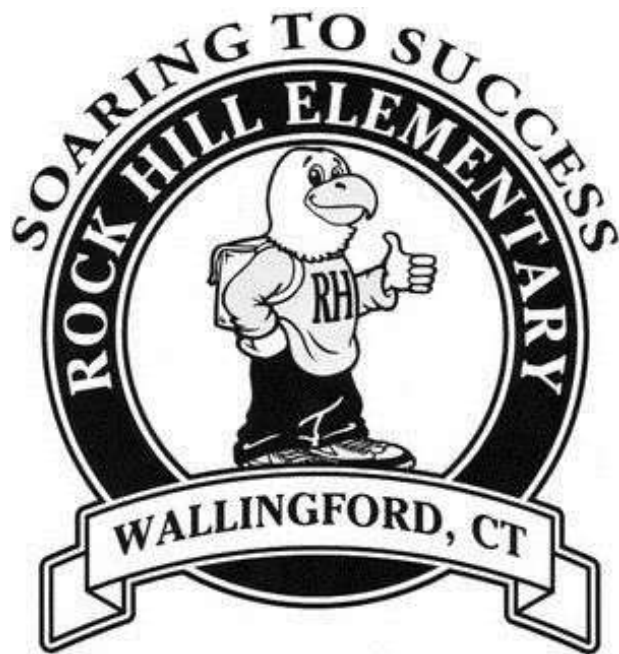


Rock Hill Elementary School Family Handbook



2018-2019

School Hours 8:55 A.M. - 3:20 P.M.

Rock Hill Elementary School



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**Wallingford
Public Schools
We Are Proud**

WALLINGFORD PUBLIC SCHOOLS BELIEF STATEMENT

- ★ Student learning is at the center of every decision considered by the Wallingford Public Schools.
- ★ Learning is a responsibility to be shared among students, families, the school system and the community.
- ★ To ensure success after high school, learners need to master academic and social skills.
- ★ Knowing how individuals learn-developmentally, socially, and culturally-drives instruction and curriculum.
- ★ Learning is nurtured in safe, healthy environments.
- ★ Transparency and accountability are essential in utilizing the educational resources entrusted to Wallingford Public Schools by the community.

WALLINGFORD PUBLIC SCHOOLS MISSION STATEMENT

To inspire through innovative and engaging experiences that lead all learners to pursue and discover their personal best.

WALLINGFORD PUBLIC SCHOOLS VISION STATEMENT

Wallingford Public Schools, in partnership with our families and community, will provide a safe, healthy, and supportive environment that ignites an enduring passion for excellence in every learner, so that each becomes a lifelong contributor to the local, national and global communities.

<https://www.wallingford.k12.ct.us/district-information/strategic-plan>

PREFACE

The material covered within this family handbook is intended as a method of communicating to students and parents 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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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 booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.

The Family Handbook is designed to be in harmony with Board policies. 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 through newsletters, web pages, and other communications.

EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

<u>Title IX Coordinator</u>	<u>Title VI Coordinator 504/ADA Coordinator</u>	<u>Safe School Climate Coordinator</u>	<u>Safe School Climate Specialist</u>
Danielle Belizzi Asst. Superintendent of Personnel 100 South Turnpike Road Wallingford, CT 06492 203-949-6508	Laura Klimaszewski Director of Pupil Personnel Services 100 South Turnpike Road Wallingford, CT 06492 203-294-5946	Tony Loomis Health and Wellness Coordinator 100 South Turnpike Road Wallingford, CT 06492 203-949-6528	Lisa Carlson Principal, Rock Hill Elementary School 910 Old Rock Hill Road Wallingford, CT 06492 203-294-6260

Non-Discrimination

Grievance Procedure for Section 504, Title VI, Title VII, and Title IX Regulations

The Wallingford Public School District does not discriminate on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), or genetic information in establishing preliminary hiring and employment practices and establishing and providing school activities and programs.

ADMISSION

A student seeking enrollment in Rock Hill Elementary School for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the main office. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

ADVERTISING

The Wallingford Public Schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students.

ADVISORY COUNCIL(PTAC)

Representatives of the parents and staff meet with the principal on a regular basis to offer advice on school matters. The council provides input on budget issues, curriculum and instruction, facilities, student assessment, educational equipment, support services, new programs, additional staffing requests and school community relations. Personnel issues may not be discussed, as they are governed by State Statute. Any question or concern may come before the council for discussion by attending a meeting in person, submitting an item in writing or by contacting a member of the council.

ARRIVAL/DISMISSAL: Rock Hill School Hours Grades 3 – 5

Regular School Day 8:55 a.m. - 3:20 p.m.	2 Hour Delayed Opening 10:55 a.m. - 3:20 p.m.	2 Hour Early Dismissal 8:55 a.m. - 1:20 p.m.
	3 Hour Delayed Opening 11:55 a.m. - 3:20 p.m.	2 Hour, 45 Min. Early Dismissal 8:55 a.m. - 12:35 p.m.
		3 Hour Early Dismissal 8:55 a.m. - 12:20 p.m.

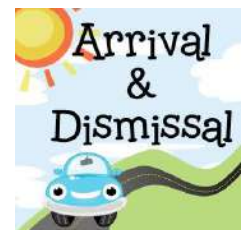
Students **may arrive at 8:40 a.m.** when supervision in the classroom begins. This is not a recess period. Parents are urged to park in designated lot before escorting their children to and from the school. **Fire lanes must be left free** of parked vehicles. Please do not enter the Staff lot to drop off/pick up your students from school. Reserved spots are for office administration and traveling teachers. Lunch is served on all days including 2 hour delay, 3 hour delay, 2 hour early dismissal, 2 hour, 45 minute early dismissal, and 3 hour early dismissal.

