriate medications or supplies to attend school safely must have a parent bring in the necessary medication and supplies or the student will be sent home.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parents/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted.

A school nurse will select a qualified school employee to, under certain conditions, give a glycogen injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death, only if a school nurse is unavailable. Written parent/guardian permission and written order from a physician are required.

Parent/guardian or responsible adult must bring any medication to school to leave with the school nurse. If a parent/guardian would like his/her child to receive medication during school

hours without oversight from a licensed prescriber in accordance with aforementioned guidelines, he or she has the option of coming to school and administering the treatment to his/her child at a predetermined time in the School Health Office.

Students cannot carry any prescription medication, without prior approval from the school nurse and the student's physician. Any student found carrying an over-the-counter medication or prescription medication will be sent to administration for disciplinary action.
Any medication remaining at the end of the school year **must** be picked up by a parent/guardian by the last day of school or within one week from the time the medication was discontinued. Any medication that remains at school after the last day of school will be destroyed.

A copy of the standing orders is sent home each fall with the emergency forms and health history form. Standing order medication will be administered within the guidelines of the standing orders as deemed necessary by the nurse **and only if a signed health history is on file in the Health Office. It is the responsibility of the parent/guardian to inform the school nurse in writing if there are restrictions regarding the standing orders.** Students will not be allowed to attend field trips or participate in after school activities without a signed health history form on file in the Health Office.

Cough drops will not be permitted in school due to the choking hazard. School based nurses will not provide cough drops to students. Students will not be permitted to bring cough drops into school from home. Students who require cough drops will require an order from their physician along with necessary medication forms on file in the nurse's office. Increasing fluid intake is the single most recommended treatment for coughs. If your child's cough is persistent, please contact your physician for medical advice and treatment.

Sunscreen is now included in the list of standing orders this year. Sunscreen can only be applied by a student when the lotion is provided by the parent to the nurse's office and it is deemed safe by the nurse and parent for the student to self- administer the lotion. If a student is not capable of safely applying sunscreen, a medication order and written parent permission is still required for this over the counter medication to be administered at school by the school nurse. Parents are encouraged to apply sunscreen at home to their child's skin prior to field trips in which their child will be exposed to the sun and also on warm days when their child will be outside during recess and physical education class. Hats and light weight shirts and pants are also encouraged to prevent sunburn on hot sunny field trips and during any other outside activities while at school.

Parents are responsible for replacing all expired medication with appropriate new medication. School nurses are not allowed to administer expired medication. It is the responsibility of all parents and students to ensure that students who self-carry are carrying up-to-date medication.

Communicable/Infectious Diseases
Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for

medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Disease	**Status of Pupil**
Chickenpox (Varicella)	Exclude from school for one week after appearance of first crop of vesicles or until all lesions are scabbed and no new lesions are erupting.
Covid	Exclude from school through day 5 after the start of Covid symptoms or a positive test with day 0 being the first day of symptoms or a positive test. Can return to school on day 6 if symptoms are improved and the student has been fever free for 24 hours without the use of fever reducing medication such as tylenol or Motrin. It is recommended that a mask be worn upon the student's return from day 6 through day10.
Fever	Must be free of fever (less than 100 degrees) for 24 hours without use of acetaminophen (Tylenol) or ibuprofen (Motrin) before returning to school.
Impetigo	Excluded from school for 24 hours after institution of specific therapy.
Infectious Mononucleosis	Excluded from school only on a physician's note.
Influenza	Exclude from school - must be fever free for 24 hours without use of acetaminophen (Tylenol) or ibuprofen (Motrin) before returning to school.
Measles	Excluded from school for five days after a time rash appeared.
Monkey Pox	Rash must be fully healed and a fresh layer of skin formed. The illness typically lasts 2-4 weeks
Mumps	Excluded from school as long as glands remain swollen.
Pediculosis (Lice)	Exclusion from school for 24 hours after treatment is carried out. In addition, all nits or egg cases must be removed within 7 days.
Pink eye	Excluded from school, must be on antibiotics for 24 hours before returning to school.

Ringworm	Cover the area of infection with dressing after institution of specific therapy.
Rubella (German Measles)	Excluded from school for five days from onset of rash.
Scabies	Exclude from school for 24 hours after treatment is carried out and until MD note received that the child is no longer contagious.
Streptococcal And/or Scarlet Fever Infections	Child must be on antibiotics for a minimum of 24 hours and free of fever before returning to school.
Whooping Cough (Pertussis)	Exclude from school until physician note states that child is no longer contagious.
Diarrhea/vomiting	Must be free of diarrhea and vomiting for 24 hours before returning to school. Must be free of diarrhea and vomiting for 24 hours before returning to school unless the diarrhea or vomiting is part of a student's chronic illness such as GERD, IBS, Crohn's, ulcerative colitis etc. In these cases, the nurse and the parent/guardian will work together to determine when the student should return to school.

