

Jack Jackter Intermediate School



Family Handbook & Student Agenda **2020-2021***

***Changes to JJIS procedures that occur during the school year will be communicated to parents.**



HIGHER ORDER THINKING SCHOOLS NETWORK
strong arts arts integration democratic practice

Index/Table of Contents

After School Clubs	Page 5
Attendance	Page 5
Behavior - PBIS	Page 6
Behavior – Discipline	Page 6
Bullying Prevention	Page 7
Busing	Page 10
Cafeteria	Page 11
Classroom Snacks	Page 11
Conferences	Page 11
Contacts – Phone System	Page 11
Digital Backpack	Page 12
Dress Code	Page 12
Drop Off/Pick Up	Page 12
Field Trips	Page 13
Fire Drills/Lockdown Drills	Page 13
Grading System	Page 13
Health Information	Page 13-14
Homework Policies	Page 14-15
Inclement Weather	Pages 4
Lockers	Page 15
Lost and Found	Page 15
Mean Spirited Behavior Incident Report	Page 9
Non-Custodial Parents	Page 16
Non-Discrimination	Page 16
Personal Property	Page 17
Photograph Release	Page 17
Promotion/Retention/Acceleration	Page 17
Recess	Page 17
Records – FERPA	Page 18
School Hours	Page 4
Technology – Acceptable Use	Page 19
Visitors	Page 21
Visitors – Whole School Events	Page 22
Weapons & Dangerous Instruments	Page 22
Appendix	
Asbestos Management	Page 23
Green Cleaning	Page 23
Pesticide Management	Page 24

Jack Jackter Intermediate School

215 Halls Hill Road
Colchester, CT 06415

Telephone: (860) 537-9421 Fax: (860) 537-0349

Website: www.colchesterct.org

Name: _____

Grade: _____ Teacher: _____

AM Bus #: _____ PM Bus #: _____ Locker #: _____

Principal: Elise Butson ebutson@colchesterct.org
Assistant Principal: Jennifer Reynolds jreynolds@colchesterct.org



Parent Signature: _____

Student Signature _____ Date: _____

We have reviewed the information included in this handbook.

Board of Education policies, regulations, and bylaws in their entirety can be accessed on our district website: www.colchesterct.org.

Welcome to Jack Jackter Intermediate School!

The Jack Jackter Intermediate School (JJIS) administration and faculty welcome you and wish you a productive and successful school year. JJIS is a safe, respectful, learning community. Educators, parents, and students collaborate to ensure each child's wellbeing, continuous growth, and educational excellence. We address the needs of the whole child through the use of arts infused curriculum and the celebration of student voice. Student success is reflected by performance standards and authentic work. Together, we provide responsive, comprehensive support systems to ensure each and every child succeeds and thrives.

Our goal is to help you have a positive learning experience at our outstanding school. This student agenda/handbook will help you achieve success in all of your classes. It is important that you take care and keep track of this book. Your teachers will assist you in how to use it properly. Please remember to take care of your agenda, as there will be a \$5.00 charge to replace it.

The handbook outlines student behavior expectations and our ROCKS rules (Respect, Opportunity, Cooperation, Kindness, and Safety.) As a JJIS student, when you follow school rules, we can ensure a pleasant, productive and consistent learning environment here in school. We will also recognize and notice the many positive student actions and accomplishments throughout the school year as part of our comprehensive school climate program.

SCHOOL HOURS - 8:35-3:15

Bus and Parent Drop off begins at 8:20

INCLEMENT WEATHER

School announcements regarding school cancellations, late openings, or early dismissals will be broadcast through the courtesy of the following radio and television stations:

WTIC (AM-1080/FM-96.5)	Channel 3 (WFSB)
WICH (AM-1310)	Channel 8 (WTNH)
WCTY (FM-97.7)	Channel 30 (WVIT)
WKNL/ROXY (FM-100.9)	Channel 30 (WVIT)

Parents/Guardians can receive text messages through School Messenger about delayed openings and cancellations. For instructions on setting up text alerts, please visit our district website at <http://www.colchesterct.org/page.cfm?p=450>. If a "no school" decision can be made the previous evening, you will receive a School Messenger call/text. If the decision to close schools is made after 9:00 PM, announcements will be broadcast through radio and television.

The district will contact parents/guardians through School Messenger for unscheduled early dismissals. If school is dismissed early, extracurricular activities and after school community activities at all schools will be cancelled.