EARLIEST ARRIVAL TIME: 8:40 a.m.

(The doors will remain locked until this time. There is no supervision prior to this time.)

TARDY ARRIVAL- Anytime after **8:55 a.m.**

DISMISSAL TIME: 3:20 p.m.



1. Morning Parent Drop Offs (children transported to school by a parent/guardian)

- ENTER and EXIT using the UPPER loop entrance (Old Rock Hill Road).
- Cars REMAIN IN A SINGLE LINE along the curb.

- Cars to pull up to teachers on duty. **DO NOT** drop-off students unless there is a teacher present in the sidewalk.
- **NO PASSING** in the left lane. Please be patient until the car moves in front of you.
- **ONCE IN THE LOOP**, students exit using the **RIGHT** side of vehicle closest to the sidewalk.
- PARENTS should remain in the vehicle.
- STUDENTS enter building and proceed directly to the classroom.

II. Afternoon Parent Pick Ups (children picked up from school by a parent)

- ENTER and EXIT using the UPPER loop entrance (Old Rock Hill Road).
- Overflow cars **CANNOT** park or idle on Old Rock Hill Road. Overflow cars will enter the church parking lot directly across the street and move into the loop when there is room following all traffic and safety regulations.
- Once in the loop, cars **REMAIN IN A SINGLE LINE** along the curb.
- Cars pull all the way up to stop sign, cars **REMAIN IN A SINGLE LINE** along the curb.
- DUTY teacher will collect names in the order of the car line.
- **Parents will be required to show ID to the teacher on duty.**
- **Only listed contacts on student's dismissal plan will be permitted to pick up a student.**
- PARENTS should remain in the car.
- Students will be dismissed in groups of 10 to 15 and will enter using the RIGHT side of vehicle closest to the sidewalk.
- **NO PASSING** on the left. DUTY teachers will clear cars to EXIT the loop.

III. Walkers (children arriving/dismissing unattended by an adult)

- **ARRIVAL:** STUDENTS WILL REMAIN ON SIDEWALKS AT ALL TIMES.
- STUDENTS will enter the school entrance by the art room **AT 8:40 a.m.** and proceed directly to the classroom.
- **DISMISSAL:** STUDENTS WILL BE ESCORTED TO CROSSWALK BY DUTY TEACHERS

IV. Bus Arrival/Dismissal (one way - buses only) Durham Road Driveway

- Students ENTER using the back doors between 8:40 a.m. and 8:55 a.m..
- STUDENTS proceed directly to the classroom.
- Students will be DISMISSED from their classrooms.

ASBESTOS

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office. The building is inspected every six months to determine any changes in the conditions of the materials. Additionally, the building is thoroughly re-inspected every three years by licensed asbestos inspectors following the same basic criteria as the original inspection.

ASSEMBLIES

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom. Siblings will not be allowed to be pulled out from their classroom instruction to attend/watch a sibling(s) assembly.

ATTENDANCE

Attendance Line (203) 294-6230, option #2



When a parent determines that it is necessary for a student to be absent, the school should be notified by calling 203-294-6230 before school to report the absence. State your child's name, teacher and a brief explanation of the absence. We have voicemail, so we offer 24-hour service. To comply with the attendance policy and to ensure the safety of all students, the office staff is required to contact parents who do not report an absence. Students will have the opportunity to make up work missed during an absence.

The responsibility for regular attendance rests with the parent or guardian. Regular attendance is essential for an effective school experience and necessary for annual promotion. Contact with the principal will be necessary if the student is marked with more than 10 days of unexcused absences. Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. Successful performance in school is closely related to regular attendance and students arriving on time.

Attendance Policy 5113

Connecticut state law requires parents to cause their children, ages of five to eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until age six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

In order for students to develop to their full potential, the Board of Education deems it essential that students attend school on a regular basis. The learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. An absence due to an out-of-school suspension or expulsion should always be considered an excused absence.

I. Absence-Excused

The Board believes a student should not be absent from school without the parents' knowledge and consent, therefore verification of an absence should be in writing by a parent or guardian.

For absences one through nine, an absence shall be considered "excused" when a child does not attend school and appropriate documentation (note in writing with parent signature) has been submitted within ten school days of the student's return to school by the student's parent or guardian approving the absence, due to:

1. Illness or injury,
2. Death in the family or other emergency beyond the control of the student's family,
3. Observance of a religious holiday,

4. Mandated Court appearances,
5. School sponsored activity,
6. Lack of transportation that is normally provided by a district other than the one the student attends, (This reason does not require documentation)
7. Extraordinary educational opportunities pre-approved by a district administrator and in accordance with State Department of Education guidelines. Written excuse for such absences should be submitted to school officials by the child's parent or guardian. All other absences with or without written explanation shall be considered unexcused.
8. Suspension, (This reason does not require documentation)

For the tenth absence and all others thereafter, the same reasons cited above shall still constitute "excused" absences; however documentation by a medical professional is now required for illness, regardless of the length of the absence. All absences will be recorded as "unexcused" unless documentation is submitted within ten days of the date of the absence and satisfies the definition of excused absence.

