

2023-2024 Hall Memorial School



Student/Parent Handbook

Willington Public Schools 2023 - 2024 Calendar

August/September 2023 (21)

M	T	W	Th	F
SD	SD	30	31	1
H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023 (20)

M	T	W	Th	F
2	3	4	5	6
H	SD	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2023 (20)

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	H	H
27	28	29	30	

December 2023 (15)

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	V
V	V	V	V	V

January 2024 (21)

M	T	W	Th	F
H	2	3	4	5
8	9	10	11	12
H	16	17	18	19
22	23	24	25	26
29	30	31		

August
 28-29 Staff development...Schools closed for students
 30 Meet & Greet.....Schools closed for students
 31 First day for students

September
 4 Labor day.....Schools closed
 15 Student early dismissal, 1/2 Staff development

October
 6 Student early dismissal, 1/2 Staff development
 9 Columbus Day.....Schools closed
 10 Staff developmentSchools closed for students

November
 20-21 Parent Conferences, student early dismissal
 22 Early dismissal
 23-24 Thanksgiving recess.....Schools closed

December
 1 Student early dismissal, 1/2 Staff development
 22-29 Winter recess.....Schools closed

January
 1 New Years' Day.....Schools closed
 15 Martin Luther King Day.....Schools closed

February
 15 Student early dismissal, 1/2 Staff development
 16 Staff development.....Schools closed for students
 19 Presidents' Day.....Schools closed
 20 Vacation Day.....Schools closed

March
 15 Student early dismissal
 29 Good Friday.....Schools closed

April
 15-19 Spring Recess.....Schools closed

May
 24 Student early dismissal, 1/2 Staff development
 27 Memorial Day.....Schools closed

June
 11 Last day of school, early dismissal for students
 12 Teacher work day

Childcare provided on the following
early release days...
9/15/23, 10/6/23, 12/1/23, 2/15/24, 3/15/24, 5/24/24

June 12-28 Days reserved as makeup days if needed due to weather related closings
Approved 2.14.2023

Phil Stevens, Superintendent
860.487.3130

February 2024 (19)

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	SD
H	V	21	22	23
26	27	28	29	

March 2024 (20)

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	H

April 2024 (17)

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
V	V	V	V	V
22	23	24	25	26
29	30			

May 2024 (22)

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
H	28	29	30	31

June 2024 (7)

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**Hall Memorial School
Student/Parent Handbook**

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August 31, 2023

Dear Parents/Guardians and Students,

It is with great pleasure that I welcome you to Hall Memorial School. The faculty and staff at Hall Memorial School are committed to providing each of our students with an excellent education that focuses on a personalized approach to create lifelong learners.

This handbook is designed to provide important information regarding school policies, procedures, and expectations. Please read through this carefully and discuss the contents with your child. If there is anything that is unclear, or that prompts questions, please contact me at mtshonas@willingtonct.org or (860)429-9391 x2307 for clarification.

Please visit our website at hms.willingtonpublicschools.org for the most recent revisions to the student handbook and Willington's district website, willingtonpublicschools.org for a review of all Board policies.

There are many ways that parents and community members can be an integral part of a successful experience for the students at HMS. We have an active PTA and are always seeking ways to include parents and families in our events. Please do not hesitate to contact me with questions or feedback. We appreciate your support and value your input!

Sincerely,

Mary Kay Tshonas

Mary Kay Tshonas
Principal,
Hall Memorial School

HALL MEMORIAL SCHOOL

VISION

At HMS, our goal is to educate students to become happy, healthy, responsible, and inquisitive contributing members of a diverse global society.

MISSION STATEMENT

Willington Public Schools, through a partnership with students, parents, staff and community, will provide exceptional instruction in a positive and engaging environment of inclusion where students achieve their maximum potential.

As the Willington Public Schools prepares students to be good citizens, we have outlined our beliefs and goals to help them be successful in the next steps in their future.

BELIEFS

- We believe in promoting outcomes that positively impact a student's academic, social and emotional learning growth that are connected to our Portrait of a Graduate.
- We believe it is our responsibility to provide the necessary resources to ensure each student demonstrates consistent progress.

- We believe in providing engaging student-centered instructional practices that are individualized, responsive to student learning styles, and connect with individual abilities and interests.
- We believe it is our obligation to provide a safe environment for all school community members.
- We believe student learning is greatly impacted by providing staff with research-based professional development that is timely, meaningful, and ongoing to ensure a highly-skilled teaching staff.

GOALS

- **Student Growth and Success:** The Willington Public Schools will identify, define, and measure the critical skills and attributes that are required for success and foster intellectual risk-taking to increase achievement for all students by providing a rigorous, relevant and engaging curriculum.
- **School Culture and Climate:** The Willington Public Schools will provide a welcoming environment that is socially, emotionally, and physically safe, fosters meaningful collaborative relationships in an innovative culture, and embraces student diversity in an inclusive setting.
- **Sustainable and Strategic Investments:** The Willington Public Schools will identify innovative ways to support the success and growth of all students, ensure fiscal responsibility, and the long-term stability of the district.

PREFACE

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

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

The Student Handbook is designed to be in harmony with Board policy but does not represent all policies and procedures or annual notifications required by legislation. The complete Willington Board of Education Policy Handbook and list of annual notifications required by legislation is available at the office of the Superintendent of Schools, 40A Old Farms Road, Willington, CT 06279 and online at willingtonpublicschools.org. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year.

EQUAL OPPORTUNITY

The Willington School District is committed to a policy of equal opportunity/affirmative action for all qualified persons. Each student is encouraged to develop and achieve individual educational goals. In accordance with Non-discrimination Title IV, Title VII, Title IX, Section 504, and the Americans with Disabilities Act the Willington School District will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, creed, ancestry, sex, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information or any other basis prohibited by local, Connecticut state, and/or federal law nondiscrimination laws. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance,

extracurricular activities or other school resources. The Willington School District does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. The Pupil Services Director is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Willington's Title IX Coordinator is Marcia McGinley at Willington Public Schools, 111 River Road, Willington, CT. 06279. Phone: 860.429.1969, Fax: 860.429.3848, E-mail: mmcginley@willingtonct.org

The Office for Civil Rights of the United States Department of Education serving Connecticut is:
U.S. Department of Education, Office for Civil Rights/ED
8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-3921

ASBESTOS

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. Willington Public Schools has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

ATHLETICS PROGRAM

Hall Memorial School offers a number of sports in which students in grades 6-8, and grade 5 with permission, may wish to participate. Including but not limited to: soccer, basketball, baseball, and softball. All students must have a permission slip, academic responsibility form signed, and a physical completed within the past year before being able to participate in or tryout for any sport. Forms are located on the school website.