AFTER SCHOOL CLUBS

After School Clubs are offered to all JJIS students three times throughout the school year and have always been tremendously supported and well received by students. These clubs provide the opportunity for all 3rd, 4th & 5th grade students to develop and pursue a variety of interests and enhance their social and intellectual development. There are many activities to choose from which challenge critical thinking, along with diverse athletic and artistic abilities. Clubs are held on Monday and Thursday afternoons until 4:15 PM, with each session lasting six weeks.

AFTER SCHOOL CLUB STUDENT PICK-UP: Parents/guardians must enter the building through the **gym lobby doors** only, which will be opened at 4:00 PM for student sign-out. Please present an ID to the staff sitting in the gym lobby and sign-out your child. You will be handed a ticket for every child you are picking up and for whom you brought with you. You will then exit the building from the designated door in the gym. Please note: Should you have a need to go into the building for any other reason once you have signed out your child, please go around to the front of the building and enter through the main lobby doors and sign in at the main office.

ATTENDANCE

Connecticut state law requires parents or persons having control of a child between the ages of five and eighteen must assure that their children attend public school “regularly during the hours and terms the public school in the district wherein such student resides is in session” unless they are “elsewhere receiving instruction equivalent to the studies taught in the public schools.” Conn. Gen. Stat. 10-184. There are special provisions, however, permitting children not to attend school at ages five and six, and age seventeen. The State of Connecticut requires all schools to track absences.

Students are considered in attendance when present at the student’s assigned school, or an activity sponsored by the school, for at least half of the regular school day.

- **Parents are requested to call 537-9421 to notify the school of their child's absence.**
- **If your child is absent from school and you have not called the school to inform them of the absence by 8:45 AM, you will receive a call from our automated *School Messenger* notification system.**
- **If calling prior to 7:30 AM, parents may leave a message on the absentee line (ext. 1). The phone call should reference the name of the child, classroom teacher, and reason for absence and date(s) of absence.**
- **Within ten (10) school days of returning to school, parents are asked to send in a written note for the absence to be considered “excused.” The note should contain the student's first and last name, reason for absence and date(s) of the absence.**
- **In accordance with state law, a student is considered truant when there are four unexcused absences in one month or ten in a school year.**

Any absence before the student’s tenth absence is considered excused when the student’s parent/guardian approves such absence and submits appropriate written documentation within ten school days of the student’s return to school.

Upon the tenth absence and any thereafter, a student’s absence(s) from school are considered excused for the following reasons only:

1. Student illness (verified by an appropriately licensed medical professional);
2. Religious holiday;
3. Mandated court appearances (documentation required);
4. Funeral or death in the family, or other emergency beyond the control of the student’s family;
5. Extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance; Family vacations do not qualify as extraordinary educational opportunities;
6. Lack of transportation that is normally provided by a district other than the one the student attends.

Absence from school due to illness precludes a child from participating in after school or evening events. Unless a student has an extended illness, all make-up work will be completed within five days after the student returns to school.

Attendance is an essential component to a student’s academic success. Often, the number of days a student is absent, tardy, or dismissed early, accumulates without parents realizing the impact. We appreciate your support in helping your student achieve a pattern of positive attendance and encourage you to reach out with any questions or concerns you may have.

BEHAVIOR – PBIS – (POSITIVE BEHAVIORAL INTERVENTIONS and SUPPORTS)

At Jack Jackter Intermediate School, we have implemented a school-wide behavior program entitled ROCKS (Respect, Opportunity, Cooperation, Kindness and Safety). We focus on recognizing students who demonstrate positive behaviors. Students who demonstrate ROCKS behaviors are recognized and commended through the use of ROCKS cards. Faculty members give ROCKS recognition to students who are demonstrating or taking the initiative to utilize any or all of ROCKS characteristics.

Along with the use of ROCKS cards, we continue to promote a school culture that respects diversity, individuality, and a school that recognizes positive values. PBIS (Positive Behavior Intervention and Support) is a district-wide behavioral system that includes proactive strategies for defining, teaching, and supporting appropriate behavior in order to create a positive school environment. Rather than being reactive to negative behavior, positive behaviors are reinforced and promoted throughout the school. Research has demonstrated that when behavioral issues are lessened, academic achievement increases. Attention is focused on creating and sustaining classroom and individual systems of behavioral support that improve the quality of life. With the use of PBIS, explicit behaviors are taught in multiple settings. