

*Student/Parent Handbook
2025-2026*

“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 are committed to providing a safe and welcoming environment for all students, families, and staff. Our district does not allow any form of discrimination or harassment based on race, religion, color, national origin, ancestry, citizenship status, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, being a victim of domestic violence, or any other status protected by law. This applies to everyone in our schools—students, employees, school board members, and visitors. Inquiries regarding the East Windsor Public School’s nondiscrimination policies should be directed to:

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East Windsor, CT 06088
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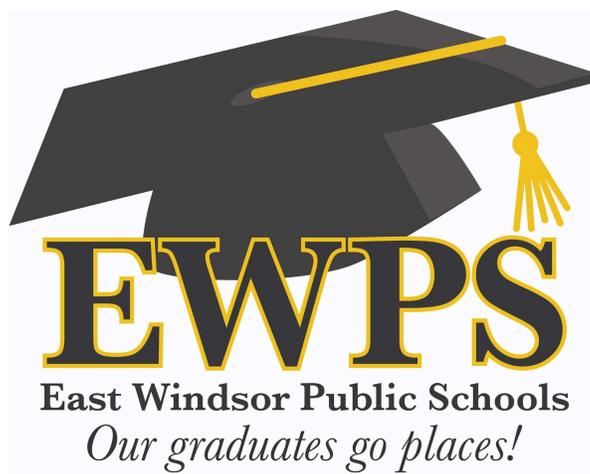
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2025-2026
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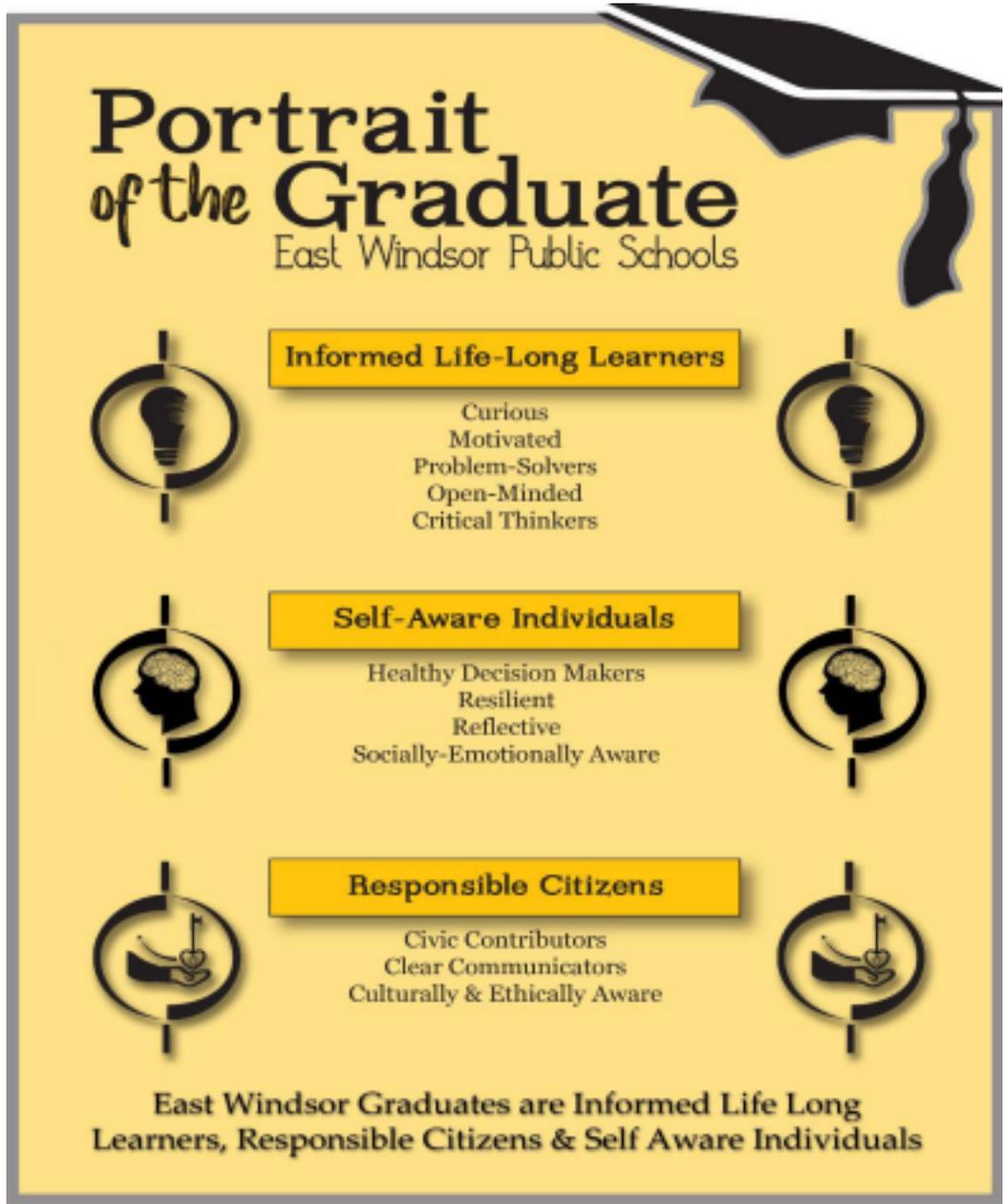
DISTRICT MISSION STATEMENT

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 is: “Our graduates go places!”