ATTENDANCE

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

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school district offices.

For more information please refer to Board Policy 5113.2.

Absence

Parents/Guardians must call the school nurse EACH day the student is absent from school and state the reason for the absence. The call must be made prior to 8:00 a.m. by calling our attendance line, 860-429-9391 and pressing #1.

A call from a parent/guardian will be accepted for an excused absence for only the first nine occurrences. For the tenth and all subsequent absences due to illness, a note from a doctor is required for the absence to be considered excused. You can find a link to the Connecticut State Board of Education's definitions of excused and unexcused absences on our school website at hms.willingtonpublicschools.org on the Health page.

Leaving School Grounds/Release of Students from School

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents/guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent/guardian must send a written request to the office by 12:00 p.m. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively

identified as the student's parent/guardian. Children of single-parent families will be released only upon the request of the parent/guardian whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator for the parent/ guardian to pick up the student in the school office.

If someone other than a parent/guardian picks up the student, the identity of the person must be verified and the parent/guardian must contact the school.

Early dismissals should be avoided whenever possible. If a child must be dismissed early, a note should be sent to the school office that morning. The note should indicate who is picking the child up and at what time. The person picking up the child from school must report to the school office to sign the student out before the child can be released. Children will not be called from class until the parent arrives to pick up their child.

Tardiness

Students who are not in their homeroom by 7:35 A.M. are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action including suspension if the principal determines that tardiness is excessive.

Tuancy

"Truant" is any student who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.

Please refer to the Willington Board of Education Policy 5113.2 on Tuancy for complete policy details.

Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

BOARD OF EDUCATION

Board members are unpaid elected public officials with the responsibility for governance of the school district. The members of the Willington Board of Education are:

Chairperson: Michelle Doucette-Cunningham

Vice Chairperson: Ann Grosjean

Secretary: TBD

Members: Tracy Anderson, Arthur Christensen, Donna Cook, Laura Rodriguez, Briana Ross

In order to perform its duties in an open and public manner and in accordance with the state law, the Willington Board of Education holds regular business meetings on the second Tuesday of each month at 7:00p.m. as a hybrid (in-person and virtual) meeting. Parents, students and other community members are encouraged to attend.

Meetings of the Board of Education follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement, not more than 5 minutes in length, or to express a viewpoint. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

BUS GUEST REQUESTS

Requests will be granted on a space available basis and is allowed at the discretion of the principal.

ALL requests must be in writing and given to your child's homeroom teacher who will send the request to the office. **The deadline for all requests is 12:00 p.m.** If the request is approved, your child should pick up his/her bus pass from the office prior to dismissal.

CAFETERIA

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

Willington Public Schools use a computerized Point of Sale system that is a pre-payment plan and is compatible with our student information system PowerSchool. Families can monitor their child's meal account balance and determine when a payment needs to be applied to their account.

We encourage you to participate in this convenient pre-payment plan for all cafeteria purchases. Not only can you prepay for your child's lunch or breakfast, your child can also use funds in his/her account to purchase extras like a la carte items and beverages. If your account should have a balance at the end of the year, the balance will be credited to the account for the next school year or may be refunded to you. If you prepay, you will no longer need to remember to send your child to school with cash every day and the meal lines will move much quicker so your child will have more time to relax and eat. Unpaid balances are not the responsibility of the Food Services Department. Willington Food Services does not have an alternate meal policy for students with meal debt. Unpaid meal charges must be resolved to a zero balance by the last day of school.

When a payment is necessary simply have your child bring cash or check in an envelope with your child's name on it to the cafeteria or you can apply funds online.

Each student's meal account is their student ID number as assigned for all academic information.

Willington Public Schools participates in the National School Lunch Program and offers to students nutritionally balanced meals daily. Free and reduced price meals are available based on financial need. Information on this program can be obtained on our website. Families who meet the federal guidelines may apply for free or reduced priced meals. Willington Public Schools annually participates in the Healthy Food Certification Program through the Connecticut Department of Education and all food items sold to students meet the Connecticut Nutrition standards.

Accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur.

CHEATING

Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. That is inconsistent with Willington Public Schools goals and values. All forms of cheating and plagiarism are not acceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidences require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

CHILD ABUSE, NEGLECT & SEXUAL ASSAULT

All school employees, including teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm or sexual assault by a school employee to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect and disseminated to staff annually.

Reporting of child abuse, neglect and sexual assault by a school employee is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse, neglect or a sexual assault a report will be made.

COMPUTER RESOURCES AND INTERNET USE

Willington Public Schools resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications, using Willington Public Schools computers, are not private and may be monitored by staff.

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

While the Internet can provide students with a vast array of educational and informational resources, it can also be a window through which students could access information which is neither pertinent to nor appropriate for an educational setting. The availability of such electronic information does not imply endorsement by the Board of Education of its content nor of the use of such information by students and staff. It is important to give students assistance and guidance in accessing information which is beneficial to their education and equally important to recognize that total monitoring of student's access to the internet would be impossible. Therefore, individual users of the Willington Public School Network are responsible for their use of the network and are expected to use it responsibly.

To ensure appropriate usage, the administration will establish guidelines for student exploration and use of electronic information resources. Such guidelines shall address issues of privacy, ethical use of information with respect to intellectual property, illegal uses of the network, and conditions of usage. The guidelines shall strive to preserve student's rights to examine and use information to meet the educational goals and objectives of the Willington Public Schools.

