



WILCOXSON INFORMATION GUIDE

2013-2014

Wilcoxson Elementary School

**600 Wilcoxson Avenue Phone: 203-385-4196
Strafford, CT 06614 Fax: 203-381-6912**



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Stratford Board of Education District Goals (Revised May 2008)

The following goals reflect a commitment on the part of the Stratford Board of Education to provide for the diverse needs, interest, and abilities of the students in the public schools. All staff members are accountable for maintaining an environment that promotes the total growth and development of each learner.

GOALS

Goal 1: The Stratford Public Schools shall improve the academic achievement of every student in its diverse, evolving community by:

- Establishing early intervention programs including pre-kindergarten, maintaining universal all-day kindergarten;
- Preparing parents for their supporting role in the education system;
- Standardizing curriculum to challenge all students;
- Maximizing the effective use of technology;
- Providing a highly qualified professional staff.

Goal 2: The Stratford Public Schools shall create an educational environment based on the Six Pillars of Character (citizenship, caring, fairness, respect, trustworthy, responsibility) by:

- Maintaining high standards of behavior for all students, staff, and parents;
- Requiring appropriate attire for all students and staff;
- Providing a safe and orderly environment for students and staff.

Goal 3: The Stratford Public Schools shall develop an ongoing partnership with the community by:

- Strengthening existing school/business collaboratives and actively pursuing new collaboratives;
- Maintaining positive relationships with the elected officials, other town entities, and organizations;
- Expanding community outreach to encourage greater involvement in the school system.

Goal 4: The Stratford Public Schools shall prioritize its resources to support the academic goals of the district by:

- Continuing our efforts to contain costs and maximize our resources.

MISSION STATEMENT

To develop a community of learners in which ALL students acquire the knowledge, skills and confidence to meet the challenges of a changing and increasingly diverse 21st century.



GENERAL INFORMATION

Address: Wilcoxson Elementary School
600 Wilcoxson Avenue
Stratford, CT 06614

Telephone: Phone: 203-385-4196
Fax: 203-381-6912

Principal: Mrs. Noelle Guerini
Head Secretary: Mrs. Eileen Homza
Floater Secretary: Ms. Janet Dwyer

E-mail: General e-mail messages may be sent to the school via Principal Noelle Guerini at:

guerinin@stratfordk12.org

Parents/guardians are invited to send e-mail messages to teachers and staff members. Staff e-mail addresses are written as last name, first initial @stratfordk12.org (see example above)

Voice Mail: To leave a voice message for a member of the staff, please call the Wilcoxson office (385-4196).

Website: The Stratford Public School System publishes a website, which may be accessed at:

www.stratfordk12.org



SCHOOL STAFF - By Function

<u>Function</u>	<u>Name</u>	<u>Room</u>	<u>Function</u>	<u>Name</u>	<u>Room</u>
Kindergarten	Ms. Jacqui Medoff	4	Art	Mrs. Nancy Mooney	26
Kindergarten	Mrs. Stacey Buffone	1	Band	Ms. Mallory Legman	10
Grade 1	Mrs. Julie Kowaleski	5	Classroom Aide	Ms. Rene Pucci	
Grade 1	Mrs. Melissa McIntosh	7	Classroom Aide	Mrs. Deidra Nisbett	
Grade 2	Mrs. Tanya Ellis	3	ELL	Mrs. Lynn Chesnel	
Grade 2	Ms. Wendy Hoffmann	6	Lunchroom	Mrs. Joan Kusha	Cafeteria
Grade 2	Ms. Abby Katzen	8	Maintenance	Mr. Anthony Caseria	
Grade 3	Mrs. Annette Chacho	13	Media Specialist	Mrs. Jennifer Frankel	Library
Grade 3	Mrs. Kimberley Cody	16	Music & Chorus	Mrs. Christine Chan	10
Grade 4	Mrs. Kimberly Abate	11	Nurse	Mrs. Pantip Hromjak	
Grade 4	Ms. Melissa Swanson	19	Physical Education	Ms. Kay Sawyer	Gym
Grade 4	Mrs. Denise Whalen	23	Psychologist	Ms. Alyson Bevins	A
Grade 5	Mrs. Barbara McCarthy	20	Principal	Mrs. Noelle Guerini	Office
Grade 5	Mrs. Janice Moore	22	Reading	Mrs. Mary Lou Morong	2
Grade 5	Mr. Robert Tibor	24	Reading	Mrs. Kristy Smith	2
Grade 6	Ms. Jennifer Blake	9	Resource	Mrs. Noeleen Nelson	17
Grade 6	Mrs. Trisha McMahon	12	Resource	Mrs. Wendy Sapione	C
Grade 6	Mrs. Beth McMellon	18	Secretary	Mrs. Eileen Homza	Office
Building Sub.	Ms. Luz Rupert-Lopez		Secretary	Ms. Janet Dwyer	Office
Building Sub.	Mrs. Mary Ann Ferland		Social Worker	Mrs. Jessica Morelli	25
			Speech/Language	Mrs. Beth Bike	B



"WHO DOES WHAT?" List 2013-2014

Administration

Stratford Public Schools
 1000 East Broadway, Stratford, CT 06615
 Telephone: 203-385-4210 Fax: 203-381-2012

- Office:** *Superintendent* *Phone: 385-4211*
 Head Agent: Dr. Janet M. Robinson, Superintendent of Schools
 Function: Administers the school system consistent with policies set by the Board of Education and State and federal legislation.
- Office:** *Special Assistant to the Superintendent* *Phone: 385-4212*
 Head Agent: Margaret Lasek
 Function: Assists in human resources functions and operations.
- Office:** *District Operations* *Phone: 386-3149*
 Head Agent: Clarence Zachery, Chief Operating Officer (COO)
 Function: Oversees all operations aspects of district.
- Office:** *Curriculum and Instruction* *Phone: 381-2016*
 Head Agent: Elaine Watson, Assistant Superintendent, Curriculum & Instruction K-12
 Function: Oversees the educational programs and curricula in all schools and assists the superintendent in the administration of the school system.
- Office:** *Pupil Personnel Services* *Phone: 385-4225*
 Head Agent: Robin Marino, Pupil Personnel Services Director
 Function: Oversees all pupil personnel services and special education programs and services, pre-K-12, Medicaid reimbursements, special education grants, emergency preparedness, and school nursing services.
- Office:** *Personnel Director* *Phone: 385-4213*
 Head Agent: Joan G. Libby, Esq., Personnel Director
 Function: Oversees human resources functions and operations.
- Office:** *Transportation/Buildings/Maintenance* *Phone: 385-4216*
 Head Agent: Robert Sweger, Manager of Plant Operations
 Function: Oversees transportation and building maintenance.
- Office:** *Technology* *Phone: 381-6962*
 Head Agent: Edward Molloy, Director of Technology
 Function: Oversees all functions of the IT department and facilities, integration of technology into the classroom, and data collection and management.
- Office:** *Finance* *Phone: 385-4202*
 Head Agent: Susan Nicholson, Accounting Manager
 Function: Oversees financial operations, payroll, and purchasing.
- Office:** *Grants/Early Childhood Education* *Phone: 381-2061*
 Head Agent: Patricia Naylor, Grants Administrator
 Function: Oversees administration of grants, early childhood initiative, and district consolidated grants.



"WHO DOES WHAT?" List, continued

Educational Support Services

Questions regarding any of the departments listed below can be directed to the appropriate coordinator or person responsible for the program.

<u>Coordinators</u>	<u>PERSON RESPONSIBLE</u>	<u>PHONE</u>
Continuing Education (Adult Education)	Richard Hageman	385-4270
Career and Technology Education	Diane Christiano	385-4281
Pupil Personnel Services pre-K-12	Sharon DeAngelo	385-4225
Special Education pre-K-12	Eric Paradis	385-4225
Fine Arts K-12/ PE/ Health	Brian Frazier	385-4221
Literacy Coordinator K-6	Evelyn Russo	
Literacy Coordinator 7-12	Joanne Nagarian-Garb	
Math Stem Coordinator	Harold Greist	385-4219
Alternative Services (ALPHA)	William Pancak	385-4298
World Language / ESOL	Michael Camporiale	385-4244

DEPARTMENT HEADS

Stratford High School:

Language Arts	Jill Veteri	385-4230
Mathematics	Ronit (Roni) Rodier	385-4230
Science	Patricia DeCoster	385-4230
Social Studies	Joe Crapanzano	385-4230

Bunnell High School:

Mathematics	Angela Swanepoel	385-4250
Science	Peter Bowe	385-4250
Social Studies	Jennifer (Pompa) Vienneau, Ed.D.	385-4250

<u>Student Registration Enforcement Officer</u>	Mike Imbro	385-4206
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"WHO DOES WHAT?" List, continued

School Principals

Elementary Schools (Grades K-6)

Chapel Street	Mrs. Koren Paul	385-4192
Franklin	Mrs. LeeAnn Bradford	385-4190
Lordship	Ms. Kate Murphy	385-4170
Nichols	Mrs. Diana Dilorio	385-4294
Second Hill Lane	Mr. James Noga	385-4292
Stratford Academy/ Honeyspot House (K-2)	Ms. Patricia Mattera	385-4188
Stratford Academy/ Johnson House (3-6)	Mrs. Maureen Di Domenico	385-4180
Eli Whitney	Ms. Carla Armistead	385-4198
Wilcoxson	Mrs. Noelle Guerini	385-4196

Middle Schools (Grades 7-8)

Flood	Mr. Jack Dellapiano	385-4280
Wooster	Mr. Jack Lynch	385-4275

High Schools (Grades 9-12)

Bunnell	Dr. Dudley Orr	385-4250
Stratford	Mr. Joseph Corso	385-4230



WILCOXSON PTSA

Wilcoxson PTSA Meetings

All parents are encouraged to attend the PTSA meetings. Your participation, thoughts, and ideas are always welcome. This is how we get new ideas and it is a place for you to share your concerns. Check the school website for meeting dates and times.

PTSA Committee Chairpersons should plan to attend the PTSA meetings before and after their event, in order to advise the PTSA of the status and success of the event.

PTSA OFFICERS 2013-2014

Co-Presidents:	Raquel Fetchin
Co-Vice-Presidents:	Claire Gonzalez
Treasurer:	Amy Bludevich
Recording Secretary:	Donna Loehfelm

THE OBJECTIVES OF THE PTSA

- To bring into closer relation, the home and the school; that parents and teachers may cooperate intelligently in the education of children and youth.
- To promote the welfare of children and youth in home, school, community and place of worship.
- To raise the standard of home life.
- To secure adequate laws for the care and protection of children and youth.
- To develop, between educators and the general public, such united efforts as will secure for all children and youth, the highest advantages in physical, mental, social and spiritual education.