This list is not all-inclusive. Please contact the school nurse if you have any questions. Parents/guardians are asked to call the school nurse to report any communicable disease. If the child's physician has diagnosed the condition, please request a certificate/note from the doctor when he/she can return to school.

Concussions

Any student participating in intramural or interscholastic athletics who is observed to exhibit signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body will be removed from the game or practice immediately. Students with a suspected concussion must be seen by a health care professional. Coaches and athletic trainers are the supervising adults during intramural and interscholastic athletics and are therefore responsible for ensuring that students are removed from play and are provided with the appropriate medical attention. They should inform the athlete's parents or guardians immediately or as soon as possible (required to occur within 24 hours in Connecticut) about the suspected concussion and that the athlete should be seen by a health care professional. **Written clearance by a licensed healthcare professional** trained in the evaluation and management of concussions **must be provided** to the school in order for the student athlete to participate in team activities involving physical exertion.

Disabilities

School districts will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

Emergency Medical Treatment

Parents/guardians are asked each year to complete a health history form for use by the school in the event of a medical emergency. A health history form must be on file for each student annually. Students cannot participate in interscholastic/intramural sports, field trips and extracurricular activities if the health form is not on file in the school health office.

Health Records

School nurses maintain health records using the Connecticut ``Health Assessment and Record Form." These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents/guardians may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the student health record are sent to the transferring school when a student moves to another school in the state. If moving out-of-state, a copy of the student health record will be forwarded. Health records are maintained for at least six years after the student graduates. The district will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information. Please contact your pedestrian's office for copies of immunizations and physical exams for summer camps.

When a student transfers to another school or school system, upon confirmation of enrollment in another district or receipt of a signed Release of Information form from the student's parents/guardians; the health record may be sent with other school records. If the school records have been forwarded already, the health record shall be sent directly to the school nurse of the receiving school. Prior to transfer the nurse's office requests a 48-hour notice in order to process the school health records.

The nurse's office requests a 48-hour notice from parents to obtain copies of their child's physical exams, immunizations and/or any other part of the student health record. Parents can obtain copies of their child's physical exams and immunizations from their health care provider.

<u>Health Office Protocol</u>

- All students must have a pass (High School and Middle School) from the teacher in order to come to the health office, unless it is an extreme emergency. Students can visit the nurse without a pass before school and at their lunchtime.

- First aid is treatment given to protect the life and comfort of the student until authorized treatment is secured and is limited to first treatment ONLY. Subsequent treatment is the responsibility of the student's parents/guardians.

- **The parents/guardians and the child's physician must treat home injuries and illness at home.**

- If your child has a fever greater than 100 degrees, they should remain home until they are fever free for 24 hours.

- If your child has diarrhea, and/or vomiting, the child should remain at home and be free of both for 24 hours before returning to school unless these symptoms are related to a diagnosed chronic illness.

- Any child who has been diagnosed with strep throat or bacterial conjunctivitis by their physician must be on antibiotics for 24 hours before returning to school.

- Any child with active head lice/nits or scabies will be dismissed from school. Students must be treated for the head lice and be nit free prior to returning to school. Students with scabies must be treated and have a physician note clearing them to return to school.

- Health office visits are computerized. The nurse will contact both parent/guardian and administration if a student is abusing the nurse's office and missing time from the classroom.

It is assumed that every child who attends school on a given day is able to participate in all activities that are offered. When a student returns to school after surgery, injury or an extended illness, a doctor's note is required indicating any restriction in physical education/sports activities, stairs/elevator use, crutch use or need for medications/treatments. Medical notes signed by a physical therapist or physical therapy assistant must be co-signed by a physician, nurse practitioner, or physician assistant.

Physical Education Excusals:

Broad Brook and Middle School – Parents/guardians may write a note for their child to be excused from physical education class once during the school year if the child has sustained an injury at home. However, any excusals beyond that will require a note from the student's physician. If a student is excused by their physician from physical education for any reason, a note is also required from the physician clearing the student to return to class.