In recognition of the potential for improper use of the internet in the educational setting, the Board requires that students who use the Internet comply with the following policies, as well as comply with any guidelines for use promulgated by the administration:

The use of the internet is a privilege. As the owner of both the hardware and software that is available, the Willington Public Schools may withhold this privilege. Failure to adhere to the established guidelines may result in the loss of internet access, disciplinary action and /or referral to legal authorities.

Use of the internet must be in support of education and research consistent with the educational goals and objective of the Willington Public Schools.

Each user will abide by the generally accepted rules of etiquette and applicable school policies, which include, but are not limited to, the following:

- Use appropriate language. Do not write or send abusive messages or those which contain vulgarities.
- Chain letters and pyramid schemes (chain letters with money) are illegal.
- Bulk posing to individuals or groups to overload the system (i.e., "spamming") is prohibited.

To ensure that only authorized students who understand the bounds of permitted use will have access to the internet, Willington Public Schools must obtain the written permission of a student's parent or legal

guardian before the student may access the internet. Parents/Guardians of a student user must also sign the form, which is an insert at the end of this handbook.

CONDUCT, CODE OF

PBS

A school-wide Positive Behavior Support Program (PBS) has been implemented to provide opportunities to all students for achieving social and learning success while preventing problem behaviors. Utilizing four core values of safety, ownership, achievement, and respect with the expectations the same across all settings to create an environment that is positive and conducive to learning.

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location. Students may be disciplined for conduct off school grounds if such conduct violates policy of the Board or is seriously disruptive. Please refer to Board Policy 5131.8.

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

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

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Use of profanity, vulgar language, or obscene gestures.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse, or physical contact.
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.

14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Prescription drugs which are given to person other than who the drug is prescribed.
19. Smoking or using tobacco products including electronic nicotine delivery systems (e-cigarettes) and vapor products.
20. Hazing.
21. Behaving in any way that disrupts the school environment or educational process.
22. Using an electronic mobile device unless granted permission by a teacher and only for educational purposes.
23. Violating the district's Internet Safety Policy.
24. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
25. Bullying (See Bullying).
26. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
27. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
28. Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property.

Bullying

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

"Bullying" means (A) the repeated use by one or more students of a written, oral or electronic communication, such as cyber-bullying, directed at or referring to another student attending school in the same school district, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

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

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Bullying includes student conduct (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education that meets the above criteria.

Bullying also includes student conduct (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.

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

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

"Cyber-bullying" means any act of bullying through the use of the internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

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

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

"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.

The District's Program

1. Permits anonymous reports of bullying by students to school employees and written reports of suspected bullying by parents/guardians;
2. Requires school employees to notify school administrators in writing of bullying acts they witness and students' reports they receive;

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

3. Requires school administrators to investigate parents'/guardians' written reports and review students' anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
4. Requires each school to maintain a publicly available list of the number of verified bullying acts that occurred there, and report such number to the State Department of Education annually and in such manner as prescribed by the Commissioner of Education;

5. Requires each school to have prevention and intervention strategy, as defined by statute, for school staff to deal with bullying, including language about bullying in student codes of conduct and in all student handbooks; requires each school to notify parents or guardians of all students involved in a verified act of bullying within 48 hours of the completion of the district's bullying investigation and to invite each to attend at least one meeting. The notice shall be simultaneously mailed to the parent or guardian with whom the student primarily resides and to the other parent or guardian if requested. The notice must describe the school's response and any consequences that may result from further acts of bullying; requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
6. Requires students to be notified annually of the process by which they may make reports of bullying;
7. Requires the identification of appropriate school personnel, which may include but shall not be limited to pupil services personnel, responsible for taking a bullying report and investigating the complaint;
8. Inclusion in the district's staff development program for certified staff training pertaining to the prevention of bullying, effective July 1, 2009.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The Principal of each school or designee is responsible for handling all complaints of alleged bullying.

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

Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians on the district website willingtonpublicschools.org.

Bullying reporting forms are available on our website in addition to in the main office. Once completed, forms should be turned into the main office.

Dress Code

The Willington Public Schools student dress code supports equitable educational access for all students. The purpose of a dress code is to ensure the health, safety, and well-being of all students. A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching and learning environment, or compromise reasonable standards of health, safety, security, and appropriateness. The responsibility for the dress and grooming of a student rests primarily with the student and their parents/guardians.

The Board of Education subscribes to the following values pertaining to the District's dress code and believes that the dress code should accomplish the following goals:

1. All students should be able to dress comfortably for school and engage in the educational environment without fear of unnecessary discipline or body shaming.
2. All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing or self-expression.
3. Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as science classes, specialized classes (eye or body protection), or physical education.
4. Allow students to wear clothing of their choice that is comfortable, and that expresses their identity, and/or religious beliefs.
5. Prevent students from wearing clothing or accessories with offensive images, implications, or language, including profanity, criminal activity, hate speech, pornography, or depicting or advocating violence, weapons, or the use of alcohol, drugs, or other controlled substances.

6. Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.
7. Ensure the safety and security of students and staff. Individuals should be identifiable, including through the utilization of school security video equipment.

Students may wear:

- Clothing that includes both a shirt and pants/skirt, or the equivalent (dresses, leggings, yoga pants, shorts, sweatpants) and footwear.
- Shirts and/or dresses with straps.
- Shorts, pants, and/or dresses/skirts that completely cover the buttock.
- Clothing that covers the torso (with no open sides) that meets the top of the belt line and covers undergarments.
- Hats/headgear provided that they do not obstruct the eyes (examples including, but not limited to brimless hats, beanies, berets), worn for religious reasons, or cause a student to be unrecognizable. Hoods are not permitted.
- Shoes that are safe and appropriate for the weather, course assignments, athletics, and other conditions.

Students who represent the school/district in a voluntary activity may be required to conform to dress established by the organizer of the activity and approved by the Principal. Students will be notified of these requirements prior to the event(s) and may be denied the opportunity to participate if those requirements are not met.

Students are expected to responsibly follow the dress code set forth by the Board of Education. If a student does not follow the dress code, the administration will speak with them respectfully and privately to address the issue. Students who fail to follow the dress code will be asked to change their clothing to adhere to dress code standards. Repeat offenses may result in disciplinary action.

Please refer to Board Policy 5132 for more information.