ELEMENTARY ACADEMIC CALENDAR 2013-2014

<u>FIRST TRIMESTER</u>	<u>AUGUST 28 - NOVEMBER 22</u>	<u>60 DAYS</u>
Friday, October 11	Mid-Term Progress Reports Grades 2-6	
Friday, November 22	End of Trimester 1	

<u>SECOND TRIMESTER</u>	<u>NOVEMBER 25 - MARCH 7</u>	<u>62 DAYS</u>
Friday, January 17	Mid-Term Progress Reports Grades K-6	
Friday, March 7	End of Trimester 2	

<u>THIRD TRIMESTER</u>	<u>MARCH 10 - JUNE 9</u>	<u>60 DAYS</u>
Friday, May 9	Mid-Term Progress Reports Grades K-6	
Tuesday, June 9	End of Trimester 3	

<u>REPORT CARDS ISSUED:</u>	<u>PARENT/TEACHER CONFERENCES</u>
Friday, December 6 - Grades 2-6	Will be scheduled on days listed below during the hours of: <u>1:45 PM - 3:00 PM and 6:00 PM - 9:00 PM</u>
Friday, March 14 - Grades K-6	
Monday, June 9 - Grades K-6	
	Tuesday, October 29 (Early Closing)
	Thursday, November 7 (Early Closing)
	Thursday, February 6 (Early Closing)



SCHOOL SCHEDULES

Regular Schedules:

	<u>Regular School Days</u>	<u>Early Closing Days</u>
Grades K-6	8:45 AM - 3:15 PM	8:45 AM - 1:30 PM

Inclement Weather Schedules:

	<u>Delayed Opening Days</u>	<u>Early Closing Days</u>
Grades K-6	10:30 AM - 3:15 PM	8:45 AM - 1:30 PM

*ALL AFTER SCHOOL
ACTIVITIES ARE
CANCELLED*

School closings and delayed openings will be announced over the following:

Radio Stations:	WELI 960 AM	WEBE 107.9 FM
	WICC 600 AM	WEZN 99.9 FM

TV Stations:	WTNH Channel 8
	WVIT Channel 30 (Cablevision channel 6)
	Cablevision News 12

On-line: www.ctweather.com

Delayed openings are 2 hours after the normal starting time for school.

The Superintendent consults with the Police and Public Works departments and the bus company at 5:30 AM, with the goal of announcing the decision on the 6:00 AM news.



LUNCH PROGRAM

Lunch will be served on all school days. See the schedule below. A selection of hot and cold lunches is offered every day, as well as one breakfast option. At the end of each month, your child will receive a menu of the lunches and breakfasts for the following month. The lunch menus are also posted in local newspapers and at www.stratfordk12.org. Your child is welcome to bring a lunch from home. *Refrigerators are not provided.*

Prices

Breakfast:	\$1.25
Lunch:	\$2.35
Super Lunch:	\$1.25 extra

Milk:	\$0.50
Ice Cream/Snack:	\$0.75

Your child may be eligible for free or reduced-price breakfast, lunch or free milk. Please obtain the appropriate application form from the Wilcoxson School office.

Proper nutrition is an important part of each child's day. Please be sure your child is prepared every day with a lunch from home, or the proper lunch, milk, and ice cream/snack money. Money can be sent in with your child in the form of cash or a check to be deposited into their cafeteria accounts. Make checks payable to "Cafeteria Fund". If your child forgets his/her lunch, please have them notify the teacher.

Behavior in the Cafeteria

Your child's experience in the cafeteria should be an enjoyable and safe portion of his/her day. It is imperative that there is cooperation of all students in the lunchroom. Violators of these rules will not be allowed to eat in the cafeteria. *Refer to the "School Rules" section for details.*

We continue to work towards making our lunchroom a safe and pleasant environment, where the students can enjoy their lunch.

WILCOXSON SCHOOL POLICIES

Attendance

Regular attendance is essential for an effective school experience and necessary for annual promotion. The responsibility for regular attendance rests with the parents or guardian. The school will make every effort to keep the appropriate person informed in this most critical area and assist in whatever way possible to assure regular attendance of all students.



Successful performance in school is closely related to regular attendance. Students who do not regularly attend class may have their grades reduced, not receive course credit, or be retained.

Absenteeism

If your child will be absent, please call the school to alert the administration. In the event of an extended illness, please phone daily or notify the office of the expected length of absence.

There is an answering machine at Wilcoxson for reporting absenteeism. The number to call is 385-4196. The purpose of having the machine is to ensure the safety of our children and to account for each absentee. If there is no message left on the answering machine, the appropriate parent or guardian will be called, to determine that the child is home.

Individual Requests for Early Dismissal

No child may be excused during the school hours unless a written request from the parent is presented to the office. A doctor's appointment, illness or serious family emergency are the only approved excuses for dismissal. We will not release children to walk home alone. They must be picked up by their parent or an adult designated by their parents. Parents must report to the office to sign out their children. This procedure is designed to help ensure the safety of our children.

Tardiness

Students who are not in their rooms by 8:45 AM will be marked tardy. Promptness is a habit to be encouraged. Therefore, if an emergency causes tardiness, please notify the school's office by phone (385-4196) or send a note with your child. Children who are tardy must report to the office. They will receive a written pass to allow them to go to their classrooms.

Bus Routes And Schedules

The Town of Stratford provides transportation for eligible students. See "Transportation" in the "Stratford School Policies" section for eligibility. Questions regarding bus routes and schedules can best be answered by calling "Student Bus Service" at 378-0147.

It is a privilege to ride the bus to school. Therefore, students will be expected to follow the basic bus safety rules, as explained in the "School Rules" section. Pupils will be advised that they may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a publicized Board policy or administrative regulation.



Bicycle Policy

Students who are in Grades 2 through 6 are allowed to ride bicycles to and from school upon submission of a written request from their parent/guardian and with approval of the principal. Parents/Guardians of bicycle riders assume full responsibility for their children's safety; and are urged to consider their children's riding abilities, knowledge of safety rules, traffic conditions and other safety factors before allowing their children to ride bicycles to school. The school cannot be responsible for loss of or damage to bicycles.

For your child's safety and convenience, a bicycle rack is located on the side of the school. **Please remember that the Bicycle Helmet Law has been in effect since October 1, 1993.**

Please review the following bicycle safety rules with your children:

1. Wear a bicycle helmet.
2. Take the safest route to and from school.
3. Keep as far as possible to the right hand side of the road.
4. Be watchful and courteous to all walkers and automobile drivers.
5. Give the right of way to all walkers and automobile drivers.
6. Walk bicycle when on school grounds, especially through the parking lot.
7. Walk bicycle across Wilcoxson Avenue and Beacon Street intersection.
8. Only allow one rider per bicycle.
9. Lock bicycle in the bike area.

Please submit a completed Authorization Request Form for Bicycles, available at the Wilcoxson School office, if you would like your child to ride a bicycle to school.

Distribution of Printed Material

The school principal **MUST** approve the distribution of **all** printed information, including notices concerning any school-related groups or activities before distribution.

Drop-off and Pick-up Procedures

Drop-off Guidelines

Student Drop-off Areas have been established by the Police Department:

- If you drive to school in the morning, you may drop children off on Wilcoxson Avenue, directly in front of the school (**school side of street only**), or on Beacon Street, near the main school entrance.
- **“Drop-off” means stopping the car, letting the children out of the car at the sidewalk, and leaving the drop-off area immediately. It does not mean you can stop, park, or wait to see your children enter the building. If you want to do that, you must park somewhere else. If a car is stopped more than the time**



it takes to let the children out of the car, it is considered illegally parked and subject to a parking ticket and fine.

- Any vehicle that is not moving is considered "parked." Be sure you are in a "drop-off" area, not in a "no parking zone."
- Avoid blocking access for school buses – on the road and in the parking area.
- ***Children should be able to walk to their classrooms by themselves. This helps to reinforce the skill of independence.***

Pick-up Guidelines

When picking up students at 3:15, parents **MUST NOT** enter the building through the rear entrance, by the playground. This interferes with the students that are exiting the building.

- Students waiting for younger siblings must wait *outside* the building.
- Avoid blocking access for school buses.
- Please stand and wait in the designated "zones" on the blacktop area. Wait for your child's teacher to dismiss them from the zone, do not take your child out of the class line as they are attempting to reach their "zone".

Drop-Off Time

Do NOT let your children arrive at Wilcoxson before school opens at 8:30AM. Students will **NOT** be permitted in the building before that time. **There is no supervision of students before 8:30AM.**

Emergency Information

Please note the importance of informing the school office when your home or work telephone numbers or addresses change.

The school must be able to reach you in case your child becomes ill or is injured.

Field Trips

The Stratford Board of Education encourages and sanctions field trips, which are of value in helping achieve each participating student's educational objectives. At Wilcoxson School, field trips are an integral part of the educational experience.

They are an extension of the classroom. Students will be expected to participate, as these opportunities are curriculum related and valuable learning experiences. ***Bicycles, rollerblades, skateboards, scooters, CD Players, Gameboys or MP3 players may not be brought on field trips.***

Guidelines:

Field trips are established as an educational experience for the Wilcoxson child.



- Chaperones are chosen by the classroom teacher, based on need. Field trips should not be limited to "Room Parents only" as chaperones. Every effort will be made to include interested parents as field trips occur during the year. It is understood that not every parent requesting to be a chaperone can be accommodated.
- When a parent accepts the role of chaperone, it is understood that younger children, siblings, relatives, or friends are not to be included or brought along as part of the field trip experience. The thought to remember is that the field trip has been established for the Wilcoxson child.
- ***The role of the chaperone is that of supervision under the direction of the classroom teacher.***
- Wilcoxson children are under the direct supervision of the classroom teacher. For this reason, all Wilcoxson children participating in the field trip must be transported to and from the field trip *on the bus*. In the event that the children are walking to the field trip, they are expected to walk to and from *accompanying the classroom teacher*.
- Parents should not "join" a field trip in progress, without special permission from the school principal.
- Best behavior is expected on all Wilcoxson field trips. If the classroom teacher expresses concern regarding a child's behavior on a field trip, the child may be denied the experience of the next scheduled field trip(s). The principal will make a decision on this, after having a conversation with the classroom teacher and parent. This would also hold true for a child experiencing disciplinary concerns during the regular school day (i.e. suspension from school, detention, etc.).
- The "Nature's Classroom" field trip experience has a special set of rules and regulations that have been established by the "Nature's Classroom" teachers. Those rules are carefully explained to all parents at a special meeting in the fall. The principal continues to reserve the right to deny a child this field trip experience or to remove a child during the "Nature's Classroom" week and return him/her to the school for pickup by the parent.
- The Wilcoxson PTSA allocates a one time fund in the amount of \$5 per student per year to defray the cost of a field trip.

Health Guidelines - When to Keep Your Child Home From School

- If your child's temperature is elevated in the morning; chances are it will go up later. A headache sometimes precedes a fever. A child's temperature should be normal for 24 hours (without medication) before returning to school.
- If your child complains of abdominal pain accompanied by limping, walking bent over and/or a reluctance to move, particularly if this gets progressively worse: these symptoms may signal appendicitis or some other serious abdominal problem.



- If your child complains of a stomachache which is accompanied by fever, vomiting and/or diarrhea: If vomiting or diarrhea has occurred during the night, but your child says he/she feels "fine" in the morning, it is best to keep him/her home for the day. Symptoms often reoccur after the child has come to school. A child needs to stay home for at least 24 hours after the time the vomiting/diarrhea occurs.
- If your child has unexplained red, itchy or painful eyes with white or green discharge: a doctor should be consulted for diagnosis and treatment. He/she may return to school after 24 hours of treatment/medication.
- If you don't see any sign of illness but your child really does look sick.

If you have any questions about your child's health, please feel free to call the school nurse, at 385-4196.

Physical Education/Recess Policies

Physical Education is an integral part of the curriculum and is taught by the P.E. Specialist. Each student should come prepared for class by wearing sneakers

On the days they do not have P.E., children will participate in physical activities/recess with their classroom teacher. Guidelines established by the Board of Education state that your child will have 10 minutes of free choice time and 20 minutes of structured physical activity that the classroom teacher has planned for each recess period.

Recess is an unstructured, free-choice activity time. It is further recommended that children be taken outside as much as possible, but time will also be given for recess indoors on a daily basis during inclement weather.

School Books and Desks

The proper care of public school books and desks is an excellent learning experience for your child. Please help your child take care of any school issued books and supplies. Please remember that the cost of any lost or damaged books must be paid for by the child's parent/guardian.