Illness/Injury

If a student becomes ill during the school day, his/her teacher must give the student a pass (High School and Middle School) to the health office. The school nurse will make the decision based

on the student's symptoms if that student requires a nursing dismissal. If determined that the student is unable to remain in school, a parent/guardian will be contacted to make arrangements for dismissal. THE NURSE MUST AUTHORIZE ALL DISMISSALS DUE TO INJURY OR ILLNESS. Students are not allowed to call from the office or classroom phones and/or their cell phone to make arrangements for dismissal due to illness or injury. Any student that arranges for a dismissal by a parent based on a phone call from the student, not the nurse, is deemed a **parent/guardian dismissal only**.
In the event of a serious illness or an accident requiring immediate attention, the nurse or a designated person will make every attempt to contact the child's parent/guardian. If the parent/guardian cannot be reached, the school will attempt to reach the emergency contact person listed in the database. Thus, it is very important that you list an individual on the emergency contact that can make decisions about your child's health. It is also very important to notify the school in writing of any changes to the emergency contact, i.e. address, phone number, or change in person.

Immunizations
State law requires that all students receive immunizations against the following diseases: Chickenpox, Diphtheria, Hepatitis A and B, Influenza, Measles, Meningococcal, Mumps, Pertussis, Pneumococcal, Polio, Rubella, and Tetanus. Students will not be allowed to attend school if not properly immunized. All immunization information received by the school should be in acceptable form (i.e. original or copy should be easily read and verified by authorized medical personnel. All series of shots must be complete). The school nurse should be notified whenever a child receives new immunizations. If you decline immunizations for medical reasons, the Connecticut State Immunization Exemption Form must be completed. Religious exemptions are no longer accepted by the state of Connecticut. In order to have been eligible for an exemption on religious grounds, a student would have to have been enrolled in school in Grades K-12 on or before April 28, 2021 and must have submitted a valid religious exemption on or before April 28, 2021. This is true irrespective of the particular grade within the K-12 range in which the student is enrolled. There is nothing in the law that requires resubmission of a religious exemption at the time of transition from one grade to another.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

Physical Examinations
The State of Connecticut mandates physical exams for all students entering kindergarten, grade 6 and grade 10. Physical exams for grades 6 and 10 must be completed during the required year prior to grade 7 and eleven. The exam should be recorded on the blue State Health Assessment form. This exam must include a physical, hemoglobin/hematocrit and TB risk assessment, postural screening, vision, hearing screening and chronic disease assessment. Students who do not have a required physical exam
will be excluded from school.

All out of state students are mandated by the State of Connecticut to have a physical exam performed before entering Connecticut schools or within 30 calendar days after beginning school. A TB risk assessment will be part of this exam.

Students entering from outside the U.S. are required to have a physical exam by a provider licensed to practice in the U.S. TB testing will be part of this exam.

Screenings
Screenings are conducted by the Health Office staff according to the Connecticut Department of Education. If a student fails a screening, a parent/guardian notification letter is sent home requesting a follow up visit to the student's Primary care Provider or a referral to a Specialist. Completed referral letters from physicians should be returned to the School Nurse when the referral is completed. It is very important that students who fail their screenings always have a follow up visit to their physician to ensure further treatment is not necessary. Keeping the Nursing Staff aware of any referral results is an important part of the student's health assessment.

Vision Screening: Performed annually on students grades PreK - 6 and grade 9.

Hearing Screening: Performed annually on students PreK - 3 and grades 5 and 8.

Postural: Performed annually on students in grades 5-9.

Ref. BOE Policy 5141; 5141.21; 5141.22; 5141.23; 5141.24; 5141.3; 5141.7

HOMEBOUND
Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

Ref. BOE Policy 5134; 5141.24

HOMELESS STUDENTS
Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the Director of Curriculum (860) 623-3346 ex.7406.

Ref. BOE Policy 5118.1

HOMEWORK

Purpose

Homework is defined as any assignment completed outside of school. The purpose of homework at East Windsor Public Schools includes but is not limited to building background knowledge, encouraging good study habits, introducing and reinforcing new concepts, reinforcing standards that need additional practice, applying real world skills, and fostering a home-school connection. Homework provides students with opportunities to work towards proficiency in content and grade level standards. Homework also includes nightly reading at all grade levels.