District Portrait of the Graduate

East Windsor Public Schools is committed to providing a comprehensive, meaningful education within a safe and nurturing environment, establishing the foundation for each student's success. Guided by the belief that "Our graduates go places," the district's Portrait of the Graduate outlines the essential competencies necessary for students to excel as informed lifelong learners, responsible citizens, and self-aware individuals.

Aligned with the district's Strategic Plan (2021-2026), the Portrait of the Graduate initiative emphasizes the development of critical attributes—including curiosity, critical thinking, resilience, and cultural awareness—across all grade levels. Through this initiative, East Windsor Public Schools strives to ensure equitable opportunities for every student, encouraging personalized paths to success, fostering meaningful family partnerships, and promoting an inclusive, positive learning environment.



Portrait of the Graduate

East Windsor Public Schools

Informed Life-Long Learners

- Curious
- Motivated
- Problem-Solvers
- Open-Minded
- Critical Thinkers

Self-Aware Individuals

- Healthy Decision Makers
- Resilient
- Reflective
- Socially-Emotionally Aware

Responsible Citizens

- Civic Contributors
- Clear Communicators
- Culturally & Ethically Aware

East Windsor Graduates are Informed Life Long Learners, Responsible Citizens & Self Aware Individuals

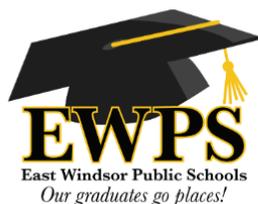
***See Index A for Portrait of the Graduate Rubrics**

Broad Brook School's Instructional Focus

Communication

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





BROAD BROOK

ELEMENTARY

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Broad Brook, CT 06016

Fall 2025

Dear Broad Brook School Families,

Welcome to the Broad Brook School community! The administration, faculty, and staff are excited to have you as part of our learning community. We are committed to working in partnership with you to ensure that your child has a successful and rewarding academic year.

At Broad Brook School, our instructional focus is: All BBS students will clearly communicate what they know and feel through precise language. To support this goal, we are implementing promising practices to strengthen instruction and help meet both school and district priorities. We hold high expectations for each student's academic and social development, and we are dedicated to helping your child grow in both areas.

Throughout the school year, your child will participate in assessments to identify current instructional levels. This data allows us to provide targeted, direct instruction that promotes continuous academic progress. In addition to effective instructional strategies, we utilize the principles of Responsive Classroom, Restorative Practices, and Social Emotional Learning Competencies to foster a positive, inclusive, and supportive learning environment.

We believe that home-school involvement is a key component of student success. We encourage you to become active members of our school community by joining the PTO or volunteering in school. Working together, we can support the development of the whole child—academically, socially, and emotionally.

Please take time to review this handbook carefully, as it outlines important policies and procedures that directly affect your child's educational experience. You can also access the handbook on the parent page of the district website: www.eastwindsork12.org, where you'll find additional resources about our school and district.

Open communication is essential. We are committed to keeping you informed through phone calls, emails, our school website, and our monthly newsletter. If you ever have questions, concerns, or information to share about your child's learning or well-being, please do not hesitate to reach out. All staff contact information is available on our website or by calling the school office.

We look forward to a wonderful year of growth, learning, and collaboration!

Sincerely,

Laura Foxx
Principal, Broad Brook School



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. Both students and parents/guardians 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.

STUDENT SCHOOL SCHEDULES

Regular School Days

	<u>Starting Time</u>	<u>Dismissal</u>
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.

Shortened Days

	<u>Starting Time</u>	<u>Dismissal</u>	<u>Conferences</u>
East Windsor High School	7:30 A.M.	12:00 P.M.	11:50 A.M.
East Windsor 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.

ARRIVAL/DEPARTURE

Morning 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.

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 their 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. Excessive absences may result in your child being considered chronically absent.

When a parent/guardian determines that an absence is necessary, the parent/guardian is required to contact the school prior to the start of the school day on the day of the absence by calling the school or by sending an email to the office staff.

Excused Absence

A student's absence from school shall be considered "excused" if the parent or guardian notifies the school of the reason for such absence 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 absence one through nine they must write a note, call the school, or email the school 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.

Chronic Absenteeism

According to the Connecticut State Department of Education, "Chronic absence is defined as missing 10 percent or greater of the total number of days enrolled during the school year for any reason. It includes both excused, unexcused, out-of-school suspensions, and in-school suspensions that last more than one-half of the school day." A school attendance review team meets monthly to review the cases of chronically absent children and discusses school interventions to support the student and his /her family. Families of students identified as chronically absent each month will receive a letter to keep them apprised of their attendance status and to provide resources to support school attendance.

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.

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, main office 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 will be 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 parents/guardians, dismissing a child from school will be required to present picture identification.

Tardiness

Students who are not in class by the school's daily start time 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 and may be subject to additional consequences.

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. The school must hold a meeting with a parent of a student who is truant not later than 10 days after the student's fourth unexcused absence in a month or 10th unexcused absence in a school year. A school attendance review team reviews truancy during bi-weekly attendance team meetings and contacts parents for documentation. Home visits may also be conducted by school staff to support families with concerns surrounding truancy. 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.

Ref. Board Policy: 5000; 5000.1

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

Promoting a Positive and Restorative School Climate

East Windsor Public Schools is committed to creating a safe, positive, and welcoming school environment for all students. Our schools emphasize strong relationships, emotional well-being, and clear expectations to support student growth academically, socially, and emotionally. Through our Restorative Practices approach, we move away from traditional punitive discipline, focusing instead on accountability, empathy, and community healing. This means helping students understand and correct their mistakes, build essential social and emotional skills, and reintegrate positively into the school community.

We regularly evaluate our school climate through surveys involving students, families, and staff. Each school has a dedicated committee working collaboratively to address challenges and strengthen our school environment, ensuring all students feel safe, respected, and included. Parents and guardians are valued partners in this process and will be informed and involved throughout the school year.

Reporting and Investigating Challenging Behavior

Building School Climate Specialist: Matthew Ryan Phone 860-623-2433 Email mryan@ewct.org

Definition of Challenging Behavior

- **Challenging Behavior** is defined as behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.
- **Bullying** means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.
- **Cyberbullying** involves bullying through electronic means, such as social media, texts, emails, or other online communication.

Procedures for Reporting and Investigating Complaints of Challenging Behavior:

- Students and parents can report challenging behavior in writing through the [Challenging Behavior Reporting Form](#). Reports include basic details such as who was involved, what happened, when and where it occurred, and names of any witnesses. The School Climate Specialist or administrator will confirm receipt of the report within 3 school days of submission.
- The school will promptly investigate all reports. Parents may be asked to allow their child's name to be shared during the investigation.
- Witnesses and students involved will be interviewed. Retaliation against anyone involved in the reporting or investigation process is strictly forbidden and will result in disciplinary consequences.

Responding to Incidents of Challenging Behavior

- The parents of all students directly involved will be notified within 3 school days of the investigation's conclusion. Details about disciplinary actions involving other students remain confidential.
- Support plans will be developed for all impacted students and interventions will be put in place to prevent repeated incidents, including making amends, possible counseling, discipline, or other measures.

Notice to Law Enforcement:

- If challenging behavior or bullying involves potential criminal behavior, the school will notify law enforcement in compliance with privacy laws.
- Challenging behavior or bullying related to discrimination (race, religion, gender, disability, etc.) will be investigated in coordination with appropriate school personnel.

Ref. Board Policy: 5210, 5220

CAFETERIA

The East Windsor Public Schools participates in the National School Lunch Program and offers students nutritionally balanced meals daily. **Free breakfast and lunch are available for all students.** Additional snacks, during lunch, are available for purchase. 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.

MEAL CHARGING POLICY

The goal of the food service program is to provide students with nutritious and healthy foods, through the District's food services program, that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings; we are helping to teach students the value of good nutrition.

The Board of Education (Board) has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff and visitors).

The district uses an automated prepayment system which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as, make deposits, to their child's school meal account. One breakfast and one lunch is offered to all students at no cost as part of the CEP mechanism in East Windsor Public Schools. Second meals and ala carte items may only be purchased with cash or money on the student's account.

Definitions

"Delinquent Debt" are unpaid meal charges, like any other money owed to the nonprofit school food service account when payment is overdue, as defined by state or local policies.

"Bad Debt" are when unpaid meal charges are not collected and are considered a loss. Such debt must be written off as an operating loss, which cannot be absorbed by the nonprofit school food service account, but must be restored using nonfederal funds.

Delinquent Debt and Bad Debt

The district's efforts to recover from households' money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The school food authority is encouraged to consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.

Money owed because of unpaid meal charges shall be considered "delinquent debt," as defined, as long as it is considered collectable and reasonable efforts are being made to collect it.

Breakfast and Lunch program

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

Breakfast

East Windsor High School will provide breakfast starting at 7:05 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 5600

CHEATING/PLAGIARISM (Academic Dishonesty)

Students are expected to pursue their school work with integrity and honesty. Cheating and/or plagiarism demonstrates 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.

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 receives 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 5220; 5225

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 5420; 5430

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.

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.

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

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

<p align="center">LEVEL ONE (Minor)</p>	<p align="center">LEVEL TWO (Minor/Major)</p>	<p align="center">LEVEL THREE Based on development level of students (Major)</p>	<p align="center">LEVEL FOUR (Major)</p>
<p>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</p>	<p>Chronic Level One violations – documented Profanity – directed Abusive language – ridicule False information Theft minor Vandalism minor Smoking violation Other as determined by administration</p>	<p>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</p>	<p>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</p>
<p align="center">PEOPLE INVOLVED WITH INTERVENTION</p>	<p align="center">PEOPLE INVOLVED WITH INTERVENTION</p>	<p align="center">PEOPLE INVOLVED WITH INTERVENTION</p>	<p align="center">PEOPLE INVOLVED WITH INTERVENTION</p>
<p align="center">Teacher Parent Supervising Adult</p>	<p align="center">All previous staff plus: Behavior Intervention Specialist Social Worker School Counselor Administrator School Resource Officer</p>	<p align="center">All previous staff plus: Administrator Police</p>	<p align="center">Administrator Police</p>