II. Absence-Unexcused

Board of Education policy with respect to unexcused absences stresses prevention by requiring schools to make all reasonable efforts to keep parents and students informed as to attendance problems and to make all reasonable efforts to help students improve their attendance when such improvement is warranted. Only when all local resources are exhausted is referral to legal authorities recommended. A student's absence from school shall be considered "unexcused" unless the absence meets the definitions, listed for an "excused" absence, including the documentation requirements; or if the absence is the result of school or district disciplinary action.

III. Leaving School Grounds/Early Dismissals

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. The Board of Education recognizes the need for students to be in school for the full instructional day. It is encouraged that early dismissal should be requested only in emergency situations. Request for a release of a student during the school day originating outside the schools must be handled by the administration to ensure maximum provisions for the safety and welfare of the student. When students need to be dismissed early from school, they are to bring a written note signed by a parent or guardian to the main office prior to the start of school. The office staff will verify the authenticity of the note by contacting the parent or guardian by phone and will issue the student a dismissal pass. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator on the parent or guardian to pick up the student in the school office.

Students who are dismissed from school before the end of the school day at the request of their parent or guardian will not be permitted to return to school on the same day unless the dismissal is for a medical or dental appointment or a court appearance and such appointment is validated in writing by the doctor/dentist or court official. Students who become ill during the school day may be excused by the school nurse and are not permitted to return to school until the following day.

IV. Tardiness

Students who arrive later than the scheduled beginning of the school or class period will be considered tardy. Tardiness may be explained by a parent or guardian but any absence from class will be considered as an accumulated absence and the student may lose credit on the high school level. Students tardy to school are responsible for work done in classes missed as well as assignments due. At Rock Hill Elementary School, a student considered tardy (entering after 8:55 AM) must report directly to the office before going to his/her classroom.

V. Truancy

A student age five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a

written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

BEHAVIOR ~ CONDUCT

Students are responsible for conducting themselves properly in a responsible 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. 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 school related activities include, but are not limited to:

1. Use appropriate and acceptable school language.
2. Treat classmates and adults with kindness and respect.
3. Complete classwork and homework responsibly.
4. Walk quietly in the halls.
5. Behave in the classroom so that learning can take place.
6. Behave in a safe manner waiting for, boarding and while riding school buses.
7. Respect the property of others.
8. Resolve conflicts without force.
9. Refrain from chewing gum and candy.
10. Dress and govern themselves at all times in keeping with good taste.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is seriously disruptive of the education process, for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, and (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred.

Students at school or school-related activities are prohibited from the following. This list includes, but is not limited to:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.

6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Committing robbery or theft.
8. Damaging or vandalizing property owned by the school, other students, or school employees.
9. Disobeying school rules on school buses.
10. Fighting, committing physical abuse, or threatening physical abuse.
11. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
12. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
13. Engaging in inappropriate physical contact disruptive to the school environment or disturbing to other students.
14. Assaulting a teacher, staff member or other individual.
15. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
16. Prescription and/or over the counter drugs which are given to a person other than who the drug is prescribed.
17. Hazing, bullying
18. Behaving in any way that disrupts the school environment or educational process.
19. Using electronic devices during the school day in school buildings, without prior approval of the principal.
20. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
21. Taking, storing, disseminating, transferring, viewing or sharing of obscene images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.



Dangerous Weapons and Instruments

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

BICYCLES

Parents must give WRITTEN permission to the school principal allowing the child to ride the bike to school. In accordance with state law, students riding bicycles to school must wear helmets at all times. Failure to do so may result in suspension of bicycle privileges. Students riding their bicycles must lock it to the bike rack located at the main entrance. Bike riding on the



sidewalks in the front of the school is prohibited. Students will need to WALK their bike to the bike rack. Students should not ride through the parking lot to the bike rack.

BIRTHDAYS AND CELEBRATIONS



We align our practices with the Health and Wellness policy adopted by the Wallingford Public Schools. To that end, we promote a healthy lifestyle and discourage **edible** treats to celebrate birthdays. Rather, we encourage you to celebrate your son's/daughter's birthday with pencils, erasers, books, or by donating a book in your child's name to our library.

[Ideas for Non-Food Birthday Celebrations](#)

BULLYING

The Board of Education promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.



The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.

Student and/or their parent may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to a teacher or administrator, who will promptly reduce the complaint to writing and forward it to the Building Principal for review and action.

Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the school administration but no disciplinary action shall be taken solely on the basis of an anonymous report.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The safe school climate specialist of each school is responsible for handling all complaints of alleged bullying. The safe climate specialist shall investigate or supervise the investigation of all reports of bully promptly.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

“Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one

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

1. causes physical or emotional harm to such student or damage to such student's property,
2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
3. creates a hostile environment at school for such student,
4. infringes on the rights of such student at school, or
5. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*



“Cyberbullying” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

“Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

“Outside of the school setting” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

“School employee” means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

“**School climate**” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (and reflects norms, values, interpersonal relationships, teaching and learning practices and organizational structures.)

Examples of bullying include, but are not limited to:

1. **physical violence and attacks,**
2. **verbal taunts, name-calling and put-downs including ethnically-based or gender based verbal put-downs,**
3. **threats and intimidation,**
4. extortion or stealing of money and/or possessions,
5. **exclusion from peer groups within the school,**
6. **the misuse of electronic communications** for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”),
7. **targeting of a student** based on the student’s actual or perceived “differentiating” characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance ; or mental, physical, developmental, or sensory disability.



Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying, on school grounds, at a school sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
 2. infringes on the rights of the victim at school, or
 3. substantially disrupts the education process or the orderly operation of a school
- are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program, to improve the school climate, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom and individual.