Frequency

Research on homework efficacy reveals that homework becomes more important to student performance as students enter high school. NEA research suggests that homework times correspond to the student's grade level in increments of ten minutes, so a first grader would receive approximately 10 minutes of homework per evening and a second grader would receive 20 minutes of homework. Ninth grade students should be receiving approximately 90 minutes of nightly homework, however if students are taking AP course work, the homework load may be considerably more. East Windsor Public Schools acknowledges that for one student, an assignment can take more time to complete than a peer, and if homework is perceived as too cumbersome or not rigorous enough, we encourage parents to communicate with their child's teacher. Kindergarten families are encouraged to complete a weekly packet that reinforces learning skills.

Homework will not be assigned over breaks with the exception of AP and honors courses. AP courses are voluntary and students who choose to take AP courses understand that there will be classwork and reading to do outside the classroom. Breaks include winter break, February break, and April break. Reading is also strongly encouraged over summer vacation. According to NEA research (2011), reading raises achievement, and students who read over the summer gain reading skills. Students who do not read over the summer can lose up to two months of what they learned in school. This can result in an achievement gap known as the summer slide.

While homework may be assigned during extended vacations for both Advanced Placement and honors level courses, it is expected that teachers will only assign homework that is absolutely necessary in order for the class to keep pace with the curriculum. Consideration will be given to the amount of time that is necessary for students to complete work assigned during that time.

Grading and reporting

Homework will be reported separately from the academic grade on the report card in all three schools. Homework completion will also be reported on a continuum. At the high school, homework will not count numerically towards the academic grade, but will still be reported under academic readiness on the report card for each class.

Ref. BOE Policy 6154

INSURANCE

The East Windsor School District makes possible a group insurance policy for school students. For a small fee, a student is insured during school hours, to and from school, and during school-sponsored events. A 24-hour protection plan is also available. All students participating in interscholastic sports are covered by group insurance to the extent of expenses above and beyond what their own personal insurance policies cover.

Ref. BOE Policy 5143.1

Nothing in this paragraph should be construed as a guarantee that the provider of this group insurance coverage will provide coverage to a student who has been denied coverage based upon a preexisting condition, to the extent that such denial of coverage is permitted by law.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

Parents/guardians of Limited English Proficient (LEP) students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include a description of the program and the parent/guardian's rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion. Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services.

Ref. BOE Policy 6141.311

MEDIA/PHOTOGRAPHS

School administrators shall be authorized to grant permission and set parameters for media access to students in school. The media may interview and photograph students involved in instructional programs and school activities including athletic events provided their presence will not be duly disruptive and shall comply with Board of Education policies and district goals. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. Media representatives wishing to photograph and identify particular students, must obtain parental or guardian approval as well. Such permission shall not be required before photographs, videotapes, and/or articles referring to students involved in athletic events. Parents/Guardians who do not want their child interviewed, photographed, or videotaped by the media shall inform the school administrator accordingly. District employees may release information to the media only in accordance with applicable provisions of the education records law and Board of Education policies governing directory information and personally identifiable information.

Parents/Guardians who do not want their child(ren) photographed or videotaped shall inform the school administrators in writing by September 14, 2023.

MIGRANT STUDENTS

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

Ref. BOE Policy 6141.312

PARENT/GUARDIAN CONFERENCES

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

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

Ref. BOE Policy 5124; 6172.4

PARENT/GUARDIAN INVOLVEMENT/COMMUNICATIONS

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

At times it may be appropriate to communicate with your child's(ren's) teachers through email. The East Windsor Public School's teachers and administrative staff will communicate with parents/guardians, using the primary email address provided to the district at the start of each academic year unless otherwise notified.
If you do not want the East Windsor Public Schools to utilize email to communicate information regarding your child(ren) you must notify the district in writing by September 14, 2023.

PESTICIDE APPLICATION
Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact the Business Office at (860) 623-3346 ext.7407.

Ref. BOE Policy 3524.1

PROMOTION, RETENTION AND PLACEMENT
It is the philosophy of the East Windsor Public Schools that all students should be placed in instructional programs in which they can achieve academically as well as emotionally, socially and physically. It is expected that the vast majority of students, given positive motivation and appropriate instruction, will progress satisfactorily through their elementary and secondary school programs. For a variety of reasons, however, individuals may require somewhat less or more time to develop their educational potential.

In order for students to have the most effective educational experiences possible and in an effort to fulfill the educational goals and objectives of the school system for individual students, it is essential that student evaluation be consistent and lead to a determination of the appropriate level for each student throughout the kindergarten through grade 12 educational sequence.

