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VISION STATEMENT WINCHESTER BOARD OF EDUCATION

*“To provide an environment that inspires each learner
to grow to his or her full potential.”*

MISSION STATEMENT OF MARY P. HINSDALE SCHOOL

We, the Hinsdale School Community, seek to develop well-educated children for and with the families of Winchester by:

- Facilitating the development of children socially and intellectually
- Educating them in a safe, organized, appealing environment
- Inspiring them to learn
- Empowering them with a life long appreciation of learning
- Using a challenging and developmentally appropriate curriculum
- Respecting individual needs

Skills will be fostered that enable children to:

- Formulate goals
- Pursue visions
- Become productive, responsible adults
- Be able to contribute to enhance society

PREFACE

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 Material contained herein may therefore be superceded by such Board policy, administrative regulation or negotiated agreement.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

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

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

**Hinsdale School
Faculty and Staff Organization
2008 - 09**

ADMINISTRATION

Deborah Alduini, Principal

READING/LANGUAGE ARTS

Sharon Cifaldi
Beverly Sanders

CLASSROOM TEACHERS**Kindergarten**

Kimberly Brooks
Barbara LeFrancois
Linda Smith

Grade One

Barbara O'Connor
Kim Vaccari
Dara Sacco

Grade Two

Anna Mae Marola
Tina O'Marra
Melissa Roy

Grade Three

Cynthia Boyle
Tanya Corrado
Karen Kingsbury

Grade Four

Adam Fasanella
Carolyn Grazia
Victoria MacDonald

Grade Five

Susan Rovella
Neil O'Connell
Tina Keegan

SPECIALISTS

Dr. Michael Weaver – School Psychologist
Sharon Young - Art
Jeanine Levendale - Music
Louis Moscaritolo – Physical Education
Mary DiMauro – Resource Room
Linda Hughes – Resource Room
Tammy Johnson – Resource Room
Sabrina Shadeck – Resource Room
Jean Van Schaack – Social Worker

PARAPROFESSIONALS

Cindy Bardino – Regular Education Support
Bonnie Devaux
Celia Dziedzic
Solange Oliviera - ELL
Christine Le Vasseur
Darlene Fullerton
Deborah Nardi

Donna Serafini – Library/Computer

Kathryn Combes
Joanne Veneziano
Lisa Toomey
Carla Trudell
Julie Kupchik
Kate Graham – Regular Education Support
Chris Rogers – Regular Education Support
Beverly Mohr – Regular Education Support
Rosemary Weiss
Mono Zadora

HEALTH ROOM

Natalie Corso, R.N.

CUSTODIAL STAFF

Michael Duprey
Ed Harris
Richard Parsons

OFFICE STAFF

Peggy Wells - Secretary
Catherine McCurdy - Typist

KITCHEN STAFF

Jean Hugel
Cindy Aiudi
Karen McGrane

SHARED SERVICES STAFF

Cheryl Warchol

ADMISSION/PLACEMENT

A student seeking enrollment in the Mary P. Hinsdale School for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bonafide foreign exchange program should contact the principal. Children who apply for initial admission to the Mary P. Hinsdale School by transfer from non-public schools or from schools outside the district will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school principal. After such observations and evaluations have been completed, the principal will determine the final grade placement of the children.

ADVERTISING

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

ALLERGIES

It is important that the school nurse and staff be alerted to such allergies as bee stings, insect bites, or any severe reaction to foods, medication or environmental substances. If indicated by a physician, emergency medication should be authorized and kept in the nurse's office at school to be administered when needed.

ANIMALS IN SCHOOL

Animals may only be brought into school for educational purposes with prior permission secured from the school Principal.

ASBESTOS

The Asbestos Hazard Emergency Response Act (AHERA) requires that all schools have a written plan for monitoring any asbestos that may be found in the building. Our plan was submitted to the State Department of Health in 1990 and approved. The regulations also require that we periodically notify parents and staff that the plan exists and that it is available for inspection in the school office.

ARRIVALS

Children begin arriving at 8:30 when the first buses come. Supervision begins at that time. Parents who drive their children to school are requested not to leave their children at school prior to 8:40 a.m. School officially begins at 8:45 a.m. Note that there is no coverage for students arriving prior to 8:30.

ASSEMBLIES

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom.

ATTENDANCE

Winchester Public Schools have demonstrated that excellent attendance contributes to gains in student achievement. Each day a child is absent he/she misses many learning opportunities that are frequently difficult to recapture. Parents who are strong role models regarding attendance instill good habits in their children.

Connecticut state law requires parent to make sure that their children between the ages of 5 to 18 attend school regularly unless the child is a high school graduate or the parent or the person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. 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 schoolwork missed due to a legitimate absence.

Absence

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary parents are requested to contact the school office as soon as possible on the day of the absence. The responsibility for makeup of work lays with the student, not the teacher. Unless a student has an extended illness, all make-up privileges must be completed within 5 days after the student returns to school.

Procedure

Parents' cooperation will be much appreciated.

- Parents/Guardians are asked to call the school office and report every day of absence early in the school day. All schools have answering machines to aid parents in reporting prior to office personnel arriving. The office number at Hinsdale School is 379-5956.
- School personnel will make every attempt to reach a parent or guardian who has not reported a student's absence.
- All students arriving late must report to the school office before proceeding to class.
- Make-up work should be requested after the second consecutive day of absence. The work may be picked up at the end of that school day or sent home with a sibling or neighbor.
- Children should return to school when their temperature has been normal for 24 hours. If they are receiving antibiotics for infections, they may return after 48 hours of medication administration.

If it is not possible to telephone the school on the day of an absence, the parent is requested to send a written excuse to the school on the date of the student's return. The student should submit the excuse directly to the office. **Parents should contact the principal in order to take advantage of special services such as the collection of homework assignments for the student who must be out for several days.**

Excused Absence

Students receive an excused absence when they are absent from school for the following reasons:

- Death in the immediate family
- Serious illness of a member of the family which makes the student's absence necessary
- Illness or injury of the student
- Religious holidays
- Court appearance/probation appointments
- Other absences as approved by the principal's office in advance. Students who plan to be absent for reasons other than those listed above, should seek approval by presenting a note from home to the principal or designee, who will then indicate approval or disapproval

The responsibility for makeup work lies with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within 5 days after the student returns to school.

Unexcused Absence

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges. Such absences may also be reflected in the students final grade.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards issued quarterly. Parents are also encouraged to contact the teachers and administrators to get help in verifying attendance and attendance records at any time during the year.

Leaving School Grounds/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 or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school.

Arrangements should be made with the building administrator and the parent or guardian to pick up the student in the school office.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian. Students will not be released with to a minor sibling or another child who is considered a minor. In order for a child to be released with someone other than the parent, that person's name must appear on the Emergency Contact information on the student's Registration form.