The District’s program:

1. Requires the development and implementation of a safe school climate plan by the Board of Education to address the existence of bullying in its schools;
2. Permits anonymous reports of bullying by students to school employees and written reports of suspected bullying by parents or guardians;
3. Requires school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of

- bullying, and to file a written report not later than two school days after making such an oral report;
4. Requires the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written report;
 5. Requires the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
 6. Requires each school to have a prevention and intervention strategy, as defined by statute, as amended, for school employees to deal with bullying, including language about bullying in student codes of conduct and in all student handbooks;
 7. Provides for the inclusion of language in student codes of conduct concerning bullying;
 8. Requires each school to notify parents or guardians of all students involved in a verified act of bullying not later than forty-eight hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and to the other parent/guardian if requested. The notice must describe the school's response and any consequences that may result from further acts of bullying;
 9. Requires each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;
 10. Establishes a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and make such list publicly available; and report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
 11. Requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
 12. Prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
 13. Requires the development of student safety support plans for students against whom an act of bullying was directed that addresses safety measures the school will take to protect such students against further acts of bullying;
 14. Requires the principal of a school or the principal's designee, to notify the appropriate local law enforcement agency when such principal or the principal's designee believes that any acts of bullying constitute criminal conduct;
 15. Prohibits bullying (A) on school grounds, at a school-sponsored or school related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was

- directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
16. Requires, at the beginning of each school year, for each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan, and
 17. Requires all school employees to annually complete the training required by C.G.S. 10-220a, as amended. Such training shall include identifying and responding to bullying and preventing and responding to youth suicide;
 18. Requires students and the parents/guardians of students to be notified annually of the process by which they may make reports of bullying;
 19. As required, but not later than January 1, 2012, the Board of Education shall approve the safe school climate plan developed pursuant to statute and submit such plan to the Department of Education for its review, analysis, and cooperative assistance; and
 20. Requires that not later than thirty calendar days after approval by the Board, the safe school climate plan shall be made available on the Board's and each individual school in the District's Internet website and such plan is to be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

BUS TRANSPORTATION



Transportation of children to and from school is a privilege which is extended to students conditional upon their satisfactory behavior on the bus. Good behavior on a school bus is important particularly from a safety standpoint. A student, on a school bus or while awaiting transportation who violates the regulations for student behavior or any Board policy or who endangers persons or property, may be subject to suspension or expulsion from transportation privileges and may be subject to further discipline according to the provisions of Board policy. Bus drivers are required to enforce all rules and regulations adopted by school authorities for the conduct of the pupils who ride the bus.

Durham Bus Company
(203) 269-4171

Bus Regulations

1. All bus students will be picked up and dropped off only at officially designated stops.
2. Students shall board buses promptly.
3. Buses will not wait for tardy students who are not at their designated stops at required times.
4. Bus passes must be carried by students to be presented to the driver upon request.
5. Pupils must take their seats when they enter the bus and remain seated while the bus is in motion.
6. Pupils should get on and off the bus only when the bus is fully stopped.
7. Upon entering and leaving the bus, pupils shall avoid crowding or in any way disturbing others.
8. No pupil shall leave or board the bus without permission of the driver or proper school authorities. Buses will stop only at designated stops.



9. Windows will not be opened except with the permission of the bus driver.
10. Students who are required to cross a street when boarding or leaving the bus shall cross only in front of the bus after all vehicles traveling the street have come to a full stop.
11. The rear door of the bus shall not be used except in an emergency and only when the bus has completely stopped. The signal in an emergency for use of the rear door must be given by the driver.
12. Students may not eat or drink on the bus.
13. Students will not push or trip another student and may not fight.
14. Students will not engage in loud and boisterous conduct.
15. Students will not use profanity.
16. Throwing articles in or around the bus or out windows of the bus is prohibited.
17. Smoking is prohibited.

CAFETERIA



Elementary School Lunch Price \$2.75 **[School Lunch 101 Pamphlet](#)**

All students have a lunch account that money can be added to at anytime. **Please make all checks out to Wallingford School Lunch program and put your child's ID # in the memo.**

An online payment system is available:

<https://www2.mypaymentsplus.com/welcome>.

THERE HAS TO BE MONEY IN THE ACCOUNT TO MAKE PURCHASES. IT IS A DEBIT ACCOUNT NOT A CHARGE ACCOUNT. Food Service Office @ 203-294-5926

In addition to the regular lunch menu, other lunch choices are available daily: pizza, bagel/yogurt, cereal meal, and a SunButter sandwich. 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. An identified table is available during lunches for students with food allergies may sit.

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from the Rock Hill office and the District website.

Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

Cafeteria Conduct Guidelines

- Students will handle food, food containers, eating utensils, and paper products in a polite manner.
- Students will eat what he/she brings or buys for lunch. Sharing food is not permitted.
- Students will be responsible for cleaning up after themselves (i.e. table, chair and floor.)
- Students will use indoor voices when speaking to other children at their table.
- Students will remain seated during lunch (except when throwing out garbage), unless permission to leave is granted by an adult.

- Students will leave food, paper, and cartons in the lunchroom.

CELLPHONES AND TELECOMMUNICATION DEVICES

Students shall not use electronic telecommunications devices, such as but not limited to, a remotely activated paging device, cellular telephone and related devices while on school property, on school transportation or while attending a school sponsored activity on or off school property. Items of this nature will be confiscated. The principal may grant written permission for such possession if a reasonable basis exists for the possession and use of the device. **Students who possess cellular telephones must have them turned off and put away into backpacks out of sight during the school day.**



CHILD ABUSE

Teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance 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 Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents 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 are also considered child abuse.