A. Criteria for Promotion

The determination of a student's grade placement should be made following a careful evaluation of the advantages and disadvantages of that placement. In each instance the following factors should be considered:

1. Academic achievement in all subject areas, especially basic skill mastery, as determined by tests and the teacher's observation
2. Mental ability as determined by tess and teacher's observation
3. Work and study habits
4. Physical development
5. Social maturity
6. Emotional maturity
7. Interests and degree of initiative shown in curricular and extracurricular activities
8. Attendance record
9. Previous retention
10. Chronological age

Students shall be promoted primarily on the basis of academic achievement, and shall, on the basis of objective measure of academic proficiency, be reasonably expected to meet the instructional/learning objectives at the next educational; level.

B. Criteria for Retention

Retention in kindergarten through grade 8 shall be based on the professional judgment of the classroom teacher(s), support personnel and building administrator after having discussed the recommendation with parents/guardians. The parent/guardian has the right to request that their child be considered for retention. Consideration of academic achievement, chronological age, and social maturity will also be made in formulating the recommendation. The advantages to the student in question will be considered as well

The following factors will be given consideration in discussions regarding retention:

1. Retention will offer a reasonable chance of benefiting the child.
2. Retention will be considered when a student is achieving below his/her ability and grade level.
3. Retention will be considered when poor attendance has been a contributing factor to poor educational progress.

In all calves involving the possibility of retention, parents/guardinal will be notified of the possibility by the end of the third marking period. Parents/guardians will be consulted and a sufficient number of meetings will be held to ensure that parents/guardians have had an adequate opportunity to discuss the possibility of retention. After such discussions have been held, the decision will be made by the building administrator.

Appeal Procedure

If the parent or guardian is dissatisfied with the decision of the building administrator, he/she may appeal, in writing, to the Superintendent of Schools. All such appeals must be received prior to the last week of school in June. A decision will be rendered by the Superintendent of Schools prior to the last day of school in June.

Ref. BOE Policy 5123

PROPERTY, LOCKERS, AND EQUIPMENT

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

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

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be

exactly those which the school must incur to repair the damage. The East Windsor Public Schools may withhold participation in school sponsored events, such as but are not limited to: field trips, until payment is made to repair or replace materials or equipment.

Each student is assigned a desk, locker and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, and should be kept in good order and not abused. The locker must be cleaned of all writing and other display materials at the end of the school year. The cost of any repairs due to abuse of the locker will be the responsibility of the student assigned to the locker.

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

Students should not attempt to repair school equipment but should notify the main office immediately if it is not functioning properly. Any damage done will be the responsibility of the person to whom the equipment was assigned for the current year. Students may not bring in locks from home and attach to assigned lockers.

Students are warned not to bring large sums of money or valuables to school; liability for these items remains with the student. Students are responsible for the security of the property they bring to school. The East Windsor Public Schools is not responsible to replace property that is lost or stolen while on school grounds or at a school sponsored activity.

Ref. BOE Policy 3250; 5131;

PSYCHOTROPIC DRUG USE

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

Ref. BOE Policy 4118.234; 5141.231

REPORT CARDS

Report cards are distributed electronically on a quarterly basis. If you do not have access to the internet please contact the Broad Brook School Office at (860) 623-2433 to request a paper copy.

Ref. BOE Policy 5124

SCHOOL CEREMONIES AND OBSERVANCES

There shall be opening exercises in all East Windsor Public Schools each day school is in session. These exercises shall include a salute to the flag, an opportunity for silent meditation, and other activities scheduled by the administration of each school. Student participation in opening exercises shall be voluntary and the religious beliefs of students shall be respected. Students shall not be required to stand or leave their classroom as a condition of non-participation.

Separation of Church and State

In accordance with the mandate of the Constitution of the United States prohibiting the establishment of religion it is the policy of the Board of Education that the public schools will, at all times and in all ways, be neutral in matters of religion. This requirement of neutrality need not preclude nor hinder the public schools in fulfilling their responsibility to educate students to be tolerant and respectful of religious diversity. The district also recognizes that one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural, and historical development of civilization. Therefore, the district will approach religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views. In that spirit of respect, students and staff members should be excused from participating in activities that are contrary to religious beliefs unless there are clear issues of compelling public interest that would prevent it.

Absence for Religious Observation

Student absences for religious observances shall be excused. Furthermore, such absences should not prohibit receipt of attendance related awards nor impact student grades or participation in school events.

Recognition of Religious Holidays

The objective study of religious holidays provides a natural opportunity to promote an appreciation for and respect of diversity. Learning opportunities should extend beyond Judeo-Christian beliefs, reflecting the diversity of global cultures.