Early Dismissal Release from School

Parents seeking to have a child dismissed while school is still in session, must personally appear at the office, to receive permission from the principal. Parents are not allowed to go directly to the classroom, and teachers are not allowed to dismiss a child without the principal's approval. If a parent knows in advance that a child needs to be released early, a written note to the principal is regarded as sufficient excuse for an early dismissal and the child must be picked up at the main office. Students may not be dismissed on the basis of a telephone message, except in an emergency.

Tardiness

Students who arrive in homeroom after 8:50 a.m. at Hinsdale School are considered tardy and must report to the office upon arrival. Students arriving on a late bus are not considered tardy. However, these students must report to the office before going to class to have their names removed from absence roster. Occasional tardiness due to emergencies is understandable, but chronic tardiness is unacceptable. 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.

Truancy

A student is identified as truant when he/she has four (4) unexcused absences in one month or 10 unexcused absences in a school year will be considered truant. Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a written complaint with the Superior Court and Juvenile matters if the parent fails to cooperate with the school in trying to solve the student's truancy problem. Children who are identified as truant may be assisted by the Student Support Team, Youth Service Bureaus, Planning and Placement Teams, and the Juvenile Justice System.

BEHAVIOR

Computer Lab

- *Use quiet voices
- *Make sure hands are clean and dry
- *Treat computer, keyboard and mouse with care
- *Do not waste paper when printing
- *Food or drink is not allowed

Hallways

1. Students are expected to be silent in the halls.
2. Groups and individuals will stay on the right side of the hall and stay in line.
3. The teacher or other adult will be at the head of the line.
4. At arrival and dismissal, all available staff will be in or near the halls to be sure these rules are observed.
5. Students will keep hands and feet away from the walls.
6. Students will walk, not slide, on the stairway.
7. Students will walk in the hallways. Jumping, running, hopping and skipping will not be permitted.
8. If a staff member sees a student misbehaving, the teacher of the child in question will be informed. It is the responsibility of that classroom teacher to assign appropriate consequences for the misbehavior.

Library

- *Use quiet voices
- *Please respect materials
- *Properly sign out all materials; return materials properly
- *Parents should also make sure their children are responsible for the care of the materials on loan.
Parents are liable for the care of those materials and the replacement cost of materials which are lost or damaged through negligence.

Lunch Room

- *Enter and leave the lunch room in a silent manner.
- *Raise your hand and wait for an adult to give you permission if you wish to leave your seat
- *Handle food and utensils properly
- *Use quiet voices
- *Make sure your table area is clean before leaving the lunch room
- *Get permission from your teacher to use the lavatory before going to the dining area.

Physical Education

Physical Education is required of all students. A written parental excuse for a particular reason will be honored for two days. If there is need for a continued excuse, a doctor's statement must be presented. Elementary children should wear play clothes and sneakers on gym days.

Playground

- *Stay within playground boundaries and in sight of the adults in charge
- *Share playground equipment and use it properly
- *Use only playground equipment and use it properly
- *Report any injuries to an adult on duty
- *Respect each other's personal space
- *Listen to the adult in charge
- *Stay away from animals
- *Throwing rocks, sticks or snowballs is not allowed.
- *Keep hands to yourself; rough play is unacceptable
- *Eating is not permitted on the playground
- *Line up immediately when the signal is given at the end of recess

BICYCLES, SCOOTERS, SKATES AND/OR SKATEBOARDS

No bicycles, scooters, skates and/or skateboards are allowed at Hinsdale School.

BOARD OF EDUCATION

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

Chairperson: Rose Molinelli

Secretary: Cheryl Bartley

Members: Karen Beadle, Richard Dutton, James DiVita, Susan Hoffnagle, Raymond Neal, Paul O'Meara, Christine Royer

In order to perform its duties in an open and public manner and in accordance with state law, the Winchester Board of Education holds regular business meetings on the second Tuesday of each month at 7:00 p.m. in the P. Francis Hicks Room of the Town Hall. Parents, students and other community members are encouraged to attend.

BULLYING

Bullying of a student by another student is prohibited. Such behavior is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds or at a school sponsored activity or on a school bus, which acts are repeated against the same student over time. Bullying which occurs outside of the school setting may be addressed by school officials if it has a direct and negative impact on a student's academic performance or safety in school. Such behavior will result in disciplinary action.

Examples of bullying include, but are not limited to:

1. Physical violence and attacks
2. Verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
3. Threats and intimidation
4. Extortion or stealing of money and/or possessions
5. Exclusion from peer groups within the school

Reporting Procedures

1. Any person who believed he or she has been a victim of bullying may report the matter to any teacher or member of the school district administration. Any school employee, contractor, or volunteer with knowledge or belief of conduct that may constitute bullying, whether by witnessing such conduct or by receiving student reports of bullying, shall report the alleged acts immediately to any appropriate school district official designated by this policy. Students may anonymously report acts of bullying to teachers and school administrators. Parents or guardians of students may also file written reports of suspected bullying.
2. The building administration is responsible for receiving reports of bullying at the building level. However, any person may report bullying directly to the Superintendent or his/her designee.
3. The building administration will notify the Superintendent and the Director of Pupil Personnel Services of any reported incidents of bullying.
4. Teachers, administrators, other employees of the school district, volunteers and contractors shall be particularly alert to possible situations, circumstances or events which might include bullying. Any such individual who receives a report of, observes, or who otherwise acquires knowledge or belief of, conduct which may constitute bullying must inform the building administration immediately.

School District Action

1. Upon receipt of a complaint or report of bullying, school officials shall undertake or authorize an investigation.
2. If, upon investigation, it is determined that bullying has occurred, the superintendent or his/her designee will take appropriate action. Such action may include, but is not limited to, warning, detention, suspension, or expulsion. Disciplinary consequences will be sufficiently severe to deter violations.
3. The parent or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed shall be notified by the superintendent or his/her designee of the results of the investigation. The notification shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying.

4. A list of the verified number of acts of bullying shall be maintained and shall be available for public inspection.
5. The superintendent shall be responsible for developing an intervention strategy for school staff to deal with bullying.

CAFETERIA

All eating is to be done in the cafeteria. Food is not permitted elsewhere in the building. 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.

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced lunches are available based on financial need. Information on this program can be obtained from the school office. The cost of school lunch for students is \$2.50 per day.

Breakfast Program

A full breakfast is offered to children each morning from 8:30-8:45 a.m. Participation is voluntary. Students eligible for free or reduced lunch prices qualify the same for school breakfast. The full price is \$1.25, with reduced status price \$.30 and the free status price at, free.

Lunch Program

Application forms to receive free lunch or lunch at a reduced fee are handed out at the beginning of the school year. These forms are reviewed by the Lunch Program Director and those eligible for the free lunch program are informed at school. The prices of school lunches are posted at the beginning of the year through a press release. Menus are published weekly in the local newspaper. They are also sent home in a monthly school newsletter. The lunches are planned to include the four basic food groups to provide the children with a well-balanced meal.