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe that a child has been abused or neglected to report such abuse and/or neglect. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, in accordance with the procedures set forth below.

I. Scope of Policy

This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, but to ALL EMPLOYEES of the Board of Education.

II. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon him or her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

"Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (d) has been abused.

"School employee" (A) A teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (B) any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Wallingford Public Schools, pursuant to a contract with the Board.

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 to report suspected abuse and/or neglect of children. The term "statutory mandated reporter" includes all school employees, as defined above.

III. What Must Be Reported

A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that a child under the age of eighteen:

1. has been abused or neglected;
2. has had non-accidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her; or
3. is placed at imminent risk of serious harm.

CLASS PLACEMENT

Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. Parents will have an opportunity to provide information relative to placement. The final decision for placement rests with the principal or his/her designee.



COMPUTERS AND TECHNOLOGY

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.



The District reserves the right to monitor, inspect, copy, review and store at anytime 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 School District 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.

CYBERBULLYING

Rock Hill School needs to maintain order at school and prevent disruption of the educational process. The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment.



Students should exercise care when using social media, such as Twitter, Facebook, Instagram, LinkedIn, YouTube, Snapchat, etc.

Misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, website postings, including blogs as well as communicated threats to hurt others may be subject to disciplinary action if the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school and is in violation of a publicized school policy.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police. The Board may also regulate students' use of social media off school grounds when such use meets the criteria described above and is seriously disruptive of the educational process.

DEFIBRILLATORS IN SCHOOLS (AED'S)

Rock Hill has (1) one automatic external defibrillator (AED) and school personnel trained in AED operation and cardiopulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies.

DISCIPLINE

A student who violates the District's code of conduct shall be subject to disciplinary action. The disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time.

I. Detention

A student may be detained outside of school hours for no more than one hour on one or more days for violation of the code of conduct. The detention shall not begin, however, until the student's' parents have been notified of the reason for the detention (and can make arrangements for the student's transportation on the day(s) of the detention).

II. Removal

The Board of Education authorizes teachers to remove any student who deliberately causes a serious disruption of the educational process within the classroom. Such removal may not exceed ninety minutes and the pupil so removed must be sent to a designated area. No pupil is to be removed from class more than twice in one week or six times in one year unless such pupil is referred to the building principal or his/her designee for an informal hearing.

III. Suspension

The administration may suspend a student for infraction of school rules. An authorized member of the administrative staff may suspend from school privileges any student whose conduct on school grounds or at a school-sponsored activity:

1. Endangers persons or property, or
2. Is seriously disruptive of the educational process, or
3. Violates a publicized policy of the Board of Education. Further, an authorized member of the administrative staff may suspend from school privileges any student whose conduct off school grounds violates such policy and is so seriously disruptive of the educational process.

Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

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 instance the informal hearing will be held during the suspension. If occurring on or off school property, on school transportation, or at any school-sponsored activity shall include, but not limited to one or more of the following types of conduct:

1. Intentionally causing or attempting to cause damage to school or private property.
2. Stealing or attempting to steal school or private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self defense.
4. Unauthorized possession, distribution, sale, or consumption of any alcoholic beverages, drugs, drug paraphernalia, hallucinogens, stimulants, depressants, painkillers, or controlled substance of any kind, including but not limited to, marijuana, cocaine, all narcotic substances, or dangerous drugs, including controlled substances as defined in Connecticut General Statutes section 21a-240.
5. Violating the Board's use of tobacco policy.
6. Intentionally or repeatedly defying the valid authority of supervisors, teachers, or administrators.
7. Using obscene or profane language or gestures.
8. Participating in any unauthorized walk-out from or sit-in within a classroom or school building.
9. Blackmailing, harassing, striking, assaulting, bullying, threatening, or intimidating school staff or other students, or any other persons.
10. Being absent from school and/or class when such absence is unauthorized.
11. Knowingly using or copying the academic work of another and presenting it as his/her own without proper attribution.
12. Falsification of school records.

13. Violating the acceptable uses of the Internet and the district's Intranet as delineated in the regulations (IHAJA-R) for the Board policy on "Electronic Information Resources."
14. Exhibiting any conduct deemed detrimental to the health, safety, and welfare of the students and/or staff as determined by the Board of Education.
15. Actions which require the evacuation of the building, such as a false alarm or bomb threat.
16. Possession of any kind of weapon such as a pistol, knife, blackjack, etc., or weapon facsimile.
17. Making or using audio, video, digital or any other recordings of school activities to mock, harass, embarrass, defame or humiliate others. This prohibition includes but is not restricted to recording devices such as cameras, cell phones, audio and video equipment, electromagnetic, photo electronic, photo optical or other comparable systems.
18. Violation of any other Board policy or administrative rule or regulation dealing with student conduct, and violation of any federal or state law which would indicate that the violation presents a danger to any person in the school community or to school property.

DRESS CODE



Students are expected to dress in keeping with good taste and in clothing that allows for participation in the activities of the school day. Extremes in dress and grooming that may be disruptive to the school operation, the educational process in general and/or the health, safety and welfare of the students are not allowed. As a reminder, hats are not to be worn inside the building, outside of specified hat days. Please keep in mind that students go out to recess daily and have PE twice in a six day cycle. For safety during the day, appropriate footwear should be worn. Please also keep in mind, during the colder months, children need to dress warm enough to be outside for 20 minutes of recess.