Electronic Mobile Devices

Teachers may allow the use of electronic mobile devices in their classrooms. Students may only use the device at school when granted permission by a teacher and only for educational purposes, under the following conditions:

- The school's disciplinary and acceptable use policies apply to all student behavior including when using a personal device.
- Students may not use the device at times or in ways that in the teacher's judgment may interfere with learning. Students will comply with teacher's directions to turn off the device or put it away. If a teacher is concerned about potentially inappropriate use, the teacher may ask to see the device.
- If the device is not in use, it should be put away. The teacher will determine the best storage location such as a student's desk, book bag, or hallway locker.
- If the student does not comply with the request to put their phone away, they will bring it to the office to be held in a designated location, powered off, for the remainder of the day.
- Continued misconduct with one's phone may result in further disciplinary action.
- The device cannot be stored in school overnight so it will need to go home at the end of the day. Personal devices need to be charged prior to bringing them to school.
- Teachers are facilitators of instruction in their classrooms and cannot devote time to addressing technical difficulties with student's personally owned devices in the classroom.

- Students will not use the device to take pictures or videos while on school grounds. Devices are not to be used to take pictures or videos on the school bus.
- The District is not responsible for any lost, damaged, or stolen property. The District is not responsible for any data plan charges on mobile devices.

School building principals shall have the authority to further restrict possession of electronic mobile devices in their individual buildings in order to maintain the principles of the Board Policy and be consistent with the unique circumstances of their individual schools or grade levels.

Smoking/Vaping

Student shall not smoke or use tobacco products including e-cigarettes on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law. Please refer to Board Policy 5131.6 for more information.

Substance Abuse

As stated in the CONDUCT section of this handbook, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to the following disciplinary actions:

- a. Any student in the Willington Public Schools using, possessing, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.
- b. Students found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
- c. A meeting may be scheduled with the Student Assistance Team for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.
- d. Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

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

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

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

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

health officials will be notified so that appropriate action can be taken. Please refer to Board Policy 5131.6 for more information.

Video Surveillance

Many common areas such as hallways of the school and the exterior of the building are under video surveillance to ensure a safe and orderly environment as approved by the Board of Education.

The Board of Education recognizes the need to maintain appropriate conduct on school buses. Accordingly, the Board of Education authorizes the installation of video cameras on school buses as an aid in monitoring student behavior. These cameras produce both video and audio coverage. The tapes from these cameras will be used to assist school administrators in deciding upon appropriate disciplinary action. Please refer to Board Policy 5131.111 for more information.

Weapons and Dangerous Instruments

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

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent.) The Board or Superintendent, as appropriate, may condition such readmission on specified criteria. Please refer to Board Policy 5131.7 for more information.

DISCIPLINE

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

Lunch Detention

A student may receive a lunch detention for a minor offense. These are served during the student's normal lunch time in a classroom or in the main office. Parents will be notified of a lunch detention if a student has received more than three in one week or more than five in one month. At that point more significant consequences could occur for future offenses.

Detention

A student may be detained outside of school hours for not more than one hour on one or more days for violation of the code of conduct. The detention shall not begin, however, until the students' parents/guardians have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

Expulsion

The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student's conduct endangers persons, property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

Expulsion from school will result in the loss of all extracurricular and social privileges during the period of expulsion. Student possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is cause for expulsion for a calendar year. A student who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

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

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

Suspension

A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School Administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instance the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

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

DANCES/EXTRACURRICULAR ACTIVITIES

School dances may be scheduled periodically during the school year. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. Students are expected to dress according to the dress code policy. **Please note if the student is not picked up within 30 minutes of the designated time the student may be prohibited from future dances.**

Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance.

Students must attend school for the full day on the day of the event in order to participate.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event of inclement weather, loss of electricity or other situations, the school may open 2 hours late (9:35 a.m.) or close early at 11:00 a.m. It is important for you to prepare your child for the possibility of emergency closings before the need arises, therefore, we urge you to inform your child of the procedure you expect him/her to follow.

- Discuss with your child where he/she should go if you are not going to be home at the emergency dismissal time of 11:00 a.m. Keep in mind we will need a permission note from you to send your child anywhere other than his/her regular destination.
- If inclement weather is anticipated, send a note to school with your child informing us if your child will be picked up from school or if your child will take a different bus (remember, one guest per student).
- Parents/guardians will be notified by the Willington School Messenger Notification System of emergency early dismissal/closing. This service simultaneously calls the parent/guardian and first emergency contact for each student with a recorded message to notify you of emergency dismissals due to weather or other events. If you have caller identification, Town of Willington will be displayed as the originator of the call. **Please inform the people you have listed as your child's emergency contacts that they may receive this automated call.**
- Parents/guardians may be kept informed by listening to the following radio or television stations for notification:
 WTIC-AM (1080) WFSB Channel 3 WVIT Channel 30
- Please do not call the school on the day of an emergency dismissal unless it is an emergency. Phones need to be kept free so that the school may make necessary calls.
- If the emergency closing of the school is of such a nature as to cause the immediate and complete evacuation of the building, students will be temporarily sheltered at the Hall Memorial Church on Route 32. Buses will pick up students at the church and transport them home.

ENGLISH LEARNERS (EL) STUDENTS

Parents/Guardians of English Learner (EL) Students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the EL program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

ENTERING AND LEAVING SCHOOL

All visitors must sign in at the school office and receive a visitor badge. Please be sure to have a driver's license with you when visiting.

Morning Entrance:

- Students who are driven to school must be dropped off at the side entrance (near the handicapped parking area) and enter the front entrance between 7:15 a.m. and 7:30 a.m.
- Students **must not** be dropped off in the front of the building.
- Students dropped off early are to report to the library upon entering the building.