Charging of Breakfast and/or Lunch

Students will be able to charge two lunches. After charging two lunches, a post card will be mailed to parents stating that money is owed to the cafeteria. If payment is not received within one week a letter will be sent home from the Principal. The Principal's letter will include any subsequent lunch charges. All students will receive a full lunch regardless if payment is received.

CHANGE IN FAMILY CIRCUMSTANCES

Divorce and changes in family situations can create great stress for children. Being separated from an important family member and the events leading up to that separation can greatly affect a child's behavior and his/her ability to learn. If such a situation develops in your family, please discuss the matter with the principal, teacher(s), or school psychologist. By knowing what is happening we can do more to help your child(ren) cope with the situation. Your concerns will be kept in the strictest confidence.

CHILD ABUSE

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

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

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

CLASS PLACEMENT

Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. Teachers will consult with other team members to develop heterogeneous class groupings. Parents always have an opportunity to provide information relative to placement. The final decision rests with the principal or his/her designee.

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a "**Student Internet Policy/Student Internet User Agreement Form**" 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 direct computers, are of a public nature and may be monitored by staff.

Internet Use Rules and Responsibilities

Students are responsible for good behavior on computer networks just as they are in a classroom setting. Communications on the network are often of a public nature. General rules for behavior and communications apply. Internet access is provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Therefore, based upon the acceptable use outlined in this document, the system administrators will deem what is in appropriate use and their decisions are final. The system administrators may close an account at any time. The administration of Hinsdale School may deny, revoke, or suspend user accounts.

Individual users of the internet are responsible for their use of the network. The use of their account must be in support of education and research and must be consistent with academic expectations of the Internet. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of U.S. or state regulations including copyrighted, threatening, or obscene materials is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities are strictly prohibited.

The user is expected to abide by the following network rules of etiquette:

- >Be polite. Do not write or send abusive messages.
- >Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- >Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from or to any source will result in immediate suspension of Internet privileges.
- >Do not reveal the personal address or phone number of yourself or others.
- >Electronic mail is not guaranteed to be private. The people who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.
- >Do not use the system in such a way that it would disrupt the use of the network by others.
- >Vandalism – any malicious attempt to alter or destroy data of another user – will not be tolerated.
- >Any questionable action may result in the cancellation of user privileges.

Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.

CONDUCT

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

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

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

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. Cheating or copying the work of another student.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. 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.
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; any controlled substance or drug; any alcoholic beverage; or any intoxicant.
17. Possessing a weapon, firearm, knife, marital arts weapon, or dangerous instrument.
18. Use or possession of prescription drugs which are given to person other than who the drug is prescribed.
19. Smoking or using tobacco products.
20. Bullying or hazing.
21. Behaving in any way that disrupts the school environment or educational process.
22. Use or possession of an electronic pager or "beeper" device or portable telephone on school property without prior approval of the school principal.
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.

Students are subject to disciplinary action, including suspension and expulsion, for conduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy and rules, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is "seriously disruptive of the

education process” for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol, drugs or intoxicant of any kind.

Threats

Any student who threatens in any manner, including orally, physically or in writing, harm to the person, or damage to the property of a member of the school community, including any teacher, member of the school administration, or any other employee, or a fellow student, may be subject to expulsion

In addition, the Superintendent shall refer the matter to law enforcement officials for possible criminal prosecution and shall take all available measures to ensure the safety of those in the school community in the event of the student’s return to school.

Weapons and Dangerous Instruments

The Board of Education has determined that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the school. Possession and/or use of any dangerous or deadly weapon in the school building or school grounds, in any school vehicle, or at any school – sponsored activity is prohibited. Such weapons include but are not limited to any guns, knives or any other weapons or objects, including martial arts weapons, capable of threatening or causing injury or death may be brought onto school grounds or at a school sponsored activity. Any object used to cause injury will be considered a weapon.

The possession or use of any such weapon will require that the proceedings for the suspension and/or expulsion of the student involved be initiated immediately by the Principal. If the student is found to have possessed a firearm or other dangerous weapon defined in CGS 53a-3 and 18 USCS 921, in or on the real property of a school or at any school activity as defined in CGS 10-233a, he/she must be expelled for one calendar year. The Board of Education or hearing board may modify the period of expulsion on a case by case basis. All legal restriction and requirements will be adhered to pertaining to special education students.

The Board shall consider a student’s conduct off school grounds that is seriously disruptive to the educational process and is in violation of publicized policies of the Board as grounds for expulsion. If any of the aforementioned weapons are in a student’s possession off school grounds or if they are used in committing a crime, the Board shall consider this as grounds for expulsion.

Vandalism by Minors

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

The liability provided under Connecticut General Statute 52-572 does not relieve the minor(s) of personal liability for such damage or injury. This liability of the parent for damages done by a minor child is in addition to any other liability that exists in law. The parent or guardian of a minor child shall also be held liable for all property belonging to the school system lent to the student and not returned upon demand of the school system.

Dress Code

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Any school dress which impairs safety or increases the risk of injury to self or others, causes serious distraction or disruption to the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or acts of violence or is libelous is prohibited. Dress, attire or accessories that display lewd or vulgar language or pictures, sexual references are prohibited. In addition, derogatory language or pictures, where such language or pictures are likely to cause a substantial disruption of the school, are also prohibited.

General Requirements:

1. Clothing or other possessions (i.e. backpacks, binders, etc.) with inappropriate pictures and messages will not be permitted. These include: Alcohol/drug displays, sexually suggestive statement/pictures, put downs, violence, group intimidation or gang affiliation messages.
2. Chain-links for wallets, keys or belts are not allowed.
3. Outer clothing is not to be worn in school during the day.
4. Hats and any headgear are not to be worn in school.
5. Sunglasses are not permitted at school.
6. Bib overalls with straps must be connected at all times.
7. No tank tops are permitted.

Requirements for Boys:

1. All clothing must properly and completely conceal undergarments at all times.
2. Shorts and pants are to be worn or belted at the waist. Pants must not drag on the ground.
3. See through or fishnet fabrics must be worn over a shirt.
4. No tank tops are allowed

Requirements for Girls:

1. All clothing must properly and completely conceal undergarments at all times.
2. No dresses or skirts with slits that end more than five (5) inches above the knee may be worn.
3. Extreme mini-skirts are inappropriate and prohibited.
4. See through or fishnet fabrics must be worn over a shirt. Halter tops, tank tops, spaghetti straps, off the shoulder or low-cut tops are prohibited.
5. Tops must cover the waistline when arms are raised. (If it can be tucked in, it's acceptable)
6. Shorts are acceptable, but must fall to mid-thigh or below.
7. All shoes must have backs on them. No "flip flops" are allowed.