Visitors

Parents are encouraged to be involved in their children's education, to visit the school and to volunteer and/or participate in the many school activities. The Beacon Street door is the main school entrance and is the only entrance that should be used after 8:45 a.m.

At all times, visitors are to sign in at the office and visibly wear their visitor's badge during their visit in the school. You must specify where you are going in the building, because it is important to be able to locate you, in case of an emergency.



When visiting the school, please turn off your cell phone, or set it to the vibrate mode.

If your child forgets a book, band instrument, lunch, or other item which you find necessary to bring to school, please bring it to the office. The office staff will see that it is delivered.

BEHAVIORAL EXPECTATIONS

* All students are encouraged to demonstrate the traits of the six Pillars of Character: caring, citizenship, fairness, respect, responsibility, and trustworthiness*.

GENERAL RULES

STUDENTS WILL BE EXPECTED TO:

1. Walk in an orderly fashion.
2. Keep hands, feet, and other objects to themselves.
3. Be respectful of the property of others.
4. Be respectful to the rights of others.
5. Show respect to peers, teachers, and other adults at all times
6. Keep the school buildings and grounds clean and litter-free.
7. Use appropriate language at all times.
8. Bring all materials needed for classes.
9. Leave all gum and candy at home.
10. Be respectful of school property.
11. Leave all electronic devices at home.

CORRIDOR TRAFFIC

WHILE PASSING IN THE HALLS, STUDENTS WILL BE EXPECTED TO:

1. Walk in an orderly fashion.
2. Keep voices down.
3. Keep to the right.
4. Follow teacher's directions.

CAFETERIA

STUDENTS WILL BE EXPECTED TO:

1. Talk only with those students at their own table.
2. Use a quiet voice.
3. Walk in an orderly fashion.
4. Practice good table manners.
5. Leave the table in clean condition.



6. Eat all lunch items only in the cafeteria.
7. Eat only the food they bring or buy for lunch.
8. Obey and respect Cafeteria Monitors.

LAVATORIES

STUDENTS WILL BE EXPECTED TO:

1. Use the lavatory only for its intended purpose.
2. Keep the lavatory clean and litter-free.

ASSEMBLIES

STUDENTS WILL BE EXPECTED TO:

1. Show respect to guests, peers, teachers, and other adults.
2. Respond appropriately to our guest(s).
3. Stay in their own space.

PLAYGROUND

STUDENTS WILL BE EXPECTED TO:

1. Keep all stones, sticks, dirt, sand, snow, etc., on the ground.
2. Listen and follow all adults' requests.
3. Use equipment respectfully and return it to its proper place.
4. Display good sportsmanship.

BUS

STUDENTS WILL BE EXPECTED TO:

1. Stay in their seat and follow the driver's instructions at all times.
2. Use appropriate language at all times.
3. Keep head, arms, and hands inside the bus at all times.
4. Keep the bus clean of litter and debris at all times.
5. Obey the bus patrols.
6. Get on and off the bus in an orderly fashion without pushing.
7. Line up in an orderly fashion while waiting for a bus.



STRATFORD DISTRICT POLICIES

Access To Student Records Notice

Stratford Public School parents and eligible students (18 years or older) are, in accord with the Family Educational Rights and Privacy Act (FERPA), notified of the following rights to:

1. Inspect and review your student's education records;
2. Request an amendment of your student's records to ensure that the records are not inaccurate, misleading or otherwise in violation of your student's privacy rights or other rights;
3. Consent to disclosures of personally identifiable information contained in your student's educational record, except to the extent that FERPA regulations authorize disclosure without consent;
4. File with the United States Department of Education a complaint concerning alleged failures by Stratford Public Schools to comply with the FERPA regulations; and
5. Obtain copies of Stratford Public Schools' policies for student education records. These policies are contained in the Pupil Personnel Manual, located in the Principal's office of each school in the district.

Asbestos Management Plan Notice

In compliance with the United States Environmental Protection (EPA) Asbestos Hazard Emergency Response Act (AHERA) we are required to inspect for asbestos every three years and develop a management plan to responsibly control what material may remain in the school building.

This plan has been written and is available at the school office as well as the main office, to all parties that may be concerned. Persons wishing to review this document may do so during regular school hours.

Discipline Notice

Policy 5147.10 - The public schools shall ensure the physical and mental health, safety and welfare of all students in attendance, and the maintenance of an atmosphere conducive to learning. Pupil behavior that is inimical to these purposes, the public interest, and individual rights of school personnel and students will be dealt with through administrative and legal channels. In no case will a student be denied the procedural due process guaranteed by the Fourteenth Amendment.

Good behavior is expected from all students at all times. Discipline will be maintained by teachers and administrators. In certain cases of continued disregard for established school rules and procedures, students will be liable for suspension or expulsion from school. Corporal punishment of students is prohibited.



Non-Discrimination Notice

"The Stratford Board of Education does not discriminate on the basis of race, color, national origin, gender, age, sexual orientation, or disability/handicap in admission or access to or treatment of employment in its program or activities."

It is expected that this statement will appear in all publications produced for general circulation within the Stratford Public Schools and/or the community.

Section 504 - Students With Disabilities

It is the policy of the Stratford Board of Education to provide accommodations to students with disabilities to enable them to receive a free appropriate public education in accordance with Section 504 of the Rehabilitation Act of 1973. The Stratford Board of Education does not discriminate against any student in admission or access to its programs and activities on the basis of disability. As the parent of a student with a disability, you have certain rights, including the right to have the district advise you of your rights under federal law. Should you have any questions regarding your rights under Section 504, please write the Section 504 coordinator, Ellen Michaels, Pupil Personnel Services Director, 1000 East Broadway, Stratford, CT 06615, or call 203-385-4225.

Truancy Notice

Connecticut law requires that the Stratford Public Schools provide you with this written notice of your obligations under Connecticut General Statute 10-184. This law provides that each parent or other person having control of a child seven years of age and older and under sixteen years of age is obligated to cause the child to attend school regularly during the hours and terms school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction. Connecticut General Statute 10-185 provides that failure to comply with these requirements is punishable by a daily fine of \$25.00.

Attendance Area & Waivers

POLICY # 5117

The Board of Education accepts its responsibility for establishing residence attendance areas and pathways in such a way as to facilitate the educational program as well as numerical and racial balance. Advance planning for new sites and buildings, or for renovations for existing buildings, will be guided by the following criteria in determining school attendance boundaries:

1. Special educational needs of students
2. Proximity of students to school buildings
3. Safety of students
4. Ages of students served
5. Specific nature of the educational program offered at the school
6. Racial balance
7. Enrollment balance



The Board of Education will employ the principle of controlled attendance areas for school attendance as follows:

Elementary Waiver Policy

1. Students living in any given elementary school attendance area have first choice for school membership in that area.
2. Where class size is not near or at maximum, as defined by Board of Education policy or contract, students whose residence is in other attendance areas may apply for membership in a school that is not in the attendance area of their residence.
3. Boundary line waivers are granted for one year only. Renewal applications must be submitted for consideration each year prior to July 1 of each year.
4. When boundary line waivers are granted, the student's middle school and high school pathway shall remain that of the elementary school attendance area of the student's residence with the exception of those students granted waivers under the racial balance plan.

Exempt from Policy #5117 is Stratford Academy where movement into and out of Stratford Academy is controlled by the approved Stratford Board of Education Racial Balance Plan and its administrative guidelines.

Secondary Waiver Policy

Waivers to Stratford's middle schools and high schools are tightly controlled for enrollment and racial balance. Only minority students from the Stratford High School attendance area will be granted waivers to the Bunnell High School attendance area. Only majority students from the Bunnell High School attendance area will be granted waivers to the Stratford High School attendance area. Transportation under these circumstances will be provided only if students meet the distance criteria for receiving transportation.

Once a waiver is granted to a middle school, the waiver will remain in effect throughout the middle school years. Additionally, students applying for a waiver under the racial balance plan may attend the high school in that same pathway.

Attire (Elementary, Middle and High Schools)

There is a definite relationship between good dress habits, good work habits, and proper school behavior. Students are expected dress appropriately for school. They must dress in a manner that is neither distracting to teachers and other students nor detrimental to the educational process of the school. Since styles of dress and grooming are constantly changing, the regulation of dress will be based on common sense and good judgment and in a manner that demonstrates respect for self as well as others. If a student's appearance is judged to be inappropriate or unsafe by the school's administration, a parent/administrator conference will be arranged or the parent contacted. The six pillars of character should serve as guidelines for choosing attire. A great variety in dress and grooming are part of the school scene today. However the students must avoid extremes in fashion and dress in good taste.



The dress code policy must be fully implemented in all schools. Chronic disregard for appropriate attire will result in suspension and/or possible expulsion.

In interpreting the policy, it may be helpful to refer to the following outline of what may be considered inappropriate attire:

Inappropriate Attire:

1. Obscene, vulgar, offensive or suggestive clothing
2. Unsafe – to also include footwear (student should be able to exit the building without difficulty in an emergency situation)
3. Symbolic of organizations advocating undemocratic actions
4. Outerwear, such as coats and all forms of headwear

Also, specifically, the following are examples of inappropriate attire:

1. Bare midriffs
2. Spandex
3. Tank tops
4. Tube tops
5. Spaghetti Straps
6. Flip flops
6. Sleepwear (including slippers)
7. Short skirts and shorts (mid-thigh or longer are appropriate)

This policy is to be enforced in each building by the principal.

Bullying

STRATFORD BOARD OF EDUCATION

Policy #: 5131.911

BULLYING

Hazing, bullying, menacing and abuse of students, in any form or format, is not acceptable behavior and is prohibited in the Stratford Public Schools.

Any student in the Stratford school district who engages in a repeated act against another student in the district that causes physical or emotional harm to a student or such student's property, places a student in reasonable fear of harm to himself or herself, or of damage to his or her property, creates a hostile environment at school for such student, infringes on the rights of such student at school, or substantially disrupts the educational process shall be subject to appropriate disciplinary action.

Bullying is prohibited on school grounds, at any 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 Stratford Board of Education.

Bullying occurring outside of the school setting is also prohibited and will not be tolerated if such bullying creates a hostile environment at school for the targeted student, infringes on the targeted student's rights at school, or substantially disrupts the educational process or the orderly operation of school.

Appropriate disciplinary action in response to bullying may include suspension or expulsion. In addition, it is the policy of the Stratford Board of Education that school principals or a principal's designee will notify the appropriate law enforcement agency when the principal or designee believes that any acts of bullying constitute criminal conduct.

DEFINITIONS

Bullying is defined as 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:

- Causes physical or emotional harm to such student or damage to such student's property,
- Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- Creates a hostile environment at school for such student,
- Infringes on the rights of such student at school, or
- Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but is not 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.

Bullying may take many forms, such as but not limited to:

1. physical violence and attacks;
2. taunts, name-calling or put-downs or discriminatory slurs;



3. targeting of a student based upon that person's actual or perceived "differentiating characteristics" such as race, religion, sex, sexual orientation, gender identity or expression, religion, national or ethnic background, disability, physical appearance, socioeconomic status, or a student's association with a person or group who has or is perceived to have one or more of such characteristics;
4. threats and intimidation;
5. extortion or stealing of money and possessions;
6. cyberbullying.

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.

OTHER APPLICABLE DEFINITIONS

"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, photo-electronic 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 the Stratford Board of Education.

"School employee" means (a) a 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 Stratford 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.

“**Gender identity or expression**” means a person’s gender related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth.