Afternoon Dismissal:

With the safety of our students being our first priority, our dismissal procedures have been changed. Students will return to their homeroom classrooms at 2:25 pm to pack up for the end of the day. Students who ride a bus home will be dismissed to their buses no later than 2:32 pm. Students who are being picked up will be dismissed following the buses loading and exiting the parking lot. **Parents who are picking up their children are asked to arrive for pick up no earlier than 2:25 pm.** Please drive into the rear parking lot and line up along the tree line behind the cones. Once the buses load and exit, you will be able to drive your vehicle up along the curb to pick up your child(ren). If you are planning to pick up your child(ren),

please notify the main office prior to noon. Parents who have plan to pick up their child(ren) every day are asked to notify the office of these arrangements. Please note that students may not be released to individuals who are not identified in a communication to the office. If you need to pick up your child(ren) prior to 2:25 pm, please park in the front lot, come in to the office, and sign out.

FIELD TRIPS

Field trips are carefully planned educational experiences and are part of the curriculum. When on a field trip our students are representatives of Hall Memorial School and the Willington community. Students will not be allowed to attend field trips without a written permission slip. Students are expected to come to school even on the rare occasions when not participating in the field trip. Arrangements will be made by staff to see that the student has work to do for the day. **Please note that if the student is not picked up within 30 minutes of the designated time the student may be prohibited from future trips.**

FINANCIAL ASSISTANCE

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

FIRE DRILLS AND EMERGENCY PREPAREDNESS

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drill will be planned and conducted with the local law enforcement agency. Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

FOOD ALLERGIES & GSD

The Willington Public Schools recognize that food allergies and Glycogen Storage Disease (GSD) may be life threatening. (GSD is an inherited disorder in which an abnormal amount or type of glycogen is stored in the liver.) For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergies and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. Individualized Health Care Plans (IHCP) may be implemented for each known student with life threatening food allergies and GSD. The District is also committed to appropriately managing and supporting students with food allergies and/or GSD.

The district further recognizes the importance of prevention as the most important management strategy as well as collaboration with parents and appropriate medical staff in developing such practices. The district also encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy and/or glycogen storage disease, as developmentally appropriate. To this end, Willington Public Schools adopts regulations to support students with special health care needs.

The Willington Public Schools policy including guidelines and standards for managing students with life-threatening food allergies is posted on the district website. Please refer to Board Policy 5141.25 for more information.

GRADING SYSTEM

In an attempt to more accurately reflect the academic performance of our students we have separated academic achievement from academic responsibility when reporting to parents/guardians and students in grades six, seven and eight.

Academic achievement is defined as results on tests, quizzes, projects, classroom work and graded homework.

Academic responsibility is defined as coming to class on time, being prepared for class with all necessary materials, demonstrating good citizenship, participating in class and completing all homework assignments. Grade five uses a standards based system of grading.

Please refer to Board Policy 6146.1 for more information.

Honor Roll

The Honor Roll in grades six, seven and eight represents those students who are able to demonstrate achievement in all curricular areas of Hall Memorial School. It is a unique accomplishment to be able to demonstrate this degree of success.

The Honor Roll criteria are:

- High Honors: Students need to achieve a 90% or better in all subjects.
- Honors: Students need to achieve an 80% or better in all subjects.

We also recognize those students who demonstrate that they fulfill the criteria in the area of Academic Responsibility.

Report Cards

Paper report cards will not be issued each trimester. All grades can be viewed on the Power School Parent Portal in real time. The grade viewing portion of the portal will be closed for about two days each trimester to allow for grade updates and entry.

Power School Parent Portal

Willington Public Schools utilizes Power School Parent Portal. This portal is available to all parents/guardians and allows you to review your child's academic progress. This portal is accessed through a web-site and requires a password. Please contact the main office to receive instructions for access information.

GUIDANCE AND COUNSELING

See Section Titled Student Assistance Team

HARASSMENT STATEMENT

Civil Rights

Students have the right to attend school without being subjected to harassment on the basis of race, color, religion, sex, national origin, ancestry, sexual orientation, gender identity or expression, disability, or any other basis.

Note: If a student feels that he/she has been sexually harassed or discriminated against, the student should contact a trusted adult in the school system. The district will take all appropriate steps to address any sexual harassment, or allegations of sexual harassment, of which any employee has notice. More information about the school's sexual harassment policy may be obtained from the Hall Memorial School office.

- Students may not behave in a way that mocks or insults another student or staff member. A person's race, ethnic heritage, culture, social status, intelligence, handicap, religion or family is too personally sensitive to be the subject of "joking" or "fooling around." Attempts to discuss such behaviors by calling them "kidding" or "joking" will not diminish the seriousness of this kind of offense.
- Students may not sexually harass another student or staff member. Any form of sex discrimination or sexual harassment is prohibit, whether by students, supervisory or not-supervisory personnel, individuals under contract, or volunteers in the schools, against any member of the school community. Sexual harassment is any form of conduct on the basis of sex that: (a) conditions the provision of any school/program aid, benefit, or service on the individual's participation in unwelcome sexual conduct; or (b) is unwelcome and is determined by a reasonable person to be so severe, pervasive, and objectively

offensive that it effectively denies a student equal access to the school's education program or activity; or (c) is a "sexual assault," "dating violence," "domestic violence," or "stalking," as those terms are defined in federal law. Examples of particular behaviors (when they are unwanted and sexual in nature) that could be considered sexual harassment include touching, pulling at clothes, verbal comments, sexual name-calling, sexual rumors, too personal a conversation, blocking, gestures, and jokes/cartoons/pictures.

HEALTH SERVICES

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

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. The Willington Public Schools will comply with the Health Insurance Portability and Accounting Act (HIPAA) to maintain privacy of protected health information.

Administration of Medication

When necessary, the school nurse may administer medications only with authorization from a licensed physician and the student's parent/guardian. Authorized students may self-carry asthma inhalers or Epipens ONLY with written permission from physician, parent/guardian and school nurse. Students may not carry any other medications to school or during school. This includes over-the-counter medications.

Parents/guardians of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school and are available from the school nurse. All medication must be in original container with proper labels. Please refer to Board Policy 5141.21(a) for more information.

Pediculosis Prevention

Any child found to have head lice or multiple nits will be sent home and is required to have treatment and to have hair thoroughly combed. Parents/guardians must report to the health office with their child for assessment before reentry into the school. If you have any questions or need detailed information, please contact the school nurse or visit the school's website.

If you find lice or nits, please notify the school nurse so she may check your child and his/her classmates as discreetly as possible.