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

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. In order to maintain an environment conducive to the educational process, the East Windsor Board of Education (the “Board”) prohibits the following from wear during the academic school day:

- A. Coats, jackets or other attire normally worn as outerwear. Outerwear includes: coats, jackets, windbreakers, nylon pullovers, down vests, and other clothing the administration deems inappropriate. Outerwear shall not be worn, carried, or kept in the classroom during regular school hours.
- B. Head coverings of any kind, including but not limited to scarves, bandannas, masks, headbands, visors, kerchiefs, athletic sweatbands, hats, caps, or hoods. Head coverings shall not be worn, carried, hung on belts or around the neck, or kept in the classroom during regular school hours. Approved coverings worn as part of a student's religious practice or belief, or as required or permitted in conjunction with school district health and safety protocols, shall not be prohibited under this policy. Nothing in this policy shall be construed to prohibit protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.
- C. Items A. and B. above must be secured in the student's locker or other storage area before school starts. Items not stored will be confiscated by the administration.
- D. Footwear that damages floors or poses a safety hazard is not permitted. Students must wear footwear that is safe and appropriate for the school environment. All footwear, including sandals, must have a secure back strap to ensure proper support and stability. Additionally, students must wear suitable footwear for physical activities, including physical education classes and recess.
- E. Sunglasses, whether worn or carried, unless required pursuant to a documented medical issue.
- F. "Name" or other oversized metal belt buckles and all metal belts or combination of metal and leather belts.
- G. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.
- H. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.
- I. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words," including but not limited to attire or accessories depicting the Confederate flag and/or the Nazi swastika.

- J. Attire or accessories that depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- K. Shirts and/or blouses that reveal the abdomen, chest, or undergarments.
- L. See-through clothing or sleeveless shirts.
- M. Shorts, miniskirts, or pants that reveal the upper thigh or undergarments.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

Ref BOE Policy 5260

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 parents/guardians.

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

Ref. BOE Policy 5240; 5340

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 5200

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.

To provide the most effective use of this technique without exploitation of staff or students, the Superintendent or his/her designee may approve such distribution providing:

1. The materials relate to the school, community, local recreational or civic activities.
2. The materials do not promote any political party or candidate.

All requests from groups or individuals to have students distribute materials to people in the community, with the exception of requests from school-connected organizations like parent-teacher organizations or Board appointed citizens' ad hoc advisory committees, will be referred to the office of the Superintendent to determine whether the requests comply with overall school purposes and policy.

Ref. BOE Policy 1020

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 is closed for 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 School, students may bring such devices but they are to be left in the off position and in their lockers during the school day.

Students who violate this procedure will be asked to give the phone and/or earbuds to the main office for the remainder of the day. Those students who do not comply will be subject to disciplinary action.

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 the loss of or damage to the student's personal device.

Ref. BOE Policy 5420; 5430

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.

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 3, NBC 30, and Fox61 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 and over 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 the 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.

EXEMPTION FROM INSTRUCTION

A student will be exempted from instruction regarding Dissection, Acquired Immune Deficiency Syndrome (AIDS), Firearm safety, 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 6700

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 5530

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 parent/guardian 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.

All classrooms are classified as allergen-safe at Broad Brook School. No food is allowed outside of the cafeteria except for purposes outlined in the curriculum or for other educational needs. 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.

Ref BOE Policy 5350; 5350.1

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 and approved 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 Fundraising policy and regulations. No such fund-raising activities may involve door-to-door solicitation in the community by students.

Ref. BOE Policy 5610

GRADING SYSTEM

Standards-Based Report Card

- Standards-based grading focuses on a student's progress toward meeting grade level standards rather than a simple accumulation of points.
- It uses a number scale (4, 3, 2, 1) rather than a letter scale (A, B, C, D, F).
- It is not influenced by non-academic factors, such as tardiness or behavior.
- Performance levels are determined by each student's performance or demonstration of the standard.
- The goal is for all students to meet or exceed standards by the end of the year.
- 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.
- Assignments will be scored on what a student demonstrates they know.
- 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).

Performance Levels

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.

GRIEVANCE PROCEDURES

Grievance Procedures Related to Complaints or Disputes

East Windsor Public Schools believes every student deserves to feel safe, respected, and included at school. East Windsor Public Schools will not tolerate discrimination or harassment against any student based on race, color, religion, age, gender, sexual orientation, marital status, national origin, disability, pregnancy, gender identity, veteran status, or status as a victim of domestic violence.

Harassment or discrimination can include:

- Hurtful words or insults about someone's race, religion, gender, or identity
- Displaying offensive symbols or images
- Mean or threatening messages (including texts or social media)
- Any behavior that embarrasses, scares, or harms someone based on their identity

Harassment can occur even if it's not intentional, not directed at a specific person, or only happens once.

Retaliation is Not Allowed: No student, staff member, or community member can be punished or treated unfairly for reporting harassment or discrimination or helping with an investigation. If you or your child experiences or sees discrimination or harassment:

- Report it immediately to any teacher, counselor, or school administrator.
- You can also directly contact Darryl Rouillard, Assistant Superintendent, at 860-623-3346 or drouillard@ewct.org.