Violation of Dress Code

Students who are in violation of the dress code are referred to the school administration. If it is determined that the student does not meet dress code regulations, the student will be temporarily removed from classes until dress code regulations are met.

Offenders will face the following disciplinary action:

First violation: Temporary removal from classes until dress code regulations are met, parent contacted and a warning of detention if another dress code violation occurs.

Second violation: Temporary removal from classes until dress code regulations are met, parent contacted, and one detention issued.

Third violation: Parent contacted, dress code regulations are met, one (1) day in-school suspension, and four (4) week restriction from activities.

Additional violations will be considered willful defiance of school policy and suspension or other consequences will be applied.

Smoking

Students shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property as provided by law.

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 disciplinary action.

The use, possession or sale of illicit drug or alcohol on school premises at school functions and at any activity endorses, sponsored, or insured by the Hinsdale Elementary School is a violation of school regulations. In accordance with state statute CGS-10-221(d), if the student is found to be in possession of a drug, including alcohol, the police department will be notified. In all instances the Principal shall be responsible for disciplinary measures in matters where a violation of

school regulations occurs. If the Principal determines that a violation of these school regulations has occurred by a student, the student's parent(s) will be notified and disciplinary procedures, including suspension or expulsion, may result.

DISCIPLINE

A student who violates the district's code of conduct shall be subject to disciplinary action. The Winchester Schools disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. 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 if such conduct occurs off-school property and during non-school time.

Suspension and Expulsion

Section 1 – Definitions

- a. "Exclusion" means any denial of public school privileges to a student for disciplinary reasons.
- b. "Suspension" means an exclusion of a student from school privileges for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
- c. "Expulsion" means an exclusion of a student from school privileges for more than ten(10) consecutive school days and shall be deemed to include, but not limited to exclusion from the school to which such pupil was assigned at the time such action was taken, provided such exclusion shall not extend beyond the end of the school year in which such exclusion was imposed.
- d. "Removal" means an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not exceed ninety minutes.
- e. "Emergency" means a situation under which the continued presence of the pupil in the school poses such a danger to persons or property or such a disruption of the educational process that any hearing required by this policy may be delayed until a time as soon after the expulsion of such pupil as possible.

Section 2 – Conduct Which May Result in Suspension or Expulsion

- a. The conduct described in each of the following subparagraphs, whether occurring on school property, on a vehicle provided for public school transportation, or at any school sponsored activity is declared to be a violation of Board of Education policy and is either a danger to persons or property or seriously disruptive of the educational process, and as such may result in the removal, suspension or expulsion of the offending student.
 1. The willful striking or assaulting of a student or any member of the school staff.
 2. Theft.
 3. The blackmailing, threatening or intimidating of school staff or other students.
 4. The use of obscene or profane language or gestures to a member of the school staff.
 5. The possession of any kind of weapon.
 6. The willful destruction of, or damage to, school property.
 7. The deliberate and unauthorized failure to attend classes or other required school functions.
 8. Unauthorized possession, selling or consumption on the school grounds of dangerous drugs or narcotics shall mean any controlled drug as defined in Connecticut General Statutes Section 19-443 as amended, classified generally as amphetamine-type, and barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type, and other stimulant and depressant drugs, and, in addition, those substances known as methaqualone. Unauthorized use or possession of such substance shall mean use or possession without a valid prescription.

Section 3 – Removal By Teacher

- a. Any teacher may remove a student from the classroom when such student deliberately causes a serious disruption of the educational process within the classroom. No student shall be removed from class more than six times in any school year or no more than two times in one week unless such student is

- referred to the principal and granted an informal hearing in accordance with Section 4 of this policy.
- b. Whenever a teacher removes a student from the classroom, such teacher shall send the student to an area to be designated in advance by the principal, and shall immediately inform the principal of the student's name and the reason for the disciplinary action taken.

Section 4 – Suspension By Principal

- a. Any principal may suspend a student whose conduct endangers persons or property, is seriously disruptive of the educational process, or violates a publicized policy of the Board of Education.
- b. Except in an emergency, no student shall be suspended before being afforded an informal hearing before the principal, at which the student shall be informed of the reasons for the disciplinary action contemplated and given an opportunity to explain or answer to the charges against him.
- c. No student shall be suspended more than 10 times or more than a total of 50 days in one school year (whichever results in fewer days of exclusion) before being afforded a formal hearing before the principal in accordance with procedures set forth in Section 5.
- d. In an emergency, any hearing required by this section shall be held as soon after the suspension as possible. After such hearing, the principal may rescind or modify his original action.
- e. When a principal suspends a student, the principal shall, within 24 hours, inform the Superintendent of the student's name and the reason for the disciplinary action taken.
- f. Any student who has been suspended shall, upon return to school, be given an opportunity to complete all class work including, but not limited to, examinations which such student missed during the period of suspension.

Section 5 – Expulsion By Board of Education

- a. Any student whose conduct endangers persons or property, is seriously disruptive of the educational process, or violates a publicized policy of the Board of Education.
- b. Any recommendation of expulsion shall be directed from a principal to the Board of Education through the Superintendent.
- c. Upon receipt of any expulsion recommendation, the Superintendent shall conduct an inquiry within two school days of the recommendation to determine whether or not the Board of Education should consider such recommendation of expulsion.
- d. If, after the inquiry, the Superintendent shall determine that the Board of Education should consider such recommendation of expulsion, he shall forward such recommendation to the Board of Education within five school days of the request from the principal.
- e. Except in an emergency, no student shall be expelled before being afforded a formal hearing. In an emergency, a student may be expelled by the Board of Education without a formal hearing, provided that a formal hearing shall be held as soon after the expulsion as possible. After such hearing, the Board of Education may rescind or modify its original action.
- f. In any case requiring a formal hearing, the Board of Education shall conduct such hearing in accordance with the following procedures:
 1. The student and his parent or guardian shall be given notice of the hearing at least five school days prior to the date thereof.
 2. The notice shall contain:
 - a. The date, time, place and purpose of the hearing.
 - b. A statement that the hearing is being held by the Board of Education in accordance with P.A. 75-609 of the Connecticut General Statutes and Board of Education policy concerning expulsion of students.
 - c. The details of the grounds for the proposed expulsion, including a narrative of the events leading to the proposed expulsion, the names of any witnesses against the student, copies of any statements or affidavits of those witnesses, a detailed summary of any other information to be used in support of expulsion, including any record of past offenses or misbehavior, whether prior warnings of suspension have been given, and the potential length and effect of expulsion.
 - d. A statement of the student's rights as enumerated in this section.
 3. At the hearing, the student shall have the right to testify and produce witnesses and other evidence in his behalf. The student shall have the right to demand that any witness against him appear in person to answer his questions. In exceptional circumstances the Board of Education may refuse to allow a witness against the suspended student to appear, when it believes that fear on the part of the witness would prevent the giving of accurate testimony. In such cases, a verbatim statement of the witness's

testimony must be given to the student. A witness's unsustainable desire to remain anonymous is not such exceptional circumstances as to justify dispensing with confrontation and questioning by the student.