HOMELESS STUDENTS

Homeless students, as defined by federal and state legislation through the McKinney-Vento Act, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the Pupil Services Director. The Willington Public Schools has reviewed its existing policies and regulations to remove barriers to the enrollment and retention of homeless children and youth. Homeless children and youths are defined as "individuals who lack a fixed, regular and adequate night time residence". Homeless children have the right to attend the school of origin "to the extent feasible", unless doing so is contrary to the request of such student's parent/guardian or unaccompanied youth.

HOMEWORK

The purpose of homework is to develop responsibility, foster good work habits, and reinforce and/or enrich that which has been instructed. Parents assist by setting appropriate standards at home that facilitate the accomplishment of their child's homework assignment.

Homework provides an opportunity for family involvement and is an important facet of a child's education experience. It is expected that families will monitor homework assignments and encourage children to develop good work habits that will last a lifetime.

Homework must be both challenging and meaningful. The student must have been taught the concepts/skills related to the subject area and provided with an opportunity for guided practice in school before he/she is given work to do at home. Homework should be monitored and evaluated by the teacher. Students need feedback on the concepts/skills being practiced.

There is a progressive increase in the amount of homework expected of students from kindergarten through junior high. The amount of homework assigned should reflect the staff's awareness of the need for a balance between student's work and leisure time. Homework will not be weighted more than 15% of final grade.

Responsibility will rest with the teacher to:

- Give purpose and value to homework by explaining the relationship between assignments and what is taught in the classroom.
- Use homework to monitor student understanding.
- Be part of the ongoing assessment of students.
- Clearly define homework deadlines and consequences for late or missing assignments.
- Communicate with parents when there is a trend or pattern of missing homework.

Responsibility will rest with the student to:

- Record each assignment as given.
- Do work and turn it in on time.
- Understand the purpose and requirements of the homework when it is assigned.
- Request assistance from parents and teachers when needed.
- Understand that the content, structure and appearance of all written homework is important.
- Budget time effectively between daily homework assignments and long-range assignments.
- Organize materials needed to complete homework.
- Be responsible for making up missed homework assignments when absent.

Responsibility will rest with the parents to:

- Provide a quiet, well-lighted area with appropriate supplies, for the student to work.
- Check on timeliness of homework assignments.
- Provide appropriate assistance while recognizing the need for students to strive to be independent learners.
- Contact teacher(s) if problems develop that are not or cannot be resolved by the student.

Grade level teams will give out additional instructions for homework.

LIBRARY

Students are invited to use the books, magazines, newspapers, videos, CDs and other materials located in the Library. Students are responsible for any material they sign out. Materials must be returned to the librarian at the circulation desk. Students must pay for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met.

See District Internet Policy for complete details on Media Center computer usage.

LOST AND FOUND

Students who find lost articles (any non-clothing item) should bring them to the office. All found clothing should be brought to the designated area in the cafeteria.

MAKE-UP WORK

For any class missed, students may be assigned make-up work based on the instructional objectives of the subject or course and the needs of the student. The student is responsible for obtaining and completing make-up work within the time specified by the teacher.

Please refer to Board Policy 5113 for more information.

MIGRANT STUDENTS

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

PARENT/GUARDIAN 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/guardians and students, as well as teachers, counselors or administrators may initiate a conference.

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

PARENT/GUARDIAN INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of 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 parent organizations (PTA), attendance at board of education meetings and being a school volunteer are strongly encouraged.

From time to time during the school year a situation may occur that prompts a parent to contact school personnel to resolve it. If parents have a concern they should follow proper protocol when dealing with the situation.

Contact your child's teacher first.

- If the concern is not addressed to your satisfaction, then you should contact the building principal.
- If the concern is still not addressed to your satisfaction, then you should contact the superintendent.

Contacting Staff Members

Parents/guardians who wish to contact staff members may do so by:

- Calling the school (860-429-9391, #2 for staff extension directory) and leaving a message in the staff member's voice mail to call you back with suggested times to call.
- Sending a note to the school.
- Sending an e-mail message to the staff member. The e-mail address is the first initial of the staff member, followed by the last name, followed by the @ sign, followed by willingtonct.org.

Sample: arose@willingtonct.org

Staff email can also be accessed from the school website hms.willingtonpublicschools.org.

PARENT-TEACHER ASSOCIATIONS

PTA is a vital link between the school, community and the parents it serves. Parents/guardians are urged to join and take an active part in the PTA. Monthly meetings are held on the third Thursday of every month. For more information please contact PTA president via e-mail at president@willingtonpta.com.

SEPTO is the Special Education PTO to promote the welfare of children and youth with special needs. Monthly meetings are held on the third Wednesday of every month. For more information please contact the SEPTO president via e-mail at info@successsept.org.

PARKING

Parking for visitors is available in the lot across from the school. Handicap parking **only** is available on the side of the school, next to the school bus driveway. The end of day student pick up is available behind the school.

PESTICIDE APPLICATION

Hall Memorial School does not apply pesticides inside nor outside the school building.

PHOTOGRAPHING OR VIDEOTAPING SCHOOL EVENTS

We understand and encourage parents to take pictures of important events and programs their children participate in while enrolled in the Willington Public Schools. Please understand, however, that photographing or videotaping school activities are only permitted at the discretion of the administration. Generally, recording a school event is permissible. If recording or picture taking is prohibited at a specific event, the administration will make an announcement indicating picture taking and/or recording is not permitted.

If pictures are taken, kindly refrain from rebroadcasting images to a general audience or public posting to the internet, as the administration and many parents have concerns about dissemination of children's pictures via electronic media, particularly public disclosure on the internet. If you have any questions concerning this issue, please do not hesitate to ask an administrator.

PROMOTION, RETENTION AND PLACEMENT

Promotion or retention of students in the Willington Public Schools cannot be described in unconditional terms. Decisions shall be considered on an individual student basis, and made by the principal in consultation with the respective classroom teacher(s) and other knowledgeable professional staff members. The principal and other staff members have the responsibility to consider promotion or retention on the basis of: all that is known about the student academically, socially, emotionally, and physically, as well as the programs which the school provides at various grade levels. Retention should be positively viewed as an opportunity to change a student's program. Sixth, seventh, and eighth grade students who fail two (2) or more of their subjects that meet for the year on a daily basis will be considered for retention. Please refer to Board Policy 5123(a) for more information.