REPORTING AND RESPONDING TO BULLYING

The Board expects prompt and reasonable investigation and response to alleged acts of bullying. Reports of alleged acts of bullying will be addressed and responded to according to this policy and in accordance with Stratford Public Schools Safe School Climate Plan and Bullying Prevention and Intervention Program.

Discrimination and retaliation are prohibited against an individual who reports or assists in the investigation of an act of bullying.

Immunity will be granted against damage claims in accordance with state law to the Board, and school employees acting within the scope of their duties, students, parents and others who, in good faith, report, investigate, or respond to bullying in accordance with the Stratford Public Schools Safe School Climate Plan. The immunity does not extend to gross, wanton, reckless, or willful misconduct.

REGULATIONS

The Superintendent of Stratford Public Schools will develop regulations to aid in the implementation of this policy. Such regulations shall be designed to improve overall school climate and to address the existence of bullying in the Stratford Public Schools and shall provide for a Safe School Climate Plan and a Bullying Prevention and Intervention Program as required by law.

Wilcoxson School has a designated Feel Safe box for children to anonymously report anyone or anything they feel is intimidating or bullying them. They may or may not include their name. This feel safe box is painted blue with white paw prints on it and it is located in the main hallway.

Prevention of Child Abuse/Neglect

Mandated Reporters include, but are not limited to, school counselors, psychologists, social workers, nurses, teachers, principals, coaches, school paraprofessionals, and police and security personnel.

Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment, they have reason to suspect a child under the age



of 18 has been abused or neglected or is placed in imminent risk of serious harm. It is important to know that they need not judge the presence or lack thereof of abuse or neglect. They need only to suspect that either occurred.

Mandated reporters must report orally to the Department of Children and Families (DCF) Careline or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected and must submit a report (DCF-136 form) to DCF within 48 hours of making the oral report.

The mandated reporter must inform the building administrator that a referral to the Careline has been made. A copy of the DCF-136 form must be filed at the school (separate from the child's educational file) and a copy must be sent to the Pupil Personnel Department.

Mandated reporters are under no legal obligation to inform parents that they have made a report to DCF about their child.

Confidentiality of Information

All employees of the Stratford School System are required to maintain confidentiality in regard to their professional responsibilities related to individual students. Employees shall refrain from discussing individual students among themselves or with anyone other than appropriate school staff. All students are guaranteed confidentiality provision under the Family Education Rights and Privacy Act (FERPA). A full presentation of these guarantees is listed in the Department of Pupil Services Policy and Procedure Manual.

Electronic Devices (Cell Phones, Radios, CD Players)

The Stratford Board of Education recognizes the need to provide access to technological resources. It is also sensitive to the desires of parents who wish, for reasons of safety, to provide their children with electronic devices that can ensure direct communication before and after school hours, in times of need. For the purposes of this policy, "Remotely Activated or Activating Communication Devices" are defined to include portable two-way telecommunications devices, including but not limited to cellular telephones with or without cameras, walkie talkies, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and transmitting or receiving images or audio files, such as cameras, as well as any new technology developed for similar purposes.

The Stratford Board of Education extends to students the privilege to possess, display, and use "Remotely Activated or Activating Communication Devices" **before and after the instructional day** provided such "Remotely Activated or Activating Communication Devices" are not displayed, activated, or used **inside** school buildings **during the instructional day**. All such devices must be turned off and in a locker, purse, or similar enclosure during the instructional day. The instructional day includes, but is not limited to lunch breaks, class changes, study halls, and any other structured or non-structured instructional activity that occurs during the normal school day including school sponsored transportation (i.e. transportation to and from school, field trips to and from school, etc.), as well as extra curricular activities or after school activities, including



athletics. Exceptions will be made for students with specific needs that require such devices as per their IEP.

In the event a pupil violates this policy, the Building Principal or designee (any adult staff member) will confiscate the device and turn it in to the office, where it may be retrieved by the parent or guardian. Repeat violations of this policy may result in the revoking of the student's privilege for future possession or use of "Remotely Activated or Activating Communication Devices."

In addition to "Remotely Activated or Activating Communication Devices," students are permitted to possess, but not permitted to use, display, or activate such items as electronic signaling devices (beepers), radios, CD players, tape recorders, camcorders, DVD players, electronic games, or any other such facsimile, imitation, or replica **during the instructional day**, unless prior permission has been obtained from the principal. These items must be completely turned off and stored in lockers or backpacks upon boarding a bus or arriving at school, until the **instructional day** is over for all students. This prohibition includes any school sponsored transportation, i.e. athletics, field trips to and from school, transportation to and from school, etc. for the full duration of that activity.

An exception to the prohibition may be granted by the supervising adult in the use of "music players" (radios, CD players, tape recorders) during long trips to athletic competitions, or cell phones in an emergency situation on such a trip. **In no case will the use of any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet.**

The Stratford Board of Education assumes no responsibility in any circumstances whatsoever for the loss, destruction, or theft of any cellular phone, remotely activating paging device or similar device, or other electronic item listed above that is brought to school at any time or to any extra curricular or after school activity.

Camera Devices

- a. Camera devices may not be used in any unethical or illegal manner.
- b. Camera devices may not be used to photograph another person who has a reasonable expectation of privacy without that person's knowledge and consent.
- c. Camera devices may not be used in a way that would violate another person's copyright.
- d. Camera devices may not be used to harass, intimidate, or bully another person or to invade another person's privacy.
- e. An image taken using a camera device may not be published, broadcast, or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded, or the person who owns the copyright in the material appearing in that image.



Prohibited Locations

- a. Camera devices may not be used in any classroom without a teacher's or principal's permission that specifies the purpose and duration of the use.
- b. Camera devices may not be used in any locker room, restroom, or any other place where other people have a reasonable expectation of privacy.

Fire Drills

In keeping with state statutes and codes, each school will hold six (6) fire drills before January 1 and four (4) in the spring. The drills will be held at unexpected times. Everyone is expected to evacuate the building and become familiar with the drill procedures.

HEALTH RELATED POLICIES

Authorization for the Administration of Medications by School Personnel

It is advisable to have children take medication at home. However, if it is necessary for your child to take medication during school hours, Connecticut State Law and Regulations 10-212(a) and Board of Education policy requires the following:

1. **a written medication order** from a licensed Medical Doctor (MD), Osteopathic Doctor (OD), Dentist (DDM or DDS), Advanced Practice Registered Nurse (APRN), or Physician Assistant for prescription and "over-the-counter" (nonprescription) medication which needs to be given in school, including cough drops and non-prescription saline nose spray.
2. **written parental/guardian consent** for medication administration in school.
3. **delivery** of medication to the school nurse **by a responsible adult**, preferably the parent/ guardian.
4. **medication in the original container with proper labeling** (name of medication, student's name, dosage and frequency of administration, time or conditions of use, name of the pharmacy, and prescription number).
5. **approval by the school nurse**, in addition to the written authorizations, **for self-administration** of medications in school.

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.



Healthcare For Uninsured Children

Nothing is more important than the health of your child. Every young person should have a doctor, a dentist and other important health services, but today's health care is expensive. In June 1998, the State of Connecticut opened the **HUSKY** Plan. **HUSKY** stands for Healthcare for Uninsured Kids and Youth. It provides free or low cost insurance for all children under 19 years of age who need health coverage. If you haven't been able to find affordable health insurance for your child, **HUSKY** may be the answer.

HUSKY offers a comprehensive health care benefit package for Connecticut children up to age 19. Depending on your family's income there may be no cost to you. Eligibility is based on income, the assets of a family are not considered.

For more information about **HUSKY**:

Call toll free: 1-877-CT-**HUSKY** (1-877-284-8759) and press 2
 Or 1-800-656-6684
Visit their Web site: www.huskyhealth.com

Immunizations

State law requires that certain immunizations must be completed before a student can attend school and updated as the school years progress. These immunization requirements may only be waived for religious or medical reasons, provided appropriate documentation is submitted.

Students are not allowed to attend classes until the immunization requirements are met.

Physical Examinations

Students entering Kindergarten and the seventh grade are required to have a physical examination. All students who transfer into Stratford Public Schools are required to obtain an updated physical.

Psychotropic Drug Use

In conformity with state statute, the Board of Education prohibits all school personnel from recommending the use of psychotropic drugs for any student enrolled within the school system. However, members of the school medical staff, including school nurses and the district's medical advisor, may recommend that a student be evaluated by an appropriate medical practitioner. Further, upon the consent of the student's parents or guardian, school personnel may consult with the medical practitioner regarding such use.

The Board recognizes that the refusal of a parent or other person having control of a child to administer or consent to the administration of any psychotropic drug to the child shall not, in and of itself, constitute grounds for the Department of Children and Families (DCF) to take such child into custody or for any court of competent



jurisdiction to order that such child be taken into custody by the department, unless such refusal causes such child to be neglected or abused, as defined in C.G.S. 46b-120.

The Superintendent of Schools or his/her designee shall promulgate this policy to district staff and parents/guardians of students annually.

Substance Abuse Policy Statement

The Stratford Board of Education recognizes that alcohol and drug abuse and dependency seriously impairs the ability of individuals to develop their full potential and strongly endorses the concept of prevention through education and intervention. School, health, and law enforcement officials will work as a team to help students understand the serious legal, social, and medical consequences of alcohol and drug abuse.

However, the Board supports a zero-tolerance position toward anyone who possesses, uses and/or distributes alcohol, any drug or drug paraphernalia on school property, at school-sponsored events, on school buses, and en route to and from school or school sponsored activities by any mode of travel. This policy may be extended to off-campus behavior.

Violation of this policy will result in suspension and/or expulsion from school.

Homework Policy #6154

Purpose of Homework:

- Homework should be a meaningful review of what has been learned, an opportunity to apply new learning to a real world experience, an extension of learning, or a reflection of skills/strategies/concepts that have already been taught to determine standard or learning objective mastery (Jackson, 2009).
- Homework should be self-evaluative, if possible, using rubrics that provide guidance for mastery (Andrade, 2007-2008).
- Homework should not be used as an assessment of punishment. It should not be busy work, supplant instruction, or be a method to teach responsibility (Vatterott, 2009; Kohn, 2006).

Amount of Homework:

- Homework should not be busy work, and assignments should not be given to merely address the amount of time indicated for homework assignments, but should be purposeful and tied directly to the curriculum. It should help to determine mastery of the objectives needed per grade level based on the Stratford Public Schools' curricula and the Connecticut State Standards.



- In the elementary schools, homework will be assigned on Monday, Tuesday, Wednesday and Thursday. Occasionally, it may be necessary to assign work over a weekend to enhance learning.
- In the middle and high schools, work assigned may take, at times, more than the recommended schedule. Discretion should be used in making weekend assignments.
- With the exception of summer vacation assignments, teachers may not use scheduled vacation time during the school year to assign homework and projects. Homework should not be due immediately following a long-weekend or vacation with the exception of summer assignments.
- All students are encouraged to read either with family support or independently for at least 20 minutes per day in addition to the required homework. Students may be asked to keep a reading log and have it signed by the parent/guardian.

The following homework assignment schedule necessitates a teacher recognizing each individual student's ability, needs and interests:

Kindergarten – Assignments will be flexible, determined by need.

Grade 1 – Fifteen minutes per night.

Grade 2 – Twenty minutes per night.

Grade 3 – Thirty minutes per night.

Grade 4 – Forty-five minutes per night.

Grade 5 – Fifty minutes per night.

Grade 6 – One hour per night.

Grades 7-8 – One and one-half hours per night.

Grades 9-12 – Two hours per night (Honors and Advanced Placement classes may require from 45 minutes to one hour per night to complete homework assignments).

In addition:

- Projects, essays, and other long-term assignments should have progress checkpoints. Gradual release should occur as students advance to prepare them for independence by senior year.
- Whenever possible, teachers (elementary grade level teams, middle school teams) should collaboratively plan for homework assignments, including long-term projects, to avoid conflicts with tests and quizzes and to prevent excessive amounts of homework across subject areas.
- If a student is absent, either because of illness or bereavement, the school must provide additional time for homework completion. Parents of secondary teachers should contact the school counselor to coordinate assignment completions.



□ In the case of unexcused absences, make-up work is not permitted for credit. The student, however, should make up such assignments to help him/her with later school assignments. Excused absences are defined as:

1. Illness
2. Death in the family
3. Observance of a religious holiday
4. Family emergencies or other circumstances beyond the student's control
5. School sponsored field trip
6. Other reasons, such as medical appointments
7. While the district does not condone students missing school due to vacations, it does recognize that there are rare instances when a student must be absent due to parental vacation or travel requirements. In these cases the student must notify the school administrator in advance of the absence(s).

Teachers should provide feedback when returning homework assignments whenever possible to give instructional guidance to achieve mastery of skills and objectives.

Grading Policy:

- Homework should not be counted as more than 15% of a marking period's grade (unless it is a requirement of a UCONN Early College Experiences class to count homework more than 15%).
- Late policy for long-term projects: Students should be given the opportunity to make up long-term projects if late and should receive an incremental deduction of 20% of the homework grade each day that the assignment is late up to five school days, whereupon the student will receive a zero for non-completion (Guskey & Anderson, 2008).
- Homework participation should be reflected in the work habits or the comment section of the student report card.
- Summer Reading/Math Packets are due the first day of school; therefore, the late policy does not apply to summer work due the first day of school.



Homework Design:

- Homework, whenever necessary, should be differentiated and provide opportunities for higher order thinking skills – Bloom’s Taxonomy (Tomlinson, 1999).
- Homework should be part of the unit of study for each curriculum. A “common core” of embedded tasks and assignments should allow for homework completion to be unique to each student and prevent duplication of answers whenever possible.
- Homework assignments should be written in daily plan books. Access to daily assignments should also be available, whenever possible, by using course syllabi or teacher websites.

Homework Support:

The Stratford Public Schools acknowledges that not all students have opportunities to complete homework because of work and family responsibilities. Students need resources, quiet learning environments, and materials to successfully complete homework. The school system will make every attempt to provide learning opportunities when it can (Perkins-Gough, 2006) such as:

- Homework Study Groups
- After-school Support (specially designed to teach students how to take notes, organize binders, and how to successfully use assignment notebooks/calendars).
- In-school Homework Help Classrooms.
- Student/Teacher Arrangements (cooperatively determined and at the teacher's availability).
- Peer-mentoring (Smart Buddies for K-5 students. Sterling House recruits 8-12 grade students as mentors).
- Stratford Public Library “Homework Desk”, call the Library's Teen Services Department at 203-385-4167 or for Library hours go to: <http://www.stratfordlib.ct.us/>

Parent Engagement:

All schools should provide the information concerning the homework policy in their handbook and on their website. Assignments should not require parents to have any special skills, knowledge, or materials for their students to successfully complete homework (Payne, 2008). Parents should have access to their students' homework participation/completion via:

- Parent Portal access.



- Parent conferences.
- E-mail requests.
- Electronic textbook (textbooks that are part of the Stratford Public School's curriculum resources and are available on-line).
- Parent resource websites to enhance at home learning (see appendix).

Appendix 1
Parent Resource Websites

Language Arts

1. <http://kids.nypl.org> (On-line books to read from the New York Public Library).
2. <http://handwritingworksheets.com> (Handwriting).
3. <http://www.scholastic.com/tbwwidget/> (Find books at your child's level).
4. <http://www.bookadventure.com> (To find books and tests on books).
5. <http://www.StarFalls.com> (Resources to build reading skills).
6. <http://www.studyisland.com> (Stratford Public Schools' has purchased this web-based tool at each elementary building. Students will need their login and password to access it from home. Each school can distribute this access information for the students upon request).

Math Support

7. <http://www.ixl.com> (Math tests based on Connecticut Standards).
8. http://school.discoveryeducation.com/homeworkhelp/math/math_homework_help.html (Math homework help using video clips).
9. <http://www.coolmath-games.com/> (Different types of skills in math).
10. <http://www.coolmath4kids.com/> (Variety of games with math skills).
11. <http://www.omsinfo.com/visit/featured/moneyvill/activities.cfm> (Plan on how to budget or start your own business).
12. <http://www.funbrain.com/math> (Math games and activities).



13. <http://www.pbs.org/parents/cyberchase> (Math ideas).
14. <http://www.arcademicskillbuilders.com/> (Arcade games using math skills).
15. <http://www.aplusmath.com> (Different math games).
16. <http://www.mathplayground.com> (Variety of logic games).

Enrichment

17. <http://www.renuilllearning.com> (Enrichment).
18. <http://www.kidzone.com> (Enrichment).

Reference Materials

19. <http://boe-destiny.stratfordk12.org> (Stratford Public Schools' internet based card catalog).
20. <http://www.knowhow2go.org> (Preparing for college).
21. <http://www.ipl.org/div/kidspace> (Internet public library site for children that is user friendly with picture icons and descriptions of subjects and websites on many different topics).
22. <http://www.school.cb.com> (Encyclopedia Britannica on-line service for K-12 Username: stratford07 Password: books).

Appendix 2 **21st Century Skills**

Today's students must learn to locate, analyze, collaborate, interpret, and communicate information and solve problems logically. To succeed in the 21st century, everyone will need to be proficient in all of these skills and will have to use technology to demonstrate proficiency. Colleges, universities, and the business community are clear that these skills are truly "essential" to the success of all students as they pursue post-secondary education and careers. The 21st Century skills are defined as the following:

1. Use real-world digital and other research tools to access, evaluate, and effectively apply information appropriate for authentic tasks.
2. Work independently and collaboratively to solve problems and accomplish goals.
3. Communicate information clearly and effectively using a variety of tools/media in varied contexts for a variety of purposes.



4. Demonstrate innovation, flexibility, and adaptability in thinking patterns, work habits, and working/learning conditions.
5. Effectively apply the analysis, synthesis, and evaluative processes that enable productive problem solving.
6. Value and demonstrate personal responsibility, character, cultural understanding and ethical behavior.

Internet Acceptable Use Policy

It is the policy of the Stratford Public Schools to promote technology that supports 21st Century Learning. Stratford Public Schools recognizes that inherent in the use of the network and its associated infrastructure, is the risk of access to inappropriate content and/or behavior. The procedures and guidelines related to the computer systems may be changed from time to time to meet future needs and circumstances. For the purposes of this policy, "misuse of the Internet or network" means any violation of this policy or any other use not included in the agreement which has the effect of harming another or his or her property.

It is the policy of the Stratford Public Schools to: filter Internet content in compliance with the Children's Internet Protection Act, 47 USC § 254; ensure that staff have made a good faith effort to supervise and monitor usage of the computer systems for adherence to the Computer System Acceptable Use Policy; promote the safety and security of users when using electronic communications such as email, blogs, wikis, and other forms of direct communications.

The superintendent or her/his designee is responsible for the development of administrative regulations that govern the use of the computer systems.

The following sets forth the procedures to implement Board Policy 5136.5 concerning the acceptable use of the computer systems in the Stratford Public Schools. Misuse of the district's computer systems is strictly prohibited. Students of the Stratford Public Schools who misuse the network or its technology are subject to disciplinary action. Disciplinary action, should it be necessary relative to this policy, will be applied in accord with applicable laws and other applicable Board policies.

Stratford Public Schools designs its instructional program to ensure that each student becomes proficient in the skills needed to be successful in the 21st century. The Stratford Public Schools offers its students access to the Internet and other electronic networks. Access to these resources represents a privilege, not a right, and carries with it responsibilities for each user. Each user must utilize technology in an ethical manner and respect the work of other network users. Misuse of the networks means any violation of this agreement or any action on the network that harms another or his or her property.



Students are expected to act in a considerate and responsible manner in using such systems.

The computer network and Internet are intended for educational use, and not for personal use. Personal use of district technology resources that interferes with instruction is prohibited.

The network, while connected to the Internet, represents school property. Users should have no expectation of privacy in the use of the district's computer systems, including while on the network. The Stratford Public Schools reserves the right to monitor, inspect, copy, review, and store any content and any usage of the network, Internet, or computer equipment at any time without notice. As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for email can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to: oversight of Internet site access; the right to review emails sent and received; the right to track student's access to blogs, electronic bulletin boards and chat rooms, and the right to review a student's document downloading and printing. All collected information and all files shall remain the property of the Stratford Public Schools and no users shall have any expectation of privacy regarding such materials.

Stratford Public Schools makes its computer systems available for the purposes of educational use. The Stratford Public Schools will take reasonable measures to: ensure the safety of users of the network and Internet by prohibiting unauthorized access to the network; filter Internet content for obscenity and inappropriate grade-level materials; and ensure the safety of students communicating with electronic resources such as wikis, email, and blogs.

Students will be required to adhere to a set of policies and procedures, as set forth in the student handbook. Each student will sign a written agreement of this policy. Violations may lead to disciplinary measures as outlined in the Board's student discipline policy.

Internet Safety Guidelines

Stratford students agree to use the district's computers for appropriate purposes, which includes but is not limited to the following guidelines:

1. Use the network for legitimate educational purposes only.
2. Refrain from sending any form of communication that harasses, threatens, solicits others to behave in an inappropriate manner, contains solicitation, includes vulgar language, slanders, or intimidates any person at any time.
3. Refrain from sending any message that breaches the district's confidentiality requirements, or the confidentiality of students or staff.



4. Handle all network equipment and folders with care; avoid destroying, modifying, moving, or deleting resources without permission.
5. Refrain from "hacking", breaching, or disabling any network system, security, and firewall, or use proxy gateways or other technologies designed to bypass the monitoring and filtering software.
6. Refrain from attaching any device or downloading any software that intentionally or unintentionally disrupts network flow.
7. Refrain from sharing network, proxy, or any other passwords.
8. Refrain from transmitting or receiving inappropriate email communications or accessing inappropriate information on the Internet, including vulgar, lewd, or obscene words or pictures.
9. Respect the safety and confidentiality of yourself and others when posting information on websites by only using first names as identifiers.
10. Follow and respect all laws regarding plagiarism when gathering information or posting it electronically.
11. Adhere to copyright and licensing agreements for all software and refrain from sending any copyrighted material over the system.
12. Refrain from gaining or seeking to gain unauthorized access to computer systems.
13. Refrain from damaging computers, computer files, computer systems, or computer networks.
14. Refrain from using another person's password under any circumstances.
15. Refrain from trespassing in or tampering with any other person's folders, work, or files.

Additionally, if a particular behavior or activity is generally prohibited by law, the Board policy, or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

Misuse of network or Internet resources or violation of any of these regulations may result in disciplinary action including, suspension, expulsion, or criminal proceedings. The superintendent or his designee reserves the right to determine the appropriate discipline for any particular set of circumstances. In the event of suspension, or expulsion the superintendent and/or Board will follow established disciplinary procedures.

Anyone who is aware of problems with, or misuse of the Stratford Public Schools' computer systems, or has a question regarding the appropriate use of the computer systems, should report this to his/her principal, or to the Director of Technology.

Most importantly the Board urges any student who receives or views any harassing, threatening, intimidating, or other improper message through the Stratford Public Schools' computer systems to report this immediately. It is the Board's policy that no student should have to tolerate such treatment regardless of the identity of the sender of the message.