Complaints should include details such as names, dates, location, witnesses, what happened, and how you'd like it resolved. School staff can help you prepare your report if needed.

How the School Responds:

- The school investigates all complaints quickly and confidentially.
- Both sides can share their views and provide information.
- The school will inform you of the results of the investigation and any actions taken.

Consequences for Discrimination or Harassment: Depending on the situation, actions could include:

- Discipline (such as suspension or expulsion)
- Counseling or educational programs
- Restrictions from activities or school property

Need Additional Help or Have Questions?

- For general discrimination/harassment questions or religious accommodations:
 - Contact Darryl Rouillard at 860-623-3346, drouillard@ewct.org.

- For issues related specifically to gender, sex, or sexual orientation:
 - Contact Erin Barraza at 860-623-3346, hr@ewct.org.
- For disability-related concerns or accommodations:
 - Contact Deirdre Osypuk at 860-623-3346, dosypuk@ewct.org.

You also have the right to contact external agencies:

- U.S. Department of Education Office for Civil Rights: (617) 289-0111
- Connecticut Commission on Human Rights and Opportunities: (860) 541-3400

Together, we can ensure our schools remain a safe and respectful environment for everyone.

GUIDANCE AND COUNSELING

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the school psychologists, social workers, 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 psychologists and social workers 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.

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 parents/guardians 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 any disability they may have. The East Windsor Public Schools expect 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 instructed to stop.

Parents/guardians are urged to reinforce with their student(s) 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 administrator. 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 Director (860) 623-3346 ext. 7406. Allegations are taken seriously, will be investigated and addressed and appropriate disciplinary action taken, when necessary.

Ref. BOE Policy 5250

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 student to school if she/he 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 am - 2:20 p.m.

EWMS – 8:00 am - 3:00 p.m.

Broad Brook Elementary – 8:55 am -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 listed in the database 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 she/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.

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 all 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)	Excluded from school for one week after appearance of the first crop of vesicles or until all lesions are scabbed and no new lesions are erupting.
Covid -	Exclude from school for 24 hours after the start of Covid symptoms or a positive test.. Can return to school after 24 hrs 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 students mask for the next 5 days

Fever -	Must be free of fever (less than 100 degrees) for 24 hours without the use of Acetaminophen (Tylenol) or ibuprofen (Motrin) before returning to school.
Impetigo -	Exclude from school for 24 hours after institution of specific therapy.
Influenza - Acetaminophen (Tylenol) or ibuprofen (Motrin) before returning to school	Exclude from school - must be fever free for 24 hours without the use of
Measles	Exclude from school for five days from time rash appeared Mumps
Exclude from school as long as glands remain swollen	
Monkey Pox	Rash must be fully healed and a fresh layer of skin must be formed. The illness typically lasts 2-4 weeks
Mononucleosis -	Exclude from school only on physician's note
Pink eye remain home for 24 hours.	Only conjunctivitis (pink eye) where antibiotics were prescribed should the student
Ring worm	Cover the area of infection with dressing after institution of specific therapy.
Rubella	Exclude 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/ Fever Infections	Child must be on antibiotics for a minimum of 24 hours and free of fever And/or Scarlet 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 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.

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 (HIPAA) to maintain the privacy of protected health information. Please contact your pediatrician's office for copies of immunizations and physical exams for summer camps.

When a student transfers to another school or school system, upon receipt of a confirmation of enrollment in another district or a signed Release of Information form from the student's parent/guardian; 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.

Health Office Protocol

- All students must have permission from a teacher in order to come to the health office, unless it is an extreme emergency.
- 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.

- Students with scabies must be treated and have a physician's note clearing them to return to school.
- Health office visits are computerized. The nurse will contact both parents/guardians 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 – Parent/guardian 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, 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 or their cell phone to make arrangements for dismissal due to illness or injury. Any student that arranges for a dismissal by a parent/guardian 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 listed in the database. Thus it is very important that you list an individual as 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 contacts, 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 early childhood, kindergarten, grade 6 and 9. The physicals should be done by grade 6; no later than beginning 7th grade and grade 9, no later than beginning of 10th grade. 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, oral health assessment and chronic disease assessment. Lead test is

required for early childhood screenings. Students will be excluded from school at the start of school year 2025 if their physical exam is not updated.

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 important part of the student's health assessment.

Vision Screening: Performed annually on students grade 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

HOMEWORK

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, 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.

Ref. BOE Policy 6030

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 parent/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 children 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.

A parent/guardian who does not want his or her children photographed or videotaped shall inform the school administrators in writing by September 12, 2025.

PARENT/GUARDIAN CONFERENCES

Parents/guardians are encouraged to become partners in their children'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. During designated conference weeks there are additional evening hours for parents to schedule parent meetings with their students' respective teachers.

PARENT/GUARDIAN INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of the educational opportunities available. Parents/guardians should become familiar with all of the children'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 children's teachers through email. The East Windsor Public Schools' 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.

School Governance Council

The council is composed of administrators, elected parents/guardians, elected teachers, students, and community members. It serves in an advisory capacity to the school's administration. Elections will take place by October for any vacant seats.