ELECTRONIC DEVICES AND GAMES

Students are not permitted to possess electronic devices, such items as iPods, iPads, GoPros, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices, and games unless prior permission has been obtained from the principal. Without such permission, the items will be collected by teachers and turned into the principal. The principal will determine whether to return the item at the end of the day to be taken home by the student or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. The use of electronic devices, such as, but not limited to video games, iPods and cell phones are prohibited during the regular school day. These items must be stored in lockers or backpacks upon entering the building.



EMERGENCY SCHOOL CLOSING INFORMATION In the event of inclement weather or other emergencies, the Superintendent of Schools is responsible for broadcasting any change in schedule. Official notification will be provided via local radio stations as follows:

**WTIC, 1080 FM/AM
WELI, 960 AM**

**WAVZ, 1300 AM
WRCH, WRCQ 100.5 FM/910 AM**

Should there be an early dismissal the new mass telephone notification system will be used to notify you. Please make sure that the school has your current phone number at all times. A recorded announcement may also be seen on WPS/TV – Channel 19. Please rehearse with your child what to do in the event he or she arrives home and no one is there. Please **DO NOT** call the school to inquire about early dismissal or cancellation as the phone must be clear for emergencies.

90 Minute Delayed Opening 10:30 a.m. - 3:20 p.m.	2 Hour Early Dismissal 8:55 a.m. - 1:20 p.m.
2 Hour Delayed Opening 10:55 a.m. - 3:20 p.m.	2 Hour, 45 Min. Early Dismissal 8:55 a.m. - 12:35 p.m.
3 Hour Delayed Opening 11:55 a.m. - 3:20 p.m.	3 Hour Early Dismissal 8:55 a.m. - 12:20 p.m.

EXEMPTION FROM INSTRUCTION

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. Parents may also be asked to attend a field trip if a student is struggling with conduct issues. While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the field trip activity.



FINANCIAL ASSISTANCE

Any student who needs financial assistance for school activities should contact the school social worker or the principal to request confidential help.

FIRE DRILLS, CRISIS DRILLS AND EMERGENCY PREPAREDNESS

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner. Students in every classrooms will engage in conversations about safety and practice periodically throughout the year.

FOOD ALLERGIES



The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. **Some classrooms may be designated “nut-free” or “dairy-free” due to significant, life threatening allergies within the rooms. Care must be taken to provide snacks that are healthy and safe within the classroom for the safety of all of the children in the room.**

An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law. The District's specific plan for managing students with life-threatening food allergies will be posted on the District website. Please contact the school nurse if your child has a food allergy.

GREEN CLEANING PROGRAMS

A green cleaning program to clean and maintain the school was implemented in 2011. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment.

It is the policy of the Wallingford Public Schools to achieve the maintenance of clean, safe, and healthy schools through the elimination of contaminants that affect children and adult health, performance and attendance and the implementation of cleaning processes and products that protect health without harming the environment therefore, no parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.

HEALTH SERVICES

The school health office is designed to provide care to students who become ill or are injured while in school.

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. Scoliosis and hearing tests are administered to students in grade five. The results are provided to the parents.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse, in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

I. Administration of Medication

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse. All medication must be in original container with proper labels.

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

A student with asthma or an allergic condition may carry an inhaler or an epipen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or epipen

at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required.

II. 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. Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

III. Disabilities

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

IV. Emergency Medical Treatment

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

V. 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 may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy 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.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self-testing. Such self-testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

VI. Homebound

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team.

VII. Homeless Students

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin.

VIII. Illness

The following health policies assist us in providing a safe environment for everyone:

1. If your child is ill in the morning, he/she should remain home.
2. If your child has been ill with a fever, he/she should be kept home until the temperature has been normal for 24 hours.
3. Children are excluded from school with temperatures in excess of 100 degrees.
4. When a child returns from 5 or more days of illness, the nurse will certify readmission.
5. Some childhood diseases necessitate exclusion from school:
 - a. Chicken pox – 7 days from appearance of rash
 - b. Scarlet Fever – Permission of physician to return
 - c. Impetigo and ringworm – keep home unless the area can be completely covered.
 - d. Strep Throat – Until on medication for 24 hours
6. Children with head lice must be excluded until treated with a pediculocide and all eggs are removed. The school district has a no nit policy. The nurse must screen for reentry.
7. Changes in health information should be communicated to the school nurse immediately. The nurse will be responsible for sharing the information with appropriate staff.

IX. Immunizations

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations

are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella and Hemophilus Influenza Type B.

X. Physical Examinations

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) All students in grades 3-5 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades 3 and 5. Postural screening will be conducted for all students in grades 5. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison.

HOMELESS STUDENTS

The Board of Education shall make reasonable efforts to identify homeless children within the district, encourage their enrollment in school, and eliminate existing barriers to their education, which may exist in district policies or practices, in compliance with all applicable federal and state laws. Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. Homeless students, as defined by federal and state statutes, residing within the district or residing in temporary shelters in the district are entitled to all school privileges provided other students in the district.

HOMEWORK

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals. Students in grades 3-5 should expect homework in one or more of the core subjects on a daily basis that lasts an average of 20-50 minutes.



Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school.

IMPORTANT PEOPLE

Rock Hill staff are available to help in any capacity. Please call the school's main number, (203) 294-6230 or email if you have any concerns or questions.



Principal ~ Lisa Carlson

Office Secretary ~ Deborah Mrozowski

Office Assistant ~ Jean Bourassa-Zehaf

Nurse ~ Carol McDonald

PTO President ~ Amy Carroll

INSURANCE

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangement is contractual between the parent and insurance carriers and the Wallingford Public School assumes no liability from disputes arising from such contract.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

Parents of Limited English Proficient (LEP) Students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion. Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

LOST AND FOUND



A lost and found box is located in the cafeteria. Children and parents are encouraged to look through it any time. Valuable items are kept in the main office and students should check with the secretary. Unclaimed articles are donated to a charitable organization. An announcement will be made in the school newsletter prior to the donation.

LIBRARY BOOKS/ TEXTBOOKS/CHROMEBOOKS

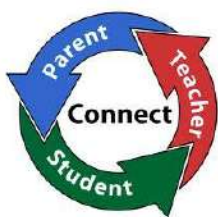
Students are invited to use the books, magazines, newspapers, and other materials, including computers. Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. Students are responsible for any material they sign out. Materials must be returned to the librarian or the assistant at the circulation desk. Students must pay for any materials they lose or damage. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library books or other educational materials.



MIGRANT STUDENTS

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

PARENT 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 their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations (PTO and PTAC), attendance at board of education meetings and being a school volunteer are strongly encouraged.

PARENT-TEACHER ORGANIZATION (PTO)



PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTO. The PTO strives to help teachers, students and the Rock Hill staff in many ways. The PTO helps to provide many things which the regular school budget cannot accommodate and enriches our children's education with these not-so-small extras.

PESTICIDE APPLICATION

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

PROMOTION AND RETENTION

In the Wallingford Public Schools, the education program of students shall provide for continuous progress from grade level to grade level; however, progress does not necessarily imply nor result in continuous promotion. Efficient learning takes place only if students build on what they have mastered, and mastery can only be achieved with ample readiness. Students will normally progress annually from grade to grade or level to level. Exceptions may be made when, in the judgment of the certified staff in conjunction with the school principal and district leaders, such exceptions are in the best educational interests of the students involved. An exception will be made only after the student's parent(s) or guardian(s) is informed of the planned retention and the reasons for the decision.

PROPERTY, LOCKERS, AND EQUIPMENT

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student. Searches of desks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk.

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 the action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

REPORT CARDS AND PARENT CONFERENCES

Report cards for Grades 3 - 5 are issued three times a year in December, March and June. Parent conferences are offered prior to the first report card and in conjunction with the spring report card. Parents will be informed of the date and time well in advance of the conference.



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

A parent 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 schedules.

SAFETY/ACCIDENT PREVENTION

Student safety on campus and at school related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the school's code of discipline
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.

SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. Wallingford Public Schools reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.



Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

1. religious music shall not entirely dominate the selection of music; and
2. program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

SEARCH AND SEIZURE

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk/locker has contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein. A search may be made by a police officer with a valid warrant or in connection with a valid arrest. If police are involved, parents should be notified and the principal or other school officials should be present at the time of the search.

School authorities are authorized to conduct searches of students or their property when reasonable suspicion indicates that a particular student is in possession of an item or a substance that is prohibited by school board regulations or by law. Student property shall include, but not be limited to, purses, book bags, gym bags, and cars. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

SECLUSION AND RESTRAINT

The Wallingford Public Schools seeks to foster a safe and positive learning environment for all students. Physical restraint or seclusion of a student may be necessary in an emergency situation to maintain the safety of the student or another individual. Parents of students who have been restrained or secluded four or more times within 20 school days will be invited to a meeting to discuss behavior, assessment, intervention, and possibly, when applicable, consideration for special education.

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. Sexual harassment will not be tolerated among students of the school district, and any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers in the schools.

1. Definition

Sexual harassment is any unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to:

1. Submission to, or rejection of, conduct as the basis of academic decisions affecting the individual.
2. Sexual conduct having a negative purpose or affect upon an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
3. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects, pictures, or cartoons.

4. Continuing to express sexual interest after being informed that the interest is unwelcome.
5. Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student, including promises or threats regarding grades, course admission performance evaluations, or recommendations; enhancement or limitation of student benefits, or services (e.g. scholarships, financial aid, work study job).
6. Inappropriate attention of a sexual nature from peer(s), i.e. student to student, employee to employee.

II. Complaint Procedure

1. If a student believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.
2. As soon as a student feels that he or she has been subjected to sexual harassment, he or she should make a written complaint to the Principal or his/her designee.
3. The complaint should state the:
 - (a) Name of complainant;
 - (b) Date of complaint;
 - (c) Date of alleged harassment;
 - (d) Name or names of alleged harasser or harassers;
 - (e) Location where such alleged harassment occurred;
 - (f) Detailed statement of the circumstances constituting the alleged harassment.
3. The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

III. Investigation and Determination

If possible, within five (5) working days of receipt of the complaint, the staff member assigned to investigate the complaint shall commence an effective, thorough, objective and complete investigation. If after a thorough investigation, there is reasonable cause to believe that sexual harassment has occurred, the district shall take reasonable actions to ensure the harassment ceases and will not recur. Actions taken in response to findings of harassment may include reassignment, transfer, or disciplinary action, or warnings that appropriate action shall be taken if further acts of harassment or retaliation occur.

SNACKS



In conjunction with the Wallingford School District, Rock Hill Elementary School will promote healthy snacks during the school day, in afterschool care, and in enrichment programs by encouraging snacks that will make a positive contribution to children's diets and health with an **emphasis on serving fruits, vegetables, and water.**

SOCIAL MEDIA FOR STUDENTS

Rock Hill School needs to maintain order at school and prevent disruption of the educational process. Students should exercise care when using social media, such as Twitter, Facebook, Instagram, LinkedIn, YouTube, Snapchat, etc. Misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, website postings, including blogs as well as communicated threats to hurt others may be subject to disciplinary action if the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police. The Board may also regulate students' use of social media off school grounds when such use meets the criteria described above and is seriously disruptive of the educational process.



SPECIAL PROGRAMS

The district provides special programs such as but not limited to, gifted and talented, bilingual, learning disabilities and for those with other disabilities which affect a students' success at school. A student or parent with questions about these programs should contact the school; the coordinator of each program is available to answer questions about eligibility requirements, programs and services offered in the district or by other organizations.

The District utilizes the Response to Intervention (RTI) process which combines systematic assessment, decision-making and a multitiered delivery model to improve educational and behavioral outcomes for all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum.

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

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parental involvement. Parents will be informed regarding the use of scientific, research-based interventions.

STUDENT COMPLAINTS

Student complaints or grievances should normally be discussed and given proper consideration through the chain of authority and counsel in the order as follows:

1. The teacher
2. A building administrator
3. The Superintendent of Schools
4. The Board of Education

Parents will be granted the identical chain of authority and counsel. Students with complaints are also encouraged to seek counsel from support staff (e.g. psychologists, social workers); however, support staff is not a part of the formal chain of authority.

STUDENT RECORDS

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

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose

rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

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

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

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

The District will release to the Parent Teacher Association the names, addresses, telephone number and grade levels of students (unless the District is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student) provided such information is to be used by the PTA for its own school activities or school business.

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

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

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

TESTING

All students in grades 3 through 5 will participate in State testing including Smarter Balanced Assessments and the NGSS Science Assessment for fifth grade students. Special education students participate in these assessments except in the rare case when participation in an alternate assessment is detrimental to the student's PPT. In

order to graduate students must meet District standards for graduation, in addition to required course credits.

TOBACCO/ SUBSTITUTE DEVICES USE

The Board of Education is concerned with maintaining a safe and healthy learning environment for all students and because medical research has established that smoking and using other tobacco products are hazardous to one's health. Students violating this policy will be subject to suspension as outlined in board policy JGD. **Smoking or using other tobacco products or substitute devices (e.g., smokeless tobacco, electronic cigarettes, vaping devices) or possessing cigarettes or other tobacco products is strictly prohibited:**



1. **In school buildings and on school grounds at all times.**
2. **On transportation provided by the Board of Education.**
3. **During the course of any trip sponsored by the board or under the supervision of the Board.**

TRANSFERS AND WITHDRAWALS

Students withdrawing from school must notify the office one week in advance of their last day. At that time, they will be given forms for their parents to complete. Included will be a formal written statement of withdrawal and release of records form.

VISITORS



Parents and other visitors are welcome to visit Rock Hill Elementary School. **All visitors must state their business and present a photo identification before being buzzed into the building. They must report directly to the main office to sign in and receive a visitor's badge, which must be worn in a**

visible location at all times while visiting. 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. **All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.**



VOLUNTEER PROGRAMS

Volunteer opportunities are available for instructional assistance, tutoring, clerical help, special projects and other needs as defined by classroom teachers. Each teacher will solicit volunteers at Open House.

WELLNESS



Healthy eating patterns and regular physical activity are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and regular physical activity can reduce the risk of developing many chronic diseases as adults. Schools have the responsibility, to help students and staff, establish and maintain a healthy lifestyle. Well-planned and well-implemented school nutrition

and physical education programs have been shown to positively influence students' health. A sequential program of physical education is provided, in addition to time in the elementary school day for supervised recess.

Rock Hill

STAR STUDENT BEHAVIORAL EXPECTATIONS

Safety for all * take responsibility * appreciate our community * respect everyone * show perseverance

	Hallway Expectations	Bathroom Expectations	Cafeteria Expectations	Playground Expectations	Bus Expectations
S SAFETY FOR ALL	Walk Face Forward Personal Space Stay to the right	Ask Permission Wash hands with soap/water Use equipment responsibly	Walk Legs/Feet under feet Stay in your seat and raise your hand	Personal space Use equipment properly Stay where adults can see you	Keep aisle clear Feet in front and on the floor Face forward - Bottoms on the seat
T TAKE RESPONSIBILITY	Go directly to where you need to go	Report any issues to the office If you make a mess, clean it or ask for help	Take care of our own mess Eat your own food	Use equipment as intended Know and follow the rules for the game you are playing	Keep personal space Remember to take all your belongings
A APPRECIATE OUR COMMUNITY	Hands off the walls and artwork Remain quiet for classes that are in session	Use materials properly - paper towels, toilet paper, soap and water	Take only what you need At clean up, check the floor Recycle	Keep the playground clean Put equipment and toys away	Keep your feet off of the seats Throw away trash
R RESPECT EVERYONE	Quiet voices at all times Stay in line - Bodies to yourself Give the right of way to anyone in need	Close the stall doors Flush toilets Privacy	Talk quietly Use good table manners Be kind	Include everyone Stay clear of classes in session Rock, paper, scissors to settle disagreements	Quiet voices at all times Kind words only Listen to your bus driver

SHOW PERSEVERANCE IN ALL
YOU DO!