A copy of this policy will be distributed to staff, students, and parents. The administration of each building shall maintain a record of such distribution. In addition, a copy of the policy will be posted in each building, and contained in the student handbook.



Laser Pointers, Electronic Signaling Devices, and Beepers/Pagers

This bill, with exceptions, prohibits people from leasing, giving, selling or offering to sell, or otherwise providing laser pointers to minors under age 18 and it prohibits such minors from possessing them on school grounds or in any public place. The bills allow temporary transfers of laser pointers for educational or other lawful purposes to minors who are directly supervised by a parent, legal guardian, teacher, employer, or other responsible adult.

The bill also prohibits anyone from shining, pointing, or focusing a laser pointer directly or indirectly at or on anyone if the action can reasonably be expected to harass, annoy, or cause the person to fear injury. A violation is an infraction.

The bill defines "laser pointer" as a hand-held device that emits a laser light beam and is designed to be used by the operator to indicate, mark, or identify a specific position, place, item, or object.

Least Restrictive Environment Mandate

To the maximum extent appropriate, Stratford students requiring special education and related services, including students in public and private school, are educated with students who do not require special education and related services. Self-contained special education classes, separate schooling or other removal of students with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. These students may require classroom and curriculum modifications and adjustments within the regular education classroom.

Parent Involvement

Considerable experience and related evidence indicates that meaningful involvement of parents, guardians, and other care-givers in the schooling of children improves the quality of education significantly. The Board of Education believes that closer connections of parents and others responsible for the home care of the children with our schools can result in enhanced academic performance, improved behavior, and reduced absenteeism.

Therefore, all parents guardians, and care-givers of students enrolled in our school district are encouraged to take an active role in the education of their children.

Further, the Board of Education believes that the professional staff must take whatever steps are necessary to facilitate a broad variety of opportunities for parents to connect frequently with the schools in which their children are enrolled, and with the overall system. These steps should include the following:

- Parenting skills should be promoted and supported.



- Communication between home and school should be regular, two-way and meaningful.
- Parents should play an integral role in assisting student learning.
- Parents should be welcome in every school and their support and assistance sought.
- Parent input should be sought regarding decisions that affect children and families.
- Community resources should be made available to strengthen school programs, family practices and student learning.

The Superintendent will report annually to the Board of Education on parent involvement activities.

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, attendance at board of education meetings and being a school volunteer are strongly encouraged.

Parent Conferences

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. Every effort will be made to accommodate the parent's schedule.

Parental Rights

1. SCHOOL RECORDS AND INFORMATION

Both of a child's parents have the right to inspect their child's school records, receive report cards/progress reports, and be notified of school activities that involve their child, such as conferences and assemblies. These rights can only be limited by a court order.

If a non-custodial parent requests any of the above information, that information should be supplied in a timely manner.

2. REMOVING THE CHILD FROM SCHOOL PROPERTY

Only the custodial guardian has the right to remove a child from the school property.

The only exceptions to these are:

- a. A court order granting such access
- b. Department of Children and families (DCF) declaring custodial



- responsibility pending investigation
- c. Clear consent from the custodial parent

If the non-custodial parent asks to take the child from school, the school will follow these steps:

- a. The principal will explain that the school staff is responsible for the child's welfare while at school. In front of the non-custodial parent, the principal will telephone the custodial parent and explain the request. If the custodial parent agrees, then the school will comply with the request.
- b. If the custodial parent objects, the principal will explain the rights of both natural parents, confirm that the school will allow a brief visit, and describe the condition so that both parents hear the information. It will be emphasized that the child will stay in the office for the visit, will return to class afterward, and will not leave school property.
- c. The child will be escorted to the office. The parent will not be allowed to go to the classroom. The principal will explain to the child how the visit will be handled. It will be emphasized that the child will be returned to the class when the visit is finished. A place that can be observed by office staff will be provided for the visit. The office staff will escort the child back to class after the visit. Involve the school social worker or psychologist, as appropriate.

If a possible abduction of the child is anticipated, or encounter other problems, notify law enforcement immediately with follow-up notification to the Central Office.

Pesticides Policy

In compliance with Connecticut state law, the Stratford Board of Education has incorporated a policy; Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment. The policy provides for notice to persons, who request such notice, prior to the application of any pesticides in the Stratford Schools.

At the beginning of each school year and at the time a student is registered, parents/guardians shall be informed of the District's pest management policy via a notice home. Those parents/guardians and staff who register a request shall be notified prior to every pesticide application.

Pledge of Allegiance

The Stratford Board of Education requires that all students in all schools be afforded an opportunity to say the Pledge of Allegiance each school day. Participation in the recitation of the Pledge is voluntary.



Pupil Personnel Services

The Pupil Personnel Services Department exists to provide Stratford students with a wide array of supportive services. These services may include but are not limited to special education, psychological health services, homebound instruction, and medical services. Such services will be made available to all students as their individual needs mandate. Pupil Personnel Services are both remedial and preventative in nature, assisting each student to develop to a level commensurate with his or her abilities.

RESIDENT AND NON-RESIDENT STUDENTS

I. Resident Students

- A. Children of school age who are bona fide residents of Stratford are entitled to school accommodations provided by the Stratford Board of Education without payment of tuition.
- B. A bona fide resident for purpose of this policy is defined as:
 1. Any child who is residing with his or her parents or parents who is a bona fide resident of Stratford, or
 2. Any child who is residing (for non-educational purposes) with a legally appointed guardian who is a bona fide resident of Stratford.
 3. A legally emancipated minor who has established his residency in Stratford.
 4. Any child placed by the Commissioner of Children and Family Services or other recognized social services agency with a foster parent who is a bona fide resident of Stratford.

II. Non-Resident Students

- A. Children of school age who are not residents of Stratford but who are residing with adult relatives or non-relatives who are bona fide residents of Stratford may be entitled to school accommodations provided by the Stratford Board of Education without payment of tuition, provided that the child's residency in Stratford: (1) is to be permanent; (2) is provided by the Stratford relative or non-relative without payment or compensation by the child's parent or legal guardian; and (3) is not for the sole purpose of attending Stratford Public Schools.

The Superintendent shall require that sworn affidavits shall be executed by both the child's parent or legal guardian and the Stratford relative or non-relative attesting to the child's residence in Stratford. The Superintendent may also require any other supporting documentation as he/she deems necessary. For the purposes of this policy, the term "permanent" shall be defined as the intent by the non-resident student, the Stratford relative or non-relative, and the student's parent or guardian that said the student intends to reside in Stratford indefinitely.

These affidavits must be processed and approved by the Superintendent of Schools, before the student is permitted to enter the Stratford Public School system. In cases where logistical problems exist (e.g. securing necessary signatures), a two-



week extension may be granted to avoid loss of school time by the student. The student will be automatically excluded if the completed affidavit is not forthcoming by that time.

- B. Except as provided above, children who are not bona fide residents of Stratford may be permitted to attend Stratford Public Schools at the discretion of the Stratford Board of Education, or the Superintendent, or their designees, upon such terms as said Board shall establish on a space available basis. Said terms shall include the payment of appropriate tuition as determined by the Stratford Board of Education. Non-resident students who are permitted to attend Stratford schools shall be responsible to provide their own transportation to and from school.

III. Students Moving During Year, Out of Town

If a pupil moves out of town during the year, he must transfer to the school district of his new residence.

Exceptions:

1. If a high school senior moves out of town on or after February 1 of his senior year in school. He may complete the school year in Stratford, tuition free, subject to the approval of, and at the sole discretion of the Superintendent or his/her designee. The request must be made in writing. Senior students found in violation of this policy will not be eligible for scholarships through the Stratford Public Schools.
2. If a pupil moves during the last five weeks of a marking period, he will have the right to complete that marking period in Stratford, without tuition. A student who moves during or after April school vacation may complete the school year in Stratford, tuition free, if the parent submits request in writing and the Superintendent or his/her designee approves.

Students Moving During School Year Within Stratford

If a pupil moves from one school district to another within the town, he must attend the school of his district. Bona fide Stratford residents may not pay tuition for their children to attend a school outside their district in Stratford.

Exceptions:

1. If a student moves after September 1st of his sophomore year, said student may complete the junior and senior year in the school he is currently attending. Transportation will not be provided.
2. If a student moves after September 1st of his seventh grade year, said student may complete his seventh and eighth grade year in the school he is currently attending. Transportation will not be provided.



3. If a student moves during the last five weeks of a marking period, said student will have the right to complete that marking period in the first school, if the parent submits the request in writing. No transportation will be provided. Any pupil who moves after April 1st has the right to complete the school year in the first school, if the parent submits the request in writing. If the student is a freshman, the student must transfer to the school district of his residence.
4. Movement into and out of Flood Middle School and Bunnell High School by students not in the Flood Middle School and Bunnell High School attendance area is dependent on enrollment and racial balance.

Students Planning to Move to Stratford

- A. Children who are citizens of a foreign country may be permitted to attend the Stratford Public Schools if they are participants of a foreign exchange program, reside in Stratford, and are approved by the Superintendent. Tuition will be charged as required by state or federal laws.
- B. The decision regarding the residency status of any child shall be made by the Superintendent. The Superintendent's decision and approval of the enrollment of a non-resident child in any school years shall not be binding in any subsequent school year. During the course of the school year and at the end of each school year, the Superintendent will review the status of each non-resident student enrolled pursuant to this policy for approval or denial for the ensuing school year. The Superintendent shall require that parents and residents execute affidavits of residency prior to enrollment of a child in the Stratford Public Schools.
- C. In the event it is determined by the Superintendent of Schools that a child is not a legal resident of Stratford and is not entitled to be provided free school accommodations by the Stratford Board of Education, the parent or guardian of the child or the legally emancipated minor or child over the age of eighteen (18) shall be notified in writing pursuant to Connecticut General Statute Section 10-186 that they have a right to request a hearing before the Stratford Board of Education regarding this issue.
- D. In the event it is determined that a child is not legally entitled to be provided school accommodations by the Stratford Board of Education without the payment of tuition, the Stratford Board of Education may, pursuant to Connecticut General Statute § 10-186, assess the child's parent or guardian for tuition for that period of time that the child was not legally entitled to attend Stratford Public Schools and may seek civil remedies to collect any unpaid assessments of tuition. The Stratford Board of Education reserves the right to seek criminal charges against those who seek to defraud, mislead, or otherwise engage in the theft of school services.
- E. Children deemed to be "homeless" as described in the McKinney-Vento Homeless Act, shall enjoy the protections of state and federal laws as defined by said Act.

"Educational costs" means the reasonable costs of providing regular or special education, but in no event shall such costs exceed the average per pupil cost for regular education students or the actual cost of providing special education for special education students.



Retention Policy

The philosophy of the Stratford Public Schools is that all students should participate in instructional programs where they can achieve academically and develop socially, emotionally, and physically. While it is expected that the vast majority of students will experience success in our schools, there may be some children for whom retention may be considered. We believe that retention as a remediation vehicle is not a solution unto itself and that retention without interventions and a planned program of support is detrimental in the long run.

Decisions on retention will be based on collaborative review of data and the whole child before a decision is made. Criteria appropriate to each level must be established so that multiple assessments are considered such as research-based assessment designs, local criteria such as classroom grades, results of mastery testing, social development, performance assessments, parental input, and staff recommendations.