1. Recognition of religious holidays will not dominate the educational program and must support curricular objectives.
2. All religions must be afforded equal dignity, but none advanced nor disparaged.
3. Decorations which are part of custom, that have no direct religious meaning may be displayed. Tree decoration should not promote religion nor require student participation.
4. Programs should focus on seasonal rather than religious themes inclusive of concerts, enrichment programs and Parent-Teacher Organization sales.
5. Performances which recognize holidays must be of an artistic nature, not religious. Religious music must not dominate any school program. Program selections should not, by their nature, exclude students from participation.

6. The cafeteria staff will consider religious dietary restrictions when planning menus (non-meat meals, limiting pork to one menu choice).
7. Parents may exclude their children from programs involving the recognition of religious holidays or if the celebration is in conflict with family beliefs. A written request for exclusion should be sent to the Building Administrator.

Ref. BOE Policy 5113; 6115

SEARCH AND SEIZURE

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

All searches for evidence of a violation by the district shall be subject to the following requirements:

1. The district official shall have individualized, "reasonable suspicion" to believe evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular place;

2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search and not excessively intrusive in light of the age, gender, maturity of the student and nature of the infraction;

3. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

Desks and School Lockers

Desks and school lockers are the property of the schools. The right to inspect desks and lockers assigned to students may be exercised by the district.

An authorized school administrator or designee may search a student's locker or desk under three (3) conditions:

1. There is reason to believe that the student's desk or locker contains the probable presence of contraband material.

2. The probable presence of contraband material poses a serious threat to the maintenance of discipline, order, safety and health in the school.

3. The student(s) have been informed in advance that Board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Student Search

A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search must be reasonably related to the objectives of the search and the nature of the infraction.

Strip searches shall not be conducted by school authorities. At no time will school officials conduct a search which requires a student to remove clothing past the last layer of undergarments. Any bags held under sweatshirts or other outer clothing will be removed by the student. All searches by the principal or his/her designee shall be carried out in the presence of another adult witness.

Students may be searched by law enforcement officials on school property or when the student is under the jurisdiction of the district upon the request of the law enforcement official. Such requests ordinarily, shall be based on warrant; or probable cause to believe a crime has been committed on school property or at a school function; or by invitation by school officials. The school administrator or designee will attempt to notify the student's parents/guardians in advance and will be present for all such searches.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule. School authorities shall cooperate with the appropriate law enforcement agencies in regards to items that constitute a violation of law. Law enforcement will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substances or items on school property.

Use of Dogs to Search School Property

Use of drug-detection dogs and metal detectors, or similar detective devices may be used only on the express authorization of the Superintendent of Schools. The Superintendent will notify the Board of Education of any special circumstances at the next Board meeting or as early as possible.

The use of trained canines is subject to the following:

1. Searches through the use of drug detection dogs may occur at the high school and only with BOE approval at any other level.

2. The administration shall authorize the search and the principal or his/her administrative designee shall be present while the search is taking place.

3. Parents and students shall be notified of this policy through its inclusion in the parent/student handbook and on the district's/school's website.

4. All school property such as lockers, classrooms, parking areas and storage areas may be searched.

   a. Dogs shall not be used in rooms occupied by persons except for demonstration purposes with the handler present.

   b. When used for demonstration purposes, the dog may not sniff the person or any individual.

5. Individual(s) shall not be subjected to a search by dogs. To avoid the potential of allergic reactions, dogs shall be kept away from the students.

6. Once notification has been given to parents and students, through the inclusion of the policies in the parent/student handbook and on the district's/school's website, the school district will have met its obligation to advertise the searches. Additional notices need not be given and actual times or dates of planned searches need not be released in advance.

7. Only the dog's official handler will determine what constitutes an alert by the dog. If a dog alerts on a locked vehicle, the student who brought it onto district property shall be asked to unlock it for inspection.

8. If a student's property is searched because of a dog alert, the student's parents shall be notified by the school administration.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule. School authorities shall cooperate with the appropriate law enforcement agencies in regards to items that constitute a violation of law. Law enforcement will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substances or items on school property.

Ref. BOE Policy 5131 5131.6

SECLUSION/RESTRAINT
Staff employed by the East Windsor Board of Education has the right and responsibility to physically restrain a student if such action is necessary to prevent imminent harm to the student, staff, or other student(s).

Ref. BOE Policy 5144.1

SEXUAL HARASSMENT
The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff, or anyone with whom the victim may interact. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse, or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

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

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent/guardian in a conference with the principal or designee or with the Title IX Coordinator, the Human Resource Manager at (860) 623-3346 ext. 7408.