PROPERTY, LOCKERS, AND EQUIPMENT

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

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

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

Each student is assigned a desk or locker and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, should be kept in good order and not abused.

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

Students should not attempt to repair school equipment but should notify the main office immediately if it doesn't function properly. Any damage done will be the responsibility of the person to whom it was loaned

for the current year. Students may bring in locks from home and attach them to assigned lockers. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

PSYCHOTROPIC DRUG USE

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

PUPIL SERVICES DEPARTMENT

Parents having questions about the availability, the appropriateness or adequacy of support services/programs provided for their child should contact the principal of the school or the Director of Pupil Services at 860-429-1969. A brochure, “Steps to Protect a Child’s Right to Special Education: Procedural Safeguards,” explains parent’s rights and due process procedures and is available in each school and on the district website.

Special Education Services-Under the Special Education laws and regulations through the **Individuals with Disabilities Education Act (IDEA)**, every handicapped child must be provided an appropriate education program to meet the student’s needs. Special education services and related services are provided to students who have been identified at a PPT (Planning Placement Team) meeting under the disability categories as outlined in federal and state statutes. An Individualized Education Program (IEP) is developed which outlines the student’s present level of educational performance, annual goals and short-term objectives, and special education instructional services. Permission from parent/guardians will be obtained before any individual evaluation, testing and/or observing is conducted.

SAFETY/ACCIDENT PREVENTION

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the school’s code of conduct.
- Remain alert to and promptly report safety hazards, such as intruders in school.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.

SEARCH AND SEIZURE

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

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

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

SEXUAL HARASSMENT

The district wants all students to learn in an environment free from all forms of sexual harassment. Students, employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students and employees. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary actions. Sexual harassment is any form of conduct on the basis of sex that: (a) conditions the provision of any school/program aid, benefit, or service on the individual's participation in unwelcome sexual conduct;/ or (b) is unwelcome and determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school's education program or activity; or (c) is a "sexual assault," "dating violence," "domestic violence," or "stalking," as those terms are defined in federal law. Sexual discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of the district's educational program.

Any person, such as students, parents and guardians, may report sex discrimination, including sexual harassment, regardless of whether the person is the alleged victim of the reported conduct, in person, by telephone, or by email, to the district's Title IX Coordinator, or any other means that results in the Title IX Coordinator receiving the report. The report may be made at any time, including during non-business hours.

The district will provide notice of alleged harassment/discrimination in accordance with the Title IX requirements.

The Title IX Coordinator for the Willington Public Schools is the Pupil Services Director. Please refer to Board Policy 5145.5 for more information.

SPECIAL EDUCATION-See section titled Pupil Services Department

STUDENT ASSISTANCE TEAM

The school community is responsible for the academic success of each student. The Student Assistance Team (SAT) is a vehicle by which teachers are aided and supported in their efforts to meet the needs of students who exhibit difficulty in achieving academic success.

Any questions about this program should be directed to our guidance counselor.

STUDENT RECORDS

Parents/Guardians of students under 18 or eligible students have a right to inspect and review education records including all material that is incorporated into the student's cumulative record file and intended for school use or available to parties outside the school or school system. This right is provided under the Family Educational Rights and Privacy Act (FERPA) commonly known as the Buckley Amendment. FERPA is a federal law that protects the privacy of student education records. Parents who desire to review the child's records should contact the building principal. Parents will be provided, on request, a list of the types and locations of education records collected, maintained, or used by the school. The Student Record Policy is available for review at the Hall School office.

Relocation

Consistent with federal regulation, student records will be forwarded without parental permission to school districts where the student seeks or intends to enroll upon request. Student records will not be forwarded to individuals or agencies without written parental permission. Hand carried records will not be permitted.

Student Records

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

If you do not want any or all of these items to be considered Directory Information in regard to your child, please check and sign the appropriate lines on the Handbook Signature Page located on the last page of the Student/Parent Handbook.

Also, we may use photos, videos and digital pictures of our children to record the many events in school. We sometimes share these with our families, media and school community, inform Hall Memorial School if you do not want to share your child's image by checking and signing the appropriate lines on the Handbook Signature Page located on the last page of the Student/Parent Handbook.

SURVEY/STUDENT PRIVACY

The Protection of Pupil Rights Amendment (PPRA) applies to programs that receive funding from the U.S. Department of Education (ED) and is intended to protect the rights of parents and students by ensuring that instructional materials are available for inspection by parents and written consent is obtained before minor students are required to participate in any ED funded survey, analysis, or evaluation that reveal certain types of information. For further information please visit www.ed.gov website.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

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

TELEPHONE MESSAGES

Telephone use by students is limited to what is considered necessary calls. Parents can help by encouraging students to prepare themselves for school, so that the number of calls to the home will be held to a minimum.

Calls by parents requesting that messages be forwarded to students can cause interruptions in the classroom. Planning beforehand will help to eliminate these interruptions. However, if there is an emergency and it is necessary to speak with your student during the school day, please contact the office directly.

****Texting with your child is discouraged during the school day.***

TEXTBOOK CARE AND OBLIGATIONS

Students are responsible for the care of books, electronic mobile devices and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, electronic mobile devices, library book or other educational materials.

TITLE I COMPARABILITY OF SERVICES

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

TITLE 1 PARENTAL INVOLVEMENT

Parents of a child in a Title 1 funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs.

TRANSPORTATION

Please Review With Your Child The Following Bus Rules And Procedures For Misbehavior Referrals.