Neither social promotion nor retention is supported by available research as a first option for students experiencing academic difficulty. Therefore, the Stratford Public Schools will continue to identify and implement other options, including: professional development for staff, targeted support for students, quality classroom assessments that inform instruction, individualized instruction, tutoring, reading support, use of extended day and summer programs as dictated by the individual needs of students, and a variety of other aggressive intervention systems. Before retention can be considered, it is essential that sufficient strategies to support student growth are implemented, and that the parents be kept informed of the student's achievement at all levels of development.

Retention Guidelines:

Elementary Level / Grade Kindergarten – Six

1. In the event that retention is **possible** the parent/guardian should be informed at mid year.
2. The principal, the student's teacher and other school team members shall closely examine the student's performance, study habits, assessment data, and other pertinent information. The advantages and disadvantages of retention to the student will be considered as well.
3. When a child is being considered for retention, a conference will be arranged by the teacher with the parents to discuss the student's progress, attitude, ability, and the advantages and disadvantages of retaining the student.
4. The decision to retain a student will be made by the school team and principal in consultation with the parent. If retention is recommended and finalized, a plan for improving the student's performance must be developed. This may include aggressive intervention and support strategies. The final decision regarding retention will rest with the school administration.



5. A final report of students being retained with action plans to improve student performance in the new school year must be completed and sent to the Assistant Superintendent before the close of school.
6. Applies to Grades Five & Six only:

In addition, a student in grades five or six with a failing cumulative average in three or less of the core subjects (Reading, Written Expression, Mathematics, Science or Social Studies) at the end of the school year will be required to attend summer school at parent expense. Upon completion of summer school, retention will be recommended if it is determined that the child has not progressed to a passing level through his/her summer school course work and attendance. A student with a failing cumulative average in four or more core subjects will be retained.

Smoke-Free Policy

The Stratford Board of Education recognizes the deleterious health effects of smoking, both to the smoker and from second hand smoke. The Board also recognizes that adults should be providing positive role models for students. Therefore, in accordance with Connecticut statute 19a-342, the Board of Education prohibits any student or adult smoking on school property, or at school-sponsored events at any time. Furthermore, use of tobacco products is prohibited on any school-related transportation or at any school-sponsored activity. Any person 16 or older can be subject to a fine if this policy is violated.

Definition

As used herein, "smoke" or "smoking" means the lighting or carrying of a lighted cigarette, cigar, pipe or similar device or use of chewing tobacco.

Guidelines

Students, staff and other adults are not permitted to smoke at any time, in school buildings, on school grounds, on school buses, vans or any school-provided transportation, or at any school-sponsored activity.

Students violating the policy will be subject to the following administrative disciplinary action:

Elementary Students

- First offense – Conference with parents and homework assignment related to health education, and appropriate counseling
- Repeated offenses – Suspension in school or out of school with appropriate counseling



Secondary Students

- First offense – Saturday detention and parental notification
- Second or further offenses – Suspension from school and cessation of all pass privileges. Offending students will be limited to the use of one lavatory.

(Students will be offered the opportunity to participate in smoking cessation classes when available.)

In addition, students 16 or over violating the policy within the school building will be subject to the following action:

- Second or further offenses - \$60 citation enforced by the Superior Court, suspension from school, and cessation of all pass privileges

Staff and Other Adults

Staff and other adults violating the Board policy within the school building will be subject to the following action:

- First offense – verbal warning
- Second or further offenses - \$60 citation enforced by the Superior Court

(Staff will be offered the opportunity to participate in smoking cessation programs, when available.)

Staff and other adults smoking on school grounds, or school buses while students are being transported, or any school sponsored activity will be subject to the following action:

- First offense – verbal warning
- Second or further offenses: staff - appropriate discipline

Other adults - notification to administration and/or police

Special Education Services

The Stratford School System provides a continuum of special education services to meet the needs of students. These services are accessed through the Individual Education Plan (IEP) process. Any parent or teacher, who suspects a student may have a disabling condition, should request an IEP be convened to review the need for possible special education intervention.

Transfer of Students

A student who transfers to another school will be given a transfer card to carry to the new school. The new school may obtain the complete record by a written request to Wilcoxson School, 600 Wilcoxson Avenue, Stratford, CT 06614.



Students who apply for admission to Wilcoxson School in any grade above kindergarten will be placed probationally in the grade recommended by their former school. An immunization record, birth certificate and proof of residence are required at the time of registration.

Transportation

The maximum walking distance from home to school, or to a prescribed point of embarkation, for pupils enrolled in grades K through 8 is one and one-half miles; for pupils enrolled in grades 9 through 12, it is two miles.

Transportation for pupils who live within the aforementioned distances may be provided, in some instances, where there is room available on buses at an established bus stop. These arrangements are made each year, based on the bus runs that are established each year and may be changed when necessary.

If you have any questions regarding this matter, feel free to contact Robert Sweger at 385-4216.

Tuberculosis Policy

The Connecticut General Statutes Sections 10-206(b) and (c) mandate that each student have a health assessment at three periods during his/her primary and secondary school education: before school entry (K), during grade 6 or 7, and during grade 10 or 11.....This assessment shall include a test for tuberculosis (TB) when the local or regional Board of Education determines, after consultation with the school medical adviser and local health department, that such a test is necessary."

Per the **Tuberculosis Control Screening Guidelines for Connecticut Schools, Connecticut Department of Public Health, Infectious Diseases Section, May 2005**, "Routine TB testing of all students at school entry or for any of the required examinations is not recommended. The current low rates of transmission of TB in all parts of Connecticut do not justify it."

The exception is for students originally from high-risk countries entering a Stratford Public School for the first time. Each child from a high risk country*, new to Stratford Public Schools needs to receive a TB skin test, and have the test read, before entering the school, unless written documentation is presented reporting a negative skin test within 12 months of the child's arrival to the U.S.*

Any child determined to be at high risk needs to be tested. Stratford students and immediate family members who do not have access to a health care provider can be tested at the Stratford Health Department. Any child with the following risk factors needs to be tested for TB, if they are not already known to have a positive test. BCG (bacilli Calmette-Guerin) vaccination is not a contraindication to TB skin testing.

1. *Born in a high risk-country of the world: all countries in
 - a. **Africa**
 - b. **Asia (including the former Soviet Union)**



- c. **Eastern Europe**
 - d. **Central and South America**
 - e. **Dominican Republic and Haiti.**
2. Have traveled to a high-risk country, staying at least 1 week, since the previously required examination.
 3. Extensive contact with persons recently arriving to the U.S. since the child's last required exam
 4. Contact with person(s) suspected to have TB
 5. Contact with person(s) in a homeless shelter, jail, or prison, using illegal drugs or diagnosed with HIV infection.

Vandalism by Minors

The parent or guardian of any minor/unemancipated child who willfully cuts, defaces or otherwise injures in any way any property, real or personal, belonging to the school district shall be held liable for all such damages up to the maximum amount allowed under state law.

The liability provided under Connecticut General Statutes 52-572 does not relieve the minor (s) of personal liability for such damage or injury. This liability of the parent for damages done by a minor child is in addition to any other liability which exists in law.

The parent or guardian of minor child shall also be held liable for all property belonging to the school system lent to the pupil and not returned upon demand of the school system. The student may also be liable to disciplinary action.

PARENTS' RIGHTS AND RESPONSIBILITIES

Rights

- To know what is expected of your child with respect to the educational program, attendance and behavior.
- To know what your child is being taught, and how your child is being taught.
- To know what progress your child is making, on a timely basis.
- To be informed if your child experiences academic, health, or social difficulty.
- To see your child's school records.
- To visit your child's school and to talk to your child's teachers and principal.
- To be encouraged and assisted to participate effectively in educational decision making.
- To be consulted on important matters concerning your child's education.
- To be treated with courtesy and respect by school personnel.



Responsibilities

- To send your child to school rested, clean, fed and ready to learn.
- To ensure that your child attends school regularly and on time.
- To be aware of your child's work, progress, and problems, by talking to your child about school, by looking at your child's work and progress reports, and by attending school functions when possible.
- To maintain continuing contact with your child's teachers and principal about the progress of your child's education.
- To reinforce at home the importance of acquiring the knowledge, skills, and values needed to function effectively in society.
- To volunteer time, skill, or resources when needed and possible.
- To take part in school and community programs that empower parents to participate in making educational decisions.
- To hold your child responsible for the work, attendance and behavior expected for your child's education.
- To model in your own life the behavior you wish to see in your children.
- To treat school personnel with courtesy and respect.

STUDENTS' RIGHTS AND RESPONSIBILITIES

It is important that our children understand their rights and responsibilities:

A *right* is something that belongs to you because you are an important citizen of the United States. No one can take your rights away from you.

So that you can use these rights in a constructive way, there are certain things you need to do without being told to do them. These are *responsibilities*.

1. You have the right to be free from discrimination. It is your responsibility to treat everyone else as you expect to be treated. This means that boys and girls in our school should be able to work together, play together, and share together without being teased because they are who they are.
2. You and your property have the right to be safe and protected. It is your responsibility to keep all belongings in their proper place. Objects which are inappropriate for school should not be brought to school. No one should touch or take things, nor should you touch anyone or take things that belong to someone else.
3. You have the right to be treated fairly and with kindness. It is your responsibility not to laugh at other's mistakes or hurt the feelings of another person. This means



that no one should laugh at another person, make fun of another person, or deliberately hurt anyone's feelings.

4. You have the right to know what teachers and parents expect of you and what you should expect of yourself. It is your responsibility to finish assigned work and be sure your teacher receives it on time. This means you will be given homework assignments and you must do them on time. All classwork must be completed to the best of your ability.
5. You have the right to tell your side of the problem. It is your responsibility to be respectful when talking and to give others the same chance. This means you will not be punished for breaking a rule, without a chance to tell your side of the story. You must also allow others to express their side of the story.
6. You have the right to be respected as an individual. It is your responsibility to respect all members of your community as individuals. This means that you are a special person and not just part of a group. This is the same for each member of the school family.
7. You have the right to a safe ride to and from school. It is a privilege to ride the bus; therefore, anyone who breaks the rules on the bus will lose this privilege.
8. You have the right to a healthy environment in which to learn. It is your responsibility to take care of school property and to help keep it clean. This means that you should help take care of your school. Pick up loose papers, pencils, and any other litter.
9. You have the right to receive an education. It is your responsibility to obey the school rules so everyone else can learn in an orderly manner. This means you must come to school prepared to learn each day. You must learn the school and classroom rules and follow them.

After School Program

The program is offered by "YMCA" (for Wilcoxson students only) and operates 5 days a week, Monday through Friday, from 3:00 P.M. to 6:00 P.M. On Early Dismissal days, the program operates from 1:30 P.M. to 6:00 P.M. For more information, please contact the Stratford YMCA.

Birthday Book Program

The library media center has a "Birthday Book" program. If you would like, students can share the gift of a book with their fellow students. With a donation to the library media center, a new book will be placed in the library with a special book plate inscribed with your child's name and birthday. If you would like to observe your child's birthday in this manner, send in a \$10 donation with a Birthday Book form (available from the librarian, Mrs. Frankel). Your child will then come to the library media center on or before their birthday, sign his/her name on a special book plate and place it in the new book.



Cultural Arts Programs

The PTSA Cultural Arts committee works to bring quality assembly programs to our students throughout the school year. These PTSA funded programs not only expose students to creative expression such as dance and theater, but also combine learning with entertainment.

Nature's Classroom

Participating 5th grade students spend three days at Nature's Classroom, where they are offered a unique educational experience. This program uses motivational learning and the outdoors for learning experiences that cannot easily take place in the traditional classroom. At Nature's Classroom, children participate in activities such as examining life in lakes and swamps, investigating weather, colonial and Native American skills, making a movie, participating in confidence-building group challenges, and much more.

Parents' Place

Committed to families since 1987, Stratford Parents' Place is a resource and support center sponsored by Stratford Community Services and the Stratford Public Schools. Stratford Parents' Place provides parent education and support programs, a resource library, and a warmline telephone consultation service. *ParentLine* offers parenting and child development information. Stratford Parents' Place also provides services to parents in their homes through Parents As Teachers (PAT) and Learning is Fun Together (LIFT). Technical assistance, consultation, and training services are also available to professionals and community organizations. In addition, Stratford Parents' Place sponsors special workshops and events of interest to families. Stratford Parents' Place offers free workshops to preschool professionals through its *Early Childhood Institute*. These workshops focus on improving standards of early childhood care and education.

Stratford Parents' Place: Johnson House of Stratford Academy
 719 Birdseye Street, Stratford, CT 06615
 (203) 381-6992
 (203) 381-6996 FAX

Patrol Programs

Safety Patrols

Safety Patrol positions are offered to 6th grade students in the fall and, if needed, to 5th grade students in January. These students must act responsibly and set a good example by helping other students. Each student is given a badge and belt and assigned a key intersection to patrol, before and after school hours.

Bus Patrols

Bus Patrol positions are offered to responsible students who ride the bus and are willing to help maintain a safe and pleasant bus ride for all students.



Wee Deliver Program

Wee Deliver is a Post Office program within Wilcoxson School. It provides your child with the opportunity to write letters to any student or staff member.

Student postal employees collect, process, and deliver the mail within Wilcoxson School, otherwise known as "Wildcat's Den." Parent volunteers assist students to maintain a well run and efficient system.

Parents are also invited to write to their children. Address your envelope with your child's name and classroom address. You must also have a pretend stamp (a sticker or hand drawn picture for example). Then simply place them in the Wee Deliver mailbox, which is located across from the character education bulletin board in the hallway on the first floor. *Do not use the U.S. Postal Service.*

The goals of the *Wee Deliver* Program are:

1. To provide children with real life experiences in which to apply basic skills such as: writing letters, addressing envelopes, using the mail system, and using ZIP codes.
2. To unify the student body through a centered school-wide communication system.
3. To provide knowledge of how mail is processed.
4. To develop a sense of job responsibility as a post office employee.

Please encourage your child to make use of this innovative program.

WEBSITES

Stratford Public Schools Web Site:

The Stratford Public School System publishes a very informative website:

<http://stratfordk12.org>

This website provides students, parents, and the broader community with information about the schools, including student work and awards, programs, activities, job opportunities, and related services.

While student pictures may periodically appear on school or district web pages, no student will be identified without prior written permission from a parent. However, just as with any newspaper release, student names may be posted in association with honors, awards, or publication of student work.



Other information available on this website are:

- Board of Education policies
- General Information on all Stratford Public Schools
- Calendars and events
- Current announcements
- Bus transportation
- School schedules
- Lunch menus
- School cancellation and delay information
- Summer reading and math packets
- PTSA Council

Parents having any questions should contact the school principal. Let us know what other information we can provide to make our website as informative as possible.

The Stratford Public Schools website also has links to many other informative websites, including some of these listed below.

ADDITIONAL WEBSITES:

Ask Dr. Math www.mathforum.com/dr.math

Ask for Kids www.askkids.com

Connecticut Parent Teacher Association www.ctpta.org

Connecticut State Department of Education www.state.ct.us/sde

National Education Association www.nea.org

National Parent Teacher Association www.pta.org

Scott Foresman's Success Net www.sfsuccessnet.com
(Grades 3 – 6)

Square One Theater Company www.squareonetheatre.com

State of Connecticut www.sde.ct.gov

Stratford Library www.stratford.lib.ct.us



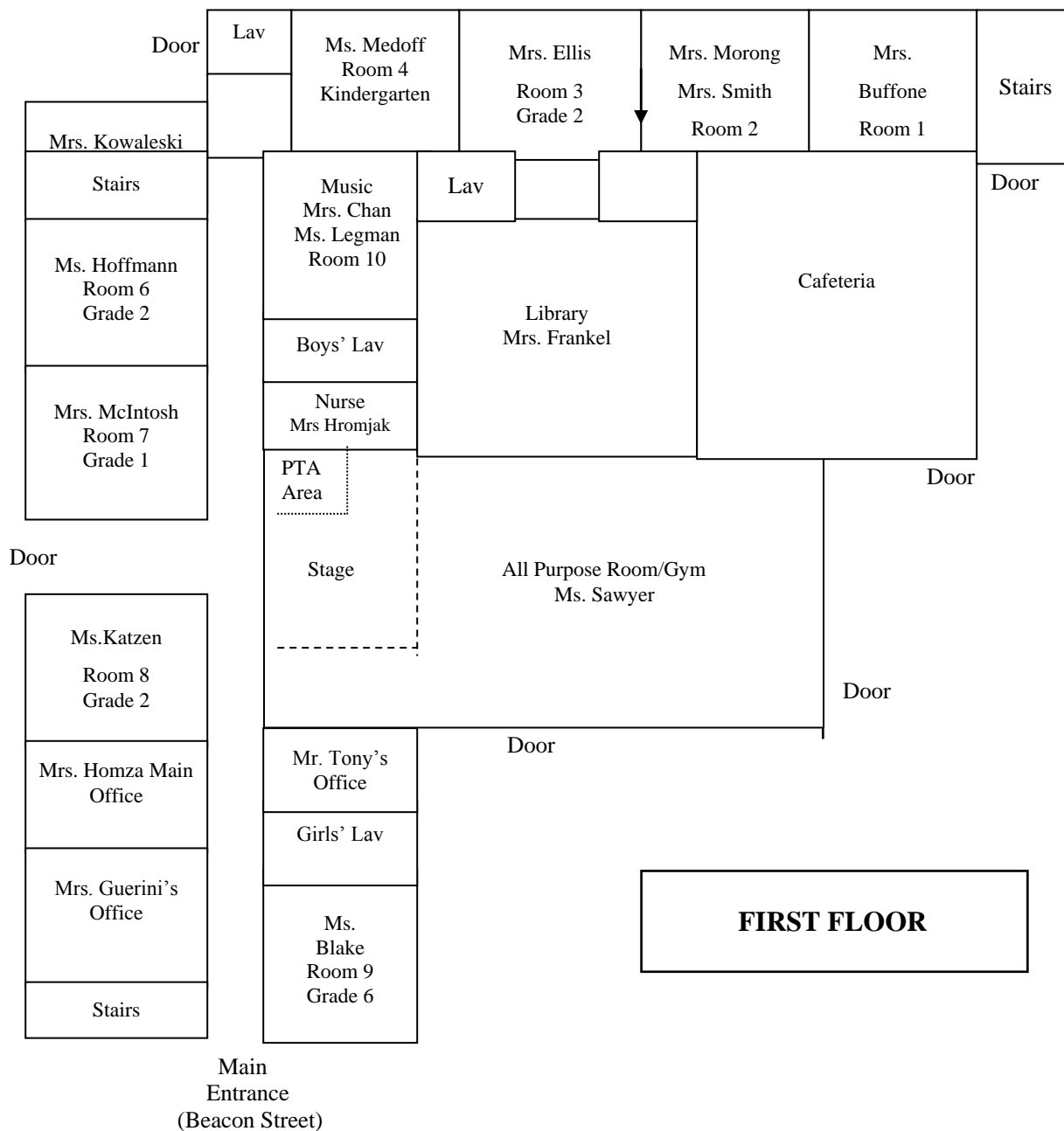
Stratford Youth and Advisory Board

www.townofstratford.com/communityservices

Yahooligans (The Web Guide for Kids) www.yahooligans.yahoo.com

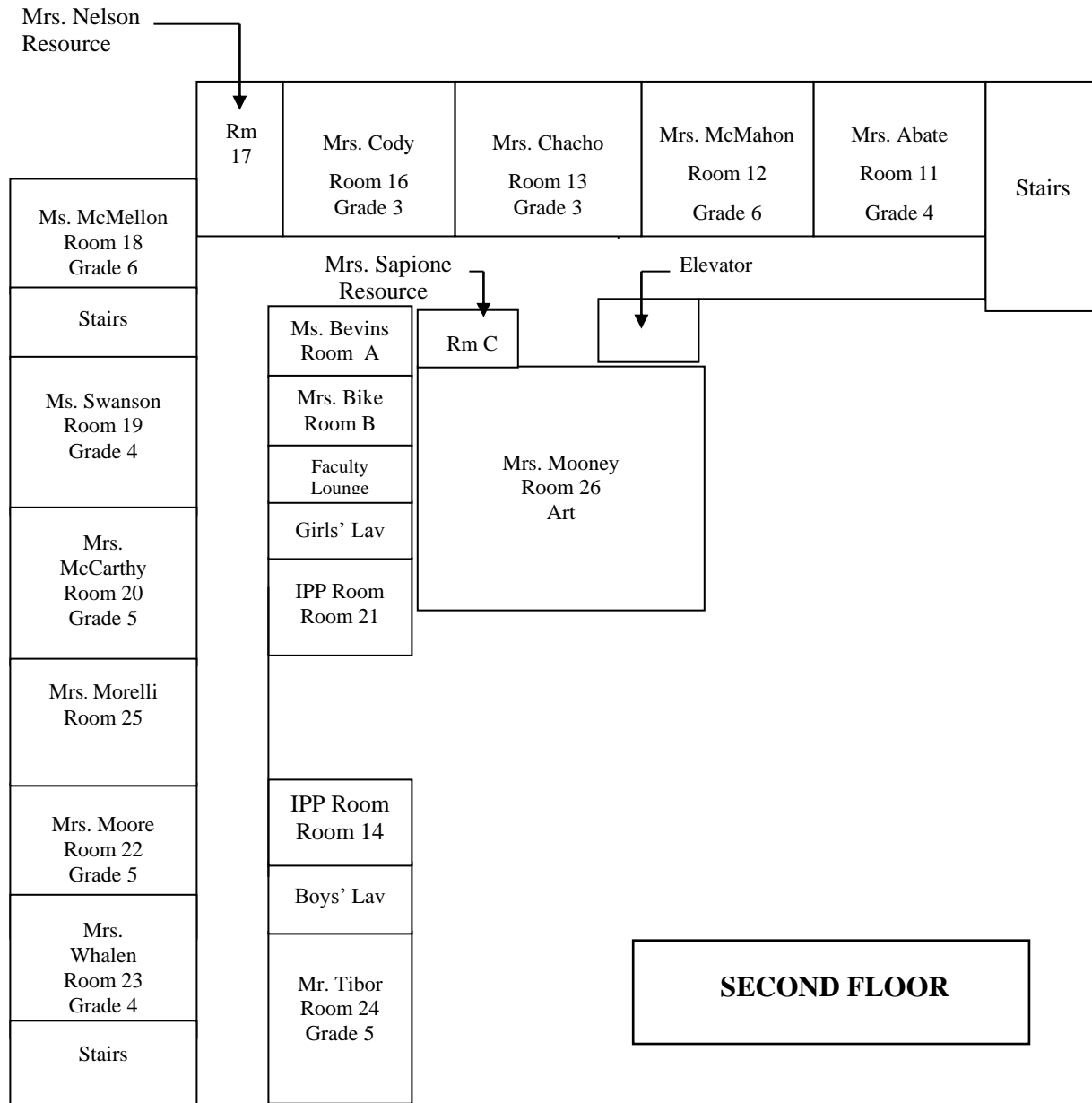


WILCOXSON SCHOOL FLOOR PLAN





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SECOND FLOOR