Ref. BOE Policy 5145.5

SPECIAL PROGRAMS
The district provides special programs which affect a student's success at school. A student or parent/guardian with questions about these programs should contact the Director of Curriculum (860) 623-3346 ext. 7406.

The district utilizes the Scientific Research Based Intervention (SRBI) process which combines systematic assessment, decision-making and a multi-tiered service delivery model to improve educational and behavioral outcomes for all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum.

In addition, the district utilizes the Service Team approach for problem solving. The Service Team is a multi-disciplinary, collaborative team that includes general education teachers, specialists, and school support staff as well as, whenever necessary, community-based agency providers. In weekly meetings, Service Team members led by a facilitator share expertise and responsibility for the students being discussed. The goal is to provide each student with as much support in general education as possible.

For students who may be considered Gifted and Talented, parents/guardians should contact the Director of Special Education department at (860) 623-3347 ext. 7403

For students in need of Special Education services, a Planning and Placement Team (PPT) is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs.

Any child identified as possibly needing special education and/or related services must be referred to a PPT for evaluation. The PPT will determine whether special education services are required. Parents/guardians must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parent/guardian involvement. Parents/guardians will be informed regarding the use of scientific, research-based interventions. Questions about Special Education programs can be addressed with the Special Education department (860) 623-3347 ext. 7403.

STUDENT/PARENT/GUARDIANS COMPLAINTS

The Board of Education places trust and confidence in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful criticisms and complaints.

The Board of Education recognizes that constructive criticism does play a significant role in improving the quality of education. Parents/guardians and students should feel free to bring problems and complaints to the attention of the school staff through the proper channels of communications; i.e., teacher, administrator, superintendent. The Board also recognizes that statements from citizens concerning the schools are valuable as a means of feedback to the Board regarding the success or failure of the school program, and thus such statements are encouraged.

Complaints and grievances shall be handled and resolved as close to their origin as possible. The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. School Administrator
3. Superintendent
4. Board of Education

Complaints coming directly to the Board of Education as a whole, or to an individual Board member, should be referred to the Superintendent for referral to the proper staff member for appropriate action. The procedure for appeal of action on complaints shall be to the next highest authority.

The Board of Education serves as a final review of appeals of administrative actions regarding complaints and criticisms. All complaints so appealed to the Board of Education shall be in writing, signed by the aggrieved person(s), and shall be directed to the Board of Education through the Superintendent. No member of the community shall be denied the right to petition the Board of Education for redress of a grievance. Complaints shall be referred back through the proper administrative channels for solutions before investigation or action by the Board of Education. Exceptions that the Board will act upon are complaints that concern Board policies or Board operations only.

Ref. BOE Policy 1312

STUDENT RECORDS

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents/guardians, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent/guardian whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents/guardians of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee such as an administrator, teacher, support staff, Board of Education member, attorney, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504
3. Compiling statistical data
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parent/guardian consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's/guardian's or student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parent/guardian or student.

A student over 18 and parent/guardian of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy, or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parent/guardian and the student are not allowed to contest a student's grade in a course through this process. Parents/guardians or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

Copies of student records are available at a cost of $.15 per page, payable in advance. Parent/guardian may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent/guardian fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parent/guardian rights. If the student qualifies for free or reduced-price meals and the parent/guardian are unable to view the records during regular school hours, upon written request of the parent/guardian, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent/guardian objects to the release of any or all directory information about the child. **This objection must be made in writing to the principal by September 14, 2023.** Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade level, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released.

The district will release to the Parent Teacher Organization the names, addresses, telephone number and grade levels of students (**unless the district is informed in writing by September 14, 2023**) provided such information is to be used by the PTO for its own school activities or school business.

The district, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending district is required to send a notice when the records are sent to the new district.

Parents/guardians and eligible students have 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. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPPA Privacy Officer is the Nurse Leader (860) 623-3361 ext. 7401.

Ref. BOE Policy 5145.15; 5125

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

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

Ref. BOE Policy 4211; 6172.4 App. C

TEXTBOOK AND EQUIPMENT CARE AND OBLIGATIONS

Students are responsible for the care of books and supplies entrusted to their use. They will assess damage to textbooks, equipment or materials. Damage to district owned technology devices will be the responsibility of the parent/guardian if the repair is outside the parameters of the manufacturer's warranty. The district reserves the right to withhold participation in voluntary activities or to impose other consequences until the obligation is addressed.

TITLE I COMPARABILITY OF SERVICES

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

Ref. BOE Policy 6161.3

TITLE I PARENT/GUARDIAN INVOLVEMENT
Parents/guardians of a child in a Title I funded program will receive a copy of the district's parent/guardian involvement policy, including provisions of an annual meeting and involvement of parents/guardians in the planning, review and implementation of Title I programs.

Ref. BOE Policy 6172.4

TRANSFERS AND WITHDRAWALS
Parents/guardians withdrawing their student from school must notify the school office as soon as possible in advance of the student's last day. Parents/guardians will be asked to complete a formal written statement of withdrawal and release of records form.

Ref. BOE Policy 5112.3

TRANSPORTATION
School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services for students in grades 3 – 12 or such other disciplinary action that is appropriate for misconduct.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving the building administrator, the student, and the parent/guardian may be required.
2. The building administrator may suspend the student's bus-riding privileges for students in grades 3-12. If such a suspension occurs, the parent/guardian will be notified prior to the time the suspension takes effect.
3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to call law enforcement assistance. The building administrator and parents/guardians shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

All vehicles coming into or leaving the school grounds are subject to the regulations of the school.

Changes in Student Transportation

Children are not allowed to change bus assignments to or from school without a written request submitted to the building administrator prior to the day of the proposed change with confirmation from the bus company that the change can be accommodated. Changes will not be made the day of the request unless it is an emergency situation. In the event a family moves within town or a change is required for other reasons during the school year, a request for a change in bus stops must be made in writing at least three days prior to the change any family moving within town must provide proof of new residence prior to a bus change being approved. A change is defined as a student being transported to or from any location other than his/her designated bus stop. For a bus change form, please refer to our district website, www.eastwindsork12.org.

Ref. BOE Policy 5131.1

TRANSPORTATION SAFETY COMPLAINTS

All complaints concerning school transportation safety are to be made to the Superintendent's Office (860) 623-3346 ext. 7404. A written record of all complaints will be maintained and an investigation of the allegations will take place.

TUTORING

Teachers may not teach privately (tutor) students that are currently assigned to their classes. This does not apply to teacher(s) employed by the Board of Education who are assigned to tutor homebound children.

VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL CAMPUS

The district may install video recording equipment on some school buses to monitor school transportation and discipline. Video recording may be done randomly during the school year, students will not be notified when a recording device has been installed and in use on their bus. Video recordings will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Video recordings shall be treated as protected student records under the Family Educational Rights and Privacy Act.

Video/audio equipment will be used to monitor student behavior in common areas on campus. Students will not be told when the equipment is being used. The principal or his/her designee will review the recordings routinely and document students' misconduct. Discipline will be in accordance with the district's discipline policy.

Ref. BOE Policy 5131.111

VISITORS

Parents/guardians and other visitors are welcome to visit East Windsor Schools. All visitors must first report to the school's main office. All visitors must leave picture identification in the office at the time of the requested visit. Visits to individual classrooms during instructional time shall be permitted only with the building administrator's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the

normal school environment. Visitors who wish to remain with students throughout a full school day must obtain approval from the building administrator prior to the date of the visit.

Unauthorized persons shall not be permitted in school buildings or on school grounds. Building administrators are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

Ref. BOE Policy 1250

VOLUNTEERS

East Windsor Public Schools believes that parents/guardians are an important part of the school community. Parents/guardians and other townspeople are urged to offer their assistance through the volunteer program. The quality of education for children can be enhanced if you devote a small amount of time to a variety of services. A volunteer form can be picked up in the school office or found on the district website under "Parents" and volunteers must complete a background check through Human Resources. ***The administration shall determine when and in what capacity volunteers will be permitted in the schools.***

WEBSITES

School web pages must contain material that reflects educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The principal or his/her designee will approve all material posted on the school's web page.

Students maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions.

WELLNESS

Student wellness, including good nutrition and physical activity, is promoted through the district's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. Food is allowed in classrooms at the elementary level only during snack time. Food and beverages are not allowed in the classrooms at the Middle and High School unless they are part of the curriculum or other educational purposes and receive prior approval by a school administrator and the school nurse. Water bottles are allowed at all school buildings. Food is not to be used as a reward or incentive. A sequential program of physical education is provided, in addition to time in the day for students in grades pre-kindergarten through 5 for supervised recess.

Ref. BOE Policy 6142.101