4. A student and his parent or guardian may be represented by any third party of his choice, including an attorney.
5. Upon request of the student or his parent or guardian, the Board of Education shall keep a record of the hearing, and the student or his parent or guardian shall be entitled to a copy of that record at his own expense.
6. Within 24 hours of the time such student is excluded, notice of the decision of the Board of Education shall be given in writing to the student, his parent or legal guardian and his representative, if any, stating the reasons on which the decision is based, and the length of exclusion. Said decision shall be based solely on evidence produced at that hearing.
7. The Board of Education shall mail a copy of its decision to the State Board of Education within five school days of the effective date of such action.

Section 6 – Alternate Educational Opportunity

Any student under the age of 18 who has been expelled shall be offered an alternative educational opportunity during the period of expulsion, unless the student was expelled for conduct endangering persons and involving the carrying of a dangerous instrument onto school property.

Section 7 – Notice of Policies

All students shall be informed at least annually of all Board of Education policies governing student conduct.

Section 8 – Notification of Parents or Guardians

- a. By telephone, the principal, or his or her designee, shall make all possible attempts to immediately notify the parent or guardian of the student about the suspension and state the cause(s) leading to the suspension.
- b. Whether or not telephone contact is made with the parent or guardian, the principal, or his or her designee, shall forward a letter to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal, or his or her designee) within one school day of the suspension action and offering the parent or guardian the opportunity for a conference to discuss the suspension.
- c. Transportation home will be assured before a student is permitted to leave the building.

DISTRIBUTION OF MATERIALS

Printed materials may be distributed to parents by students as a means of communications. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the superintendent to determine whether the request complies with school policy. Publications prepared by or for the school may be posted or distributed, with prior approval by the principal, sponsor or teacher. Such items include posters, brochures, school newspapers and yearbook.

ELECTRONIC DEVICES AND GAMES (Radios, CD Players, Cell Phones)

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

EMERGENCY SCHOOL CLOSING INFORMATION

In the event school is closed because of bad weather or another emergency, announcements will be made on radio stations WTIC-AM 1080, WTIC – FM 96.5, WRCH 100.5, WZMX 93.7, WDRC 1360 AM, WDRC-FM 102.9, WSNB AM 610 and WZBG-FM 97.3. Emergency closing announcements will also be made on television stations WFSB TV Channel 3, WVIT – Channel 30 and WTNH – Channel 8.

EQUAL OPPORTUNITY

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

FACILITIES

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place.

After dismissed and unless involved in a teacher/staff supervised activity, students are expected to leave the school grounds immediately.

FEES

Materials that are part of the basic educational program are provided without charge to students. The student may be required to pay certain fees that include:

1. Fees for damaged library books and school owned equipment.
(*Grades may be withheld for outstanding fees owed to the school*)
2. Fees for lost curriculum items such as books, manipulatives and supplies.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well being of other students may be barred from participation by the principal. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity. An authorization form must be signed and returned to school. **Verbal or telephone permission cannot be accepted.**

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 process, or any other related expenses. Any student who needs financial assistance for school activities should contact a teacher, staff member, or the principal 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. The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet, and calm manner. Students should not return to the building until the return signal is given. A crisis response drill may be substituted for one of the required monthly school fire drills every three months.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

Emergency Evacuations

In an emergency necessitating evacuation of the building the procedure to be followed will be the normal fire drill procedure. However, there may be situations where the normal evacuation procedure is not safe. In this case once outside the students and staff will go and stay in designated areas at least 100 yards away from the building until given further instructions.

Lockdown Procedures

In the event of a dangerous situation there may be the need to secure the school building. Staff will be notified and students will be expected to follow staff directions. The lock down procedure will be practiced during the school year.

HANDICAPPED ACCESSIBILITY

Hinsdale Elementary School can make reasonable accommodations for parents, guardians and other visitors to attend school activities. Please notify the principal's office regarding any anticipated accommodation needs (such as preferential seating) that you may have for upcoming school activities. Please note also the information listed under "Section 504 Notification".

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

Administration of Medication

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

Communicable/Infectious Diseases

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

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

Disabilities

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

Emergency Medical Treatment

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

Homeless Students

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

Illness

Children who are ill or show signs of becoming ill should not be sent to school. If a child becomes ill at school, parents will be notified and will be expected to provide immediate transportation. Parents should ensure that the school office has current emergency data for an accident or illness in case there is no one at home. Emergency data forms are sent home every fall for updating; please notify the school nurse of subsequent changes.

Immunizations

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If a student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. Parents must comply with Connecticut State Statutes concerning immunization of school children. If there are questions concerning immunization requirements contact the school nurse or your family physician.

Physical Examinations

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) These examinations are to be made by the pupil's family physician. (free health assessments are provided to students whose parents meet the eligibility requirements under the Connecticut General Statute Section 10-20) Vision screening tests are administered to all pupils annually. Hearing screening tests and tympanometry shall be administered annually to all pupils in kindergarten through grade three. Tympanometry screenings will be done as often as indicated by initial results. Hearing screenings will also be administered to 5th grade students. Any child suspected of having a hearing loss may be referred for a screening at any time during the school year. Every child is weighed and measured annually. Postural screening will be done annually in grade five.

Psychotropic Drug Use

School personnel is 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 District is prohibited from requiring a student to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

Vacation Time and summer Break

Many times children have been stricken with a serious illness or communicable disease, have sustained a fracture or injury, have had an operation or procedure such as tubes in ears, etc., have seen the doctor and received prescription for glasses or new lenses, or have received an immunization booster during the summer. The nurse should be informed so that medical information can be updated and staff informed when necessary.

HOMEBOUND INSTRUCTION

Pupils unable to attend school for an extended period of time due to illness or accident are eligible for limited home instruction by a tutor provided by the board of Education. Parents who wish to inquire about homebound instructions should contact the Principal.

HOMEWORK

The general goal of all homework is to develop the child's self-initiative and potential to the fullest. Homework is given to reinforce skills previously taught, enrich knowledge, encourage creativity, and stimulate critical thinking. It should encourage responsibility as well as good habits and study skills. Teachers consider the needs and abilities of individual students when assigning homework.

Homework is an important extension of skills, activities, and work habits learned and/or acquired in school. Homework will be assigned Monday through Thursday night. Selected long range projects at the upper grade level will be assigned on weekends. Rare special occasions may allow homework not to be assigned upon discretion.

The purpose of most, but not all, homework assignments is to review, refine, and reinforce existing skills presented in class. Occasionally, assignments are given that will create opportunities to enhance fluency, elaboration, and critical thinking skills. Both short and long range projects attempt to foster these skills. It is essential that students learn to budget time carefully in meeting assignment deadlines.