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

Safety and Behavior Rules

The following rules shall apply to student conduct on school transportation:

- **Be at the bus stop 5 minutes before the designated pick up time and ready to get onto the bus with the least possible delay in order to keep the bus on schedule. Please do not detain the bus driver**
- Not stand or play in the roadway while waiting for the bus
- Wait for your bus in a safe place and move toward the bus only when the door opens or as instructed by the driver
- Board the bus and take a seat as quickly as possible
- Take only his/her regularly assigned bus. Student must have written permission from parent and authorization from the school principal to take a different bus and a bus pass must be obtained from the office. Only one visitor is allowed per student
- **Please see Bus Guest Request information on page 8.**
- Not board or leave the bus at any stop other than his/her regular stop without written consent from the parent and authorization from the principal
- Ride the bus all the way to school and all the way to his/her destination after school. A student will not be allowed to get a ride part way in either direction
- Follow the driver's directions at all times
- Board and leave the bus in an orderly manner at the designated bus stop nearest their home
- Do not stand while the bus is in motion
- Keep books, instrument cases, feet, and other objects out of the aisle of the bus
- Do not deface the bus and/or its equipment
- Do not extend head, hands, arms, or legs out of the window nor hold any object out of the window, nor throw objects within or out of the bus
- Do not smoke or use any form of tobacco
- Do not eat on the bus
- Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, fighting, physical contact, and/or spitting, will subject the student to disciplinary action
- Upon leaving the bus, the student will wait for the driver's signal before crossing in front of the bus

Repeated misbehavior, listed or not listed, could also result in denial of bus transportation to the offender for a period of time. Before any suspension begins, parents will be notified.

Process for Misbehavior Referrals

- Driver writes report and gives it to principal or designee.
- Principal or designee acts on report in a timely manner:
 - Investigates
 - Talks with/warns students
 - Refers to appropriate school personnel
 - Disciplines; and/or
 - Contacts parents; and/or
 - Suspends (No suspension can start before parents are notified).
- Referral form is signed by principal indicating the following action(s): In-school discipline; parental contact, suspension duration and dates.
- Principal or designee gives a copy of referral form to the bus company.

Walking/Bicycle Riding

Students are not allowed to walk or ride their bike to school for safety reasons.

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation safety are to be made to the Superintendent of Schools. A written record of all complaints will be maintained and an investigation of the allegations will take place.

WELLNESS POLICY

The Willington Public Schools strive to make a significant contribution to the general well-being, mental, and physical capacity and learning ability of students, affording them the right to fully participate in the educational process. Available on the district website is a comprehensive policy that has been developed and includes the following components:

- Nutrition Education and Promotion
- Physical Education and Physical Activity
- Nutrition Standards for School Meals and Other Foods and Beverages
- Other School Based Activities to Promote Student Wellness
- Communication and Promotion
- Measurement and Evaluation

Please refer to Board Policy 6142.101 for more information.

Willington Public Schools' Wellness Committee has discussed ways in which parents/guardians can have a positive effect on our children's nutrition and eating habits while they are in school. While we appreciate your wish to recognize your child's birthday and special holidays by bringing treats to school, please be aware that the number of birthdays and holidays celebrated by an average elementary school class means that sweets can become regular snacks, rather than occasional, special treats. Also, there is a significant loss of instructional time to facilitate these celebrations involving food.

Therefore, we ask that no food items be brought to school in recognition of individual birthdays/celebrations. Parents bringing their child's lunch/snack is an exception. There may be occasions when classroom celebrations include food. These will be coordinated by the classroom teacher.

By not making food the focus of special events such as these in the classroom, all children can feel comfortable honoring classmates in more non-traditional but just as meaningful ways that celebrate the uniqueness of each child. Children may be recognized on their birthday with a special classroom acknowledgement unless parents request this not be done. For more specific information, please speak with your child's teacher.

WILLINGTON DEPARTMENT OF HUMAN SERVICES (WDHS)

The WDHS offers many services, including but not limited to, the food pantry and community closet to provide food and clothing, Back to School Program to provide backpacks, school supplies and new shoes for children, three holiday programs to provide the makings for holiday meals and gifts for families, assistance with utility shut off prevention, energy assistance, application for programs such as SNAP and Medicaid, referrals and information for counseling, and assistance with funding camps and other activities for children. For more information please contact the director of human services at (860) 429-8321 or email humanservices@willingtonct.org.

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HALL MEMORIAL SCHOOL
Handbook Signature Page
2023-2024

PLEASE RETURN THIS FORM TO SCHOOL BY SEPTEMBER 8, 2023

Please read the Student Handbook on our school website at hms.willingtonpublicschools.org and review pertinent information with your child, particularly items pertaining to school expectations. We ask that you and your child sign the statements below in the required places and return it to school with your child by **Friday, September 8, 2023**. We will then be assured that you have reviewed the information about our school procedures. If you have any questions, please call the school at 860-429-9391. Thank you for your cooperation and support.

Statement – Please check the box under Agree.		Agree
We have read and discussed the 2023-24 Student Handbook including Student Code of Conduct (pages 10-17), Bus Rules (pages 8, 28-29), Computer Resources and Internet Use Policies (pages 9-10), Electronic Mobile Devices (page 15). We understand and consent to the responsibilities outlined in the handbook and agree to comply with it. We understand that a violation of this agreement will result in the loss of privileges and/or shall be subject to disciplinary action.		<input type="checkbox"/>
PARENT AND STUDENT SIGNATURES REQUIRED		Date
<i>Printed Name of Parent/Guardian</i>	<i>Signature of Parent/Guardian</i>	
<i>Printed Name of Student</i>	<i>Signature of Student</i>	

Statements- Please circle N for No to <i>not allow</i> the release of Directory Information		No
Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes a parent’s name and/or e-mail address, student’s name, address, telephone number, date and place of birth, grade level, e-mail address, photographic, computer and/or video images, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. Directory information may be released by the Willington Public Schools to anyone who requests it unless I object to the release of any or all of this information within ten (10) school days of the time this handbook was issued to my child.		<input type="checkbox"/> N
Statements- Please circle N for No if you <i>do not consent</i> to the sharing of your child’s image		No
We may use photos, videos and digital pictures of our children to record the many events in school. We sometimes share these with our families, media and school community. Please indicate if you do not consent to the sharing of your child’s image with families, media and the school community.		<input type="checkbox"/> N
PARENT SIGNATURE REQUIRED		Date
<i>Printed Name of Parent/Guardian</i>	<i>Signature of Parent/Guardian</i>	

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