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 tests 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 cases involving the possibility of retention, parents/guardians 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 not limited to: field trips, graduation ceremony, senior banquet, etc., until payment is made to repair or replace materials or equipment.

Each student is assigned a desk, a 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.

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 it 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 are not responsible to replace property that is lost or stolen while on school grounds or at a school sponsored activity.

REPORT CARDS

Report cards are distributed both in paper copy and electronically on a quarterly basis. Grades are cumulative throughout the school year and reflect the educational growth of the student in relationship to the district's Portrait of the Graduate goals of becoming an informed life-long learner, self-aware individual, and responsible citizen.

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.

SEARCH AND SEIZURE

The Board of Education seeks to ensure a learning environment that protects the health, safety, and welfare of students and staff. To achieve these goals, authorized school administrators may conduct searches of students, their property, and school property assigned to students. Searches can occur on district property or at school-sponsored activities under district jurisdiction.

Search of Students and Personal Property

A student's person, handbag, backpack, electronic devices, motor vehicle on school property, or other personal effects may be searched if there are reasonable grounds to suspect the search will reveal evidence of a violation of law or school rules. All searches shall be reasonable in scope, minimally intrusive, and conducted in the presence of a witness.

Strip searches are strictly prohibited unless there is immediate danger to students, staff, or school property. In such rare circumstances, searches must be conducted by law enforcement officials, with a school staff member present as a witness. The personnel involved must be of the same sex as the student being searched.

Search of Lockers, Desks, and Storage Areas

Lockers, desks, gym baskets and storage areas are the property of the school district and provided temporarily for student use. These areas remain district property at all times. School administrators and authorized law enforcement may search these areas if there is reasonable suspicion they contain illegal

items, contraband, or materials violating school policies or regulations. Searches may also be conducted to maintain sanitary conditions.

Law Enforcement Involvement

School officials may invite law enforcement to conduct searches using detection dogs or investigative procedures as necessary for school safety. During these activities, school administrators maintain oversight and ensure adherence to district policies and procedures. Items seized during searches may be submitted to law enforcement for appropriate disposition.

Communication

Parents and students will receive notification of these policies annually through the student handbook and the district's website. Specific dates and times of searches using detection dogs or screening devices need not be disclosed in advance.

All searches and seizures will adhere strictly to applicable laws, Board policies, and administrative regulations to protect the rights and dignity of students.

Ref. BOE Policy 5230, 5230.1, 5230.2, 5230.3

SECTION 504

NOTICE OF PARENT/STUDENT RIGHTS

UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is a non-discrimination statute enacted by the United States Congress. Section 504 prohibits discrimination on the basis of disability by recipients of federal funds. Title II of the Americans with Disabilities Act (“ADA” or “Title II”) also prohibits discrimination on the basis of disability by state and local governments. To be protected under Section 504 and the ADA (“collectively, “Section 504/ADA”) as an individual with a disability, an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

Under Section 504, the East Windsor Public Schools (the “District”) has specific responsibilities to identify, evaluate and provide an educational placement for students with a disability. The District’s obligation includes providing such eligible students a free appropriate public education (“FAPE”). Section 504 defines FAPE as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees similarly imposed on nondisabled students/parents).

A student is eligible for regular or special education and related services under Section 504 if it is determined that the student has a mental or physical disability that substantially limits one or more major life activity such as (but not limited to): caring for oneself, performing manual tasks, seeing, hearing,

eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating or working. A major life activity may also include the operation of a major bodily function, such as an individual's immune, digestive, respiratory or circulatory systems.

A student can have a disability and be covered by Section 504/ADA even if the student does not qualify for, or receive, special education services under the IDEA.

The purpose of this notice is to provide parents/guardians and students 18 years of age or older with information regarding their rights under Section 504. Under Section 504, you have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the District's education programs without discrimination based on your child's disability;
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on your child's disability;
4. To be notified of decisions and the basis for decisions regarding the identification, evaluation, and educational placement of your child under Section 504;
5. If you suspect your child may have a disability, to request an evaluation, at no expense to you and to have an eligibility determination under Section 504 (and if eligible, placement decisions made) by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;
6. If your child is eligible for services under Section 504, for your child to receive a free appropriate public education (FAPE). This includes the right to receive regular or special education and related services that are designed to meet the individual needs of your child as adequately as the needs of students without disabilities are met;
7. For your child to receive reasonable accommodations and services to allow your child an equal opportunity to participate in school, extra-curricular and school-related activities;
8. For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;
9. To have your child educated in facilities and receive services comparable to those provided to non-disabled students;
10. To review all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, and educational placement;
11. To examine or obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;

12. To request changes in the educational program of your child, to have your request and related information considered by the team, a decision made by the team, and if denied, an explanation for the team's decision/determination;
13. To request an impartial due process hearing if you disagree with the District's decisions regarding your child's Section 504 identification, evaluation or educational placement. The costs for this hearing are borne by the District. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense;
14. To file a local grievance/complaint with the District's designated Section 504/ADA Coordinator to resolve complaints of discrimination including, but not limited to, claims of discrimination directly related to the identification, evaluation or placement of your child; and
15. To file a formal complaint with the U.S. Department of Education, Office for Civil Rights.

The Section 504/ADA Coordinator for the District is:

Deirdre Osypuk, Special Education Director
70 South Main St.
East Windsor, CT 06088
860-623-3346

For additional assistance regarding your rights under Section 504 and Title II of the Americans with Disabilities Act, you may contact:

Office for Civil Rights, Boston Office
 U.S. Department of Education
 8th Floor
 5 Post Office Square
 Boston, MA 02109-0111
 (617) 289-0111.

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 parent/guardian of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parent/guardian 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 (860) 623-3346 ext. 7293.

Ref. BOE Policy 5255

STUDENT/PARENT/GUARDIAN 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/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 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.

STUDENT RECORDS

The East Windsor Board of Education (“Board”) complies with state and federal laws regarding confidentiality, access to, and amendment of education records. The privacy of students and parents is protected while providing proper access as outlined by policy.

Education records are any records directly related to a student, maintained by the District, excluding private notes by staff, law enforcement records, certain employment records, treatment records, and grades on peer-graded papers before collection.

Both parents/guardians maintain rights to inspect and review education records unless legally restricted by court order or statute. Non-custodial parents retain rights unless explicitly revoked by a legal document provided to the District.

All requests to access records must be made in writing. The District will respond within 45 calendar days for general education students and within 10 school days for special education students, prior to any meeting related to an Individual Education Plan (IEP) or due process hearing. One free copy of records is provided to parents/guardians of students receiving special education upon written request; additional copies will be provided at a charge of 50¢ per page.

Parents/guardians or eligible students (18 years or older or attending post-secondary education) can request corrections to records deemed inaccurate, misleading, or violating privacy. The District will provide a hearing if the request to amend records is denied. Parents/guardians or eligible students may place a statement of disagreement in the record if the District maintains its decision post-hearing.

Directory Information includes student and parent names, addresses, email, telephone numbers, photographs, date and place of birth, fields of study, grade levels, participation in school activities, athletic team details, dates of attendance, awards, and previous school attended. Parents/guardians or eligible students may object in writing to the release of Directory Information annually.

Military recruiters or higher education institutions have access to secondary students’ names, addresses, and telephone listings unless objections are filed annually.

Upon enrollment in another school or district, student records will be transferred within 10 days of receiving notice from the receiving district.

Complaints regarding compliance with student record policies can be filed with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-8520.

The complete District policy is available at the principal’s or superintendent’s office.

Ref. BOE Policy 5400

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.

TRANSFERS AND WITHDRAWALS

Parents/guardians of students withdrawing from school must notify the Main office (860)623-2433 as soon possible in advance of the student's last day. At that time, they will be given forms to complete. Included will be a formal written statement of withdrawal and release of records form.

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(s) may be required.
2. The building administrator may suspend the student's bus-riding privileges. 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 for law enforcement assistance. The building administrator and parent/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 and 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, a request for change in bus stops must be made in writing three days prior to the change. Any

family moving within town must provide proof of their new residence prior to a change in bus 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.

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

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 to whom they are currently assigned. 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. 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.

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 provide a picture identification prior to entering the main office at the time of the requested visit. Visits to individual classrooms during instructional time shall be permitted only with the principal'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. The length and scope of any visit shall be determined by the building principal or responsible administrator in accordance with these regulations and accompanying Board policy. The building principal or responsible administrator shall determine a reasonable amount of time for observations of individual students or student programs.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals 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 1210, 1210.1

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. All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

The administration shall determine when and in what capacity volunteers will be permitted in the schools.

Ref. BOE Policy 1220

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. To avoid any issues with student allergies we are requiring students to avoid bringing snacks to school that contain peanut/nut products. Strict avoidance of peanut/nut products is the only way to prevent a life threatening allergic reaction. Other than designated snack time, food and beverages are not allowed in the classrooms unless they are part of the curriculum or being used for 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.

Ref. BOE Policy 5300, 5300.1

Life Long Learners

	Indicators	Exemplary	Proficient	Approaching	Not Meeting
Curious	Demonstrates a desire to acquire skills and knowledge; exhibits a strong desire to learn, interest, inquisitive	Consistently takes academic risks and utilizes, obstacles and/or uncertainties as opportunities to ask questions in order to explore additional learning	Takes academic risks and utilizes obstacles and/or uncertainties as opportunities to ask questions in order to explore additional learning	Takes academic risks but does not yet effectively utilize resources and support to explore additional learning	With or without support, rarely engages in opportunities to explore interests to explore additional learning.
Motivated	Exhibit a desire and willingness to work; exhibits eagerness, persistence, perseverance, takes ownership	Serves as a role model for self-motivation, holding oneself and others responsible while routinely demonstrating a strong work ethic and pursuing high quality work by utilizing constructive feedback	Self-motivated, holds oneself responsible while routinely demonstrating a strong work ethic and pursuing high quality work by utilizing constructive feedback.	With prompting and support, holds oneself responsible while inconsistently demonstrating a strong work ethic and pursuing high quality work.	With prompting and support, does not yet hold oneself responsible while inconsistently producing work.
Problem Solvers	Recognizes, Identifies the purpose, problem/issue/situation, or question for investigation; evaluates ideas and information for context, relevance, and impact with some inaccuracies, identifies, and perseveres problems or situations to viable solution	Identifies a problem or question for investigation; uses appropriate resources and justifies reasoning through evidence; reflects, revises and works to achieve a viable solution.	Identifies a problem or question for investigation; uses appropriate resources and justifies reasoning through evidence; revises but does not yet reflect while working to achieve a viable solution.	Identifies a problem or question for investigation with support; uses a lack of appropriate resources and inconsistently justifies reasoning through evidence.	With extensive support, identifies a problem or question for investigation; but does not yet use resources and strategies to solve problems.

Open Minded	Listens to, considers, and tries new ideas and tasks	Consistently contributes to and acknowledges opposing viewpoints and applies understanding to new learning and tasks	Contributes to and acknowledges opposing viewpoints and applies understanding to new learning and tasks	With support, contributes to and acknowledges opposing viewpoints	With or without support, rarely contributes to and acknowledges opposing viewpoints
Critical Thinkers	Cites multiple, credible sources to support an argument. Questions, analyzes and synthesizes sources to strengthen an argument	Identifies a problem or question for Investigation; uses appropriate resources and justifies reasoning through evidence; independently reflects on reason and/or opposing viewpoints; revises to achieve a viable solution.	Identifies a problem or question for Investigation; uses appropriate resources and justifies reasoning through evidence; with support reflects on reason and/or opposing viewpoints; revises to achieve a viable solution.	Identifies a problem or question for Investigation with support; uses a lack of appropriate resources and inconsistently justifies reasoning through evidence.	With extensive support, identifies a problem or question for investigation; but does not yet use resources and strategies to solve problems.

Self-Aware Individuals

	Indicators	Exemplary	Proficient	Approaching	Not Meeting
Healthy Decision Makers	Makes choices to promote physical, social and emotional well-being.	Consistently uses and models strategies and interpersonal skills to self-advocate, manage stress, promote physical and mental health while cultivating positive relationships to support healthy behaviors.	Consistently uses strategies and interpersonal skills to self-advocate, manage stress, promote physical and mental health while cultivating positive relationships to support healthy behaviors.	With guidance and support the student will self-advocate and use strategies and interpersonal skills to manage stress, promote mental health and cultivate positive relationships.	Is not yet seeking support to self-advocate, to make positive choices and/or does not self-advocate and use strategies and interpersonal skills to manage stress, promote mental health and cultivate positive relationships.

	Indicators	Exemplary	Proficient	Approaching	Not Meeting
Resilient	Resilient people are flexible, build stamina and recover quickly. They develop a mental capacity to adapt during adversity.	Independently and consistently utilizes challenges as an opportunity to grow by evaluating, reflecting and persevering through adversity.	Utilize challenges as an opportunity to grow by evaluating, reflecting and persevering through adversity.	With support, utilizes challenges as an opportunity to grow by evaluating, reflecting and persevering through adversity.	Does not yet persevere through challenges
Reflective	Reflective people think about past experiences to develop skills and review their effectiveness to engage in continued learning.	Engages in self-assessment and reflects on feedback and acts on opportunities for achieving higher learning	Reflects on feedback and acts on opportunities for achieving higher learning	With support, reflects on feedback and acts on opportunities for achieving higher learning	Does not yet reflect on feedback
Social/Emotionally Aware	The ability to take the perspective of and empathize with others including those from diverse backgrounds and cultures.	Consistently empathizes and works cooperatively by encouraging and acknowledging others' feelings and diverse perspectives	Empathizes and works cooperatively by acknowledging others' feelings and diverse perspectives	With prompting and support, works cooperatively but struggles to acknowledge others' feelings and diverse perspectives Some students may begin to understand how their emotions and behaviors impact those around them.	Does not empathize or acknowledge others' feelings or diverse perspectives With extensive support may become aware of how their emotions and behaviors impact those

Responsible Citizens

	Indicators	Exemplary	Proficient	Approaching	Not Meeting
Civic Contributors	Contribute ideas to change and/or support your community.	Consistently and actively plans and supports community (including school/classroom) needs by advocating for its members through community service	Consistently and actively supports community (including school/classroom) needs through community service	With support, is able to identify a community (including school/classroom) need but is unaware of how to provide support for community needs	Does not yet recognize and/or is unaware of how to provide support for community (including school/classroom) needs
Clear Communicators	Effective skills and knowledge across all communication modalities to convey understanding.	Independently and respectfully expresses thoughts across all modalities with a purpose to inform or persuade with precision, clarity and coherence appropriate to task and audience.	Respectfully expresses thoughts across all modalities, with a strength in one area, demonstrating a purpose to inform or persuade that is appropriate to task and audience.	With support, respectfully expresses thoughts across some modalities with a purpose to inform or persuade that is appropriate to the task and audience.	Does not yet communicate clearly using task appropriate modalities for a target audience
Culturally & Ethically Aware	Value the global community. Acknowledge and respect diverse perspectives and cultures.	Consistently acknowledges other cultures by connecting their own experiences and points of view while modeling social norms and appropriate behavior in social settings.	Consistently acknowledges other cultures by connecting their own experiences and points of view while following social norms and appropriate behavior in social settings.	Acknowledges other cultures but inconsistently follows social norms and appropriate behavior in social settings.	With significant support rarely identifies and follows social norms in social settings.