It is expected that each student do his/her own work; however, it is recognized that occasional parent assistance may be needed. As we work to make your youngster as independent a learner as possible, we urge parent help be given judiciously.

Parent awareness and support in relation to completion of homework is most important. Your help in setting the climate, physical space, and time for home study is key to student success. To keep informed and to demonstrate your alliance with the school, a brief check of homework upon its completion is most effective.

The length and type of assignments will vary with the grade level of your youngster and the speed and accuracy he/she brings to each task. The following general guidelines will help you:

Homework Expectations on Week Nights – Monday through Thursday

Kindergarten	0 – 15 minutes
Grade 1	15 – 30 minutes
Grade 2	30 – 45 minutes
Grade 3	45 minutes
Grade 4	45 minutes
Grade 5	1 hour

Assignments may include independent reading, creative and expository writing, reinforcement of language, spelling, and math skills and word problem reinforcement. Long range assignments may include book reports, special science projects, social studies, and independent projects.

It is important that you contact your child's teacher if your youngster is consistently over or under the time guidelines or if your child is consistently having difficulty understanding and/or completing assignments.

INSURANCE

The school sponsors a School Accident Insurance Program. Two plans are available; one covering the child during school hours (including travel time) and the other providing coverage 24 hours a day. The policy becomes effective upon receipt of the completed application. It is transferable in event of moving.

No other medical insurance is available, and parents must bear medical expenses for a child injured at school.

INVITATIONS

Students and/or parents may not distribute invitations to out-of-school activities. In addition, school personnel may not provide student addresses or phone numbers.

LOST AND FOUND

Any articles which are found in the school or on school grounds should be turned in at the main office. The Lost and Found area is located between the glass doors at the main entrance. Unclaimed articles will be disposed of at the end of the school year.

LIBRARY

Students are invited to use books and other materials located in the Library area. Students are responsible for any material they sign out. Materials must be returned to the library in a timely manner. Students must pay for any materials they lose or damage. A student's grades will be withheld until a student's obligation is met.

MEDIA INVOLVEMENT - PERMISSION

There will be times when The Hartford Courant or other media representatives will visit the school to feature our students or the school community in a print article or photograph. In addition, teachers sometimes videotape lessons to be viewed by others to improve instructional practice. For permission or denial regarding your child's being photographed, interviewed, and/or videotaped, please indicate your preference on the form that is sent home via your child at the beginning of the school year.

NON-DISCRIMINATION

The Winchester Board of Education has adopted an Affirmative Action Policy which prohibits discrimination in education on the bases of race, color, creed, sex, age, national origin or physical handicap. This policy also covers employment practices, retention, and promotion of employees. It also states that discrimination will not occur in regard to the school's programs, curriculum, class assignments or educational opportunities for students. We are also committed to not using materials, library books or textbooks that might tend to perpetuate prejudice, intolerance or negative feelings to minority groups.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

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

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

OFF SCHOOL MISCONDUCT

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and is a violation of a publicized board policy, even if such misconduct occurs off-school property and during non-school time.

Such discipline may result if the incident was initiated in the school or on school grounds, or if the incident occurred or was initiated off school grounds and non-school time. In the latter case, discipline will result if, after the occurrence, there is a reasonable likelihood that return of the student would contribute to a disruptive effect on the school education or its process by threatening:

1. The school's orderly operations;
2. The safety of the school property; or
3. The welfare of the persons who work or study there.

Examples of the type of such off-school misconduct that may result in such disciplines include, but are not limited to:

1. Use, possession, sale, or distribution of dangerous weapons;
2. Use, possession, sale, or distribution of illegal drugs; or
3. Violent conduct where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

For example, if it is determined that a student's use, possession, or sale of drugs in the community has a reasonable likelihood of endangering the safety of students or employees because of the possibility of such sales in the school; or if violent conduct in the community presents a reasonable likelihood of repeating itself in the school environment; or if any similar type of misconduct in the community has a reasonable likelihood of being continued or repeated in school or of bringing retaliation or revenge into the school for such off-school misconduct, the Board may impose discipline up to and including suspension and/or expulsion.

PARENT CONFERENCES

Parents are encouraged to become partners in their child's educational successes. Regular conferences are scheduled two times during the school year in November and in February. Prior to these scheduled days, students will bring home a notice so that a mutually convenient time may be arranged. In addition, conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, or an administrator may initiate a conference.

PARENT INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based 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/teacher organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

Backpacks

Be aware of what is in your child's backpack before he/she leaves for school. Check at the end of the day for papers and notes which were sent home to you from school.

Car and Parking Regulations/Drop-Offs and Pick-ups

Traffic conditions at the school are often congested. Parents are requested to use caution and to observe the following regulations:

Parents providing their own transportation to school may drop-off children at the front entrance. The front entrance is the only location that drop-offs may occur. No cars should be using the side parking lot or the fire lane behind the school during drop-off times. The Hinsdale School drop-off/pick-up times are as follows:

- . Students may be dropped-off **between 8:40 - 8:45** at the front entrance of the building
- . Students may be picked-up **at 3:10** using the entrance from Williams Avenue
- . Parents picking up or dropping off children during the school day should go to the office. Children must be called for at the office and not be expected to meet their parents at their car.

- . To ensure safety, all cars must give the right of way to school busses in the bus loop during drop-off/pick-up procedures. This will make the bus loop and parking areas safer for children. We appreciate your efforts to accommodate these procedures.

Daily Planners

Each Hinsdale School student in grades 2 – 5 will be provided with a daily planner during the first week of school. The planner is used to help students with the organizational skills necessary for success. Academic teachers will provide time for students to record homework, tests, and projects. We ask that parents/guardians monitor the child's planner nightly.

Discuss the School Day

Set aside a time to ask your child about his/her day in school. Showing interest in your child's school day indicates that you care about that aspect of your child's life.

Phone Calls and Notes

We try to keep the phone lines open for emergency use and for business purposes. You can help by sending notes to school with your child rather than calling. Notes must be sent to school when the child:

- *Has been absent
- *Will be picked up early by the parent
- *Is to go home other than in the usual manner
- *Is to go to an after school club or meeting (i.e. scout, religious instruction).
- *Blanket permission slips for the entire year's meetings may be sent.
- *Someone other than the parent will be temporarily responsible.
- *Has a change in family circumstances that may cause the child's behavior or learning ability to change.

PARENT-TEACHER ORGANIZATIONS

PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTO. A list of meeting dates will be sent home at the beginning of September.

PERSONAL PROPERTY DISCLAIMER

The Winchester School System is not responsible for personal property kept in desks or other schools areas which is stolen and/or damaged. Students are advised that valuables stored in school areas are done so at the student's risk. The Winchester School System will not be responsible for the replacement and/or repair of such personal property. For example, trading cards, video games, walkman, and toys have been causing an increasing amount of interruptions to the teaching and learning process. In addition, beepers, laser pointing devices, cell phones, and pagers are prohibited by Board of Education Policy 51.31.81. These items are distracting in the classroom, cause disputes throughout the school day, and limit physical activity during recess. Students are asked not bring these items to school. If you or your child has a question about whether an item can be brought to school, please ask his/her classroom teacher. We are asking for your support in making sure that your child understands and adheres to this policy.

PESTICIDE APPLICATION

By law, parents must be notified if any pesticide application is anticipated at school.

POSTERS

The Principal must approve signs and posters displayed in the school. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

PROMOTION AND RETENTION

It is the intent of the Board of Education to provide the best possible educational program to each of the students in the Winchester School System by accommodating each individual student's educational needs. With this in mind, it is necessary to account for those students who do not meet minimum requirements for promotion from grade to grade within the system, K-5. Students whose promotion is questionable will be referred to their school's Child Study Team.

REGISTRATIONS

Kindergarten registration takes place in April. Information regarding registration procedures is sent home with all Winchester students and published in the newspaper in April. Anyone not receiving such information is requested to contact the principal's office at Hinsdale School. Children who will become five years of age as of January 1st are eligible to attend kindergarten beginning in the fall term of that year.

All children entering Winchester Public Schools must present immunization certificates as required by Connecticut State Statutes, or an exemption certificate for health or religious reasons, a birth certificate, and proof of residency. Transfer pupils may enter school upon presentation of proper transfer records at any time during the year. Parents are required to comply with immunization requirements according to Connecticut State.

REPORT CARDS AND CONFERENCES

Three report cards are issued each year. The dates will be reported in the school calendar. Parent-Teacher conferences will be scheduled in the fall and the spring. Additional conferences with the teacher(s) and/or administration may be requested at anytime.

Regular conference sessions are scheduled twice during the year to allow teachers to meet with parents. On these days, school hours are 8:45 A.M. to 1:10 P.M. Prior to the scheduled days, your child will bring home a notice from the teacher so that a mutually convenient time may be arranged.

SAFETY/ACCIDENT PREVENTION

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

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

SCHOOL CEREMONIES AND OBSERVANCES

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

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

1. school and class plays shall not be overly religious, and church-like scenery will be avoided;
2. religious music shall not entirely dominate the selection of music; and
3. program notes and illustrations shall not be religious or sectarian.

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

The staff of Hinsdale School makes a concerted effort to respect the religious traditions and sensitivities of the Winsted community. While we do not promote religious activity or attempt to teach any religious doctrine, we do include in our programs and activities references to religion and to holidays that have a religious basis. Such references are made in the context of teaching about social traditions and common cultural experiences. Children, who because of their family's religious convictions, may be uncomfortable participating in these activities may be excused or provided with alternate activities. If a family observes cultural or religious traditions that it would like to see included in the school's activities, they are invited to notify the administration. Every effort is made to make our programs, and activities, as inclusive as possible.

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Non-participants are expected to maintain order and decorum appropriate to the school environment.

SCHOOL HOURS

Regular Full Day:	Gr. K-5	8:45 a.m. – 3:10 p.m.
Pre-scheduled Early Dismissal Days (Parent/Teacher conferences, Thanksgiving Recess, Holiday Recess & Last day of school):	Gr. K-5	8:45 a.m. – 1:10 p.m.
Early Closing:	Gr. K-5	8:45 a.m. – 1:10 p.m.
Late Openings (90-Minute Delay):	Gr. K-5	10:15 a.m. – 3:10 p.m.

SEARCH AND SEIZURE

The right to inspect desks 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 desk under the following conditions:

1. There is reason to believe that the student's desk contains contraband material; and/or
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 interest 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/EXPLOITATION

The District wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. Sexual harassment will not be tolerated among students, and any form of sexual harassment is forbidden whether by students, supervisor or non-supervisory personnel, individuals under contract, or volunteers in the school. Students shall exhibit conduct which is respectful and courteous to employees, to fellow students, and to the public.

The district may use trained dogs to alert school officials to the presence of prohibited or illegal items including drugs and alcohol. At anytime, trained dogs may be used to conduct searches on lockers. Searches of classrooms, common

areas or student belongings may also be conducted by trained dogs when students are not present. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

Definition:

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

1. insulting or degrading sexual remarks or conduct;
2. threats or suggestions that a student's submission to, or rejection of, unwelcome conduct will in any way influence a decision regarding that student;
3. conduct of a sexual nature which substantially interferes with the student's learning or creates an intimidating, hostile, or offensive learning environment – such as the display in the educational setting of sexual suggestive objects or pictures.

Complaint Procedures:

The Board of Education encourages victims of sexual harassment to report such claims promptly to the Principal or designee who shall notify the Superintendent of Schools immediately. Complaints shall be investigated promptly and corrective action taken when allegations are verified. Confidentiality shall be maintained and no reprisal or retaliation shall occur as a result to good faith charges of sexual harassment.

The district shall provide staff development for all staff and make this policy available to all staff and students.

SPECIAL PROGRAMS

The district provides special programs for bilingual, dyslexic students and for those with disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the building principal; the coordinator of each program is available to answer questions about eligibility requirements, programs and services offered in the district or by other organizations.

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

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

The Pupil Personnel Services Department ensures that all children requiring special education and related services receive needed support. A team approach is used in collecting diagnostic data, evaluating the data, and formulating an adequate special program for each identified child.

The Pupil Personnel Services Department monitors each child through a Planning and Placement Team, making certain that an adequate education is being provided and that pre-referral interventions have been attempted. Due Process procedures are followed.

Diagnostic services are utilized to determine if any child meets the criteria of a handicapping condition recognized by the State of Connecticut. These exceptionalities include: gifted and talented, hearing-impaired, learning disabled, intellectually disabled, multi-handicapped, neurologically impaired, orthopedically impaired, other health impaired, physically handicapped, socially and emotionally maladjusted, visually handicapped, autistic and traumatic brain injured.

Should a Planning and Placement Team determine a child has a handicapping condition, services will be provided to meet the student's educational needs. Services are provided on a continuum beginning with consultation and ending with full time placement in a segregated setting.

Support services provided include: Occupational Therapy, Physical Therapy, Assistive Technology, Student and/or Family Counseling, Speech/Language Therapy and Special Transportation. These services must be related to educational concerns only.

The Department personnel are available to answer your questions and concerns, and provide consultation to facilitate your child's success, socially and emotionally, as well as academically.

Parents may refer their child to the Department via classroom teachers, the building principal, or directly to Pupil Personnel Services. If you, as parents, have questions regarding these programs or services please contact your child's principal or Pupil Personnel Services at 379-0852.

Section 504

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her handicapping condition.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free, appropriate public education. This includes the right to be educated with non handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided non handicapped students.
6. Have your child receive special education and related services if she/he is found to be eligible under the Education of the Handicapped Act (PL 94-142) or Section 504 of the Rehabilitation Act.
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and the placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
10. Examine all records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanation and interpretation of your child's records.
13. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child.
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the State Department of Education.
15. File a local grievance.

The person in this district who is responsible for assuring that the district complies with Section 504 is the Director of Special Education, Cate Tower. She can be reached at 379-0852.

Gifted and Talented

It is the policy of Shared Services and the member LEAS to comply with all federal and state regulations regarding students with exceptional Learning Ability and/or Outstanding Talent in the Creative Arts. Special Education regulations require that all school age students be identified by the local school district and that a report of these students be made to the Connecticut State Department of Education through the ISSIS system. Although current regulations do

not require that services be provided to identified Gifted and Talented students, if the district offers services, appropriate referral must be made to the PPT and an appropriate plan developed.

Students may be referred for identification through any number of means including teacher referral, parent referral, and/or outstanding academic performance as evidenced through standardized test results or classroom grades.

Periodically, teachers will be informed of the characteristics of gifted and talented students so that appropriate referrals may be made in a timely manner to the PPT. Prior to referral to the PPT, attempts should be made by the regular teacher or through the CST process to modify and enrich a student's academic program. The PPT will review each referral and will determine which evaluations/information will be necessary to determine if the student is eligible for identification as gifted and talented. Identification will be accomplished using multiple criteria. Data collected by the PPT will include information from the following areas:

1. Scores from a standardized aptitude or intelligence test.
2. Standardized achievement test scores.
3. School grades (current and previous years).
4. Connecticut Mastery Test scores, and
5. Teacher/parent rating scales regarding learning ability and creativity.

Students referred to the PPT would be considered for identification as a student with extraordinary learning ability and the PPT would consider what, if any, services would be appropriate to meet his/her needs. Assessment of outstanding talent is determined by means of a sequence of activities over time in the visual and performing arts. The following general outline could vary according to grade level.

Referral sources may include arts educators, professional artist, self, peers, private teachers and others familiar with the activities and abilities of the student. Evidence or talent potential may derive from imaginative responses to arts activities in the classroom or extracurricular situations or referrals from individual observation.

The following components are typically included:

- a. Evaluation of work prepared in advance (e.g., audition, portfolio review).
- b. Evaluation of improvised responses to activities developed by artists and/or arts educators (i.e., artistic problems solved in a situation where the creative process can be observed).
- c. Assessment of commitment/motivation (through interviews or biographical statements and/or letters of recommendation).

STUDENT RECORDS

In order to provide the best educational program for each child, the school must collect, record and maintain information about each child and his family. This information will be used only for educational purposes including instruction, guidance and research. The contents of the records are available to parents, those staff who deal with that child and certain agencies as authorized by state statute.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.** Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.** Parents or eligible students may ask school officials to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If school officials decide not to amend the record as requested by the parent or eligible student, they will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a person serving on a Board of Education committee, such as a disciplinary or grievance committee, or as a hearing officer in discipline cases, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school district may release education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by school officials to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

SUMMER SCHOOL

Students in danger of failing will be notified prior to a retention decision. The school district may require a student to attend one or more alternatives for remedial assistance, including summer school.

TELECOMMUNICATION DEVICES

Students shall not possess or use a laser pointer, unless under teacher supervision for instructional purposes, a remotely activated paging device or cellular mobile telephone while on school property, on school transportation or while attending a school sponsored activity on or off school property. The principal may grant written permission for such possession if a reasonable basis exists for the possession and use of the device. Camer cell phones are not permitted as anytime on school property.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

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

TESTING

All students in grades three through five will participate in the CMT programs. Special Education students participate in the CMT programs except in rare cases when participation in an alternate assessment is detrimental to the student's PPT.

TEXTBOOK CARE AND OBLIGATIONS

Students are responsible for the care of books 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, 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.

TRANSFERS AND WITHDRAWALS

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

All school materials should be returned before records are forwarded to the receiving schools.

TRANSPORTATION

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

It is crucial that we maintain an orderly atmosphere on each bus. Distractions may cause the driver to take his/her eyes off the road and we do not want this to occur. The Bus Code of Conduct is as follows.

Students will:

- *Stay in seat until the bus has completely stopped
- *Wait until the bus has stopped completely before entering or leaving the bus
- *Be out for the bus, with all necessary belongings, five minutes before the scheduled pick-up time
- *WALK to and from buses; do not run
- *Stay ten feet behind the curb or up the driveway for bus pick-up
- *Use inside voices
- *Listen to and obey the directions of the bus driver at all times.
- *Speak courteously and respectfully to the bus driver and each other
- *Keep feet, hands and objects out of the aisle
- *Keep head, hands and all belongings inside the bus
- *Not have food or gum on the bus
- *Keep belongings on lap
- *Keep hands and feet to self
- *Think before acting
- *No eating on the bus
- *No computer games or trading cards on the bus or in school

Parents will be advised of misbehavior. However, please note some infractions such as fighting on the bus may lead to immediate loss of bus privileges. Parental cooperation and communication will assure the safety of all involved. Please call First Student Bus Co. at 379-0020 with any bus concerns you have.

Please review these rules and guidelines with your child. Emphasize the importance of maintaining an orderly atmosphere throughout the school, its boundaries and on the school busses.

VISITORS

The Board of Education welcomes and strongly encourages members of the community and other interested persons to visit the schools.

Board of Education members are encouraged to visit the school to become acquainted with students, school personnel and programs.

All school visitors shall register in the school office and wear a visible badge that shows that they are a visitor in the building.. Staff members should be alert for unauthorized visitors and report their presence to the Principal promptly should there be concerns about whether visitors may be unauthorized. Advance arrangements should be made in advance with the teacher or principal.

A person is guilty of loitering on school grounds when he/she loiters or remains in or about a school building or grounds, without a reason or relationship involving custody of, or responsibility for, a pupil or any other license or privilege to be there.

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

**NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION TO SCHOOL OFFICIALS WITHOUT
PRIOR CONSENT**

The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent or eligible student except as provided below:

- The student's name
- The student's address
- The student's telephone listing
- The student's electronic mail address
- The student's photograph
- The student's place and date of birth
- The student's dates of attendance
- The student's grade level
- The student's participation in officially recognized activities and sports
- The student's weight and height as a member of an athletic team
- Honors and awards received by the student

A parent or eligible student may refuse to allow Hinsdale School officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and received by Superintendent of Schools, no later than October 1st.

PARENT'S RIGHT TO KNOW

As a requirement of the Title 1 statute, the school office will provide to any parent who makes a request to the principal, information regarding the professional qualifications of your child's teacher(s). The following information will be provided in a timely manner:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Please note that the school ensures that all students provided Title 1 services receive instruction from school staff (teachers and/or paraprofessionals) that possess appropriate qualifications and/or degrees. For additional information contact the school office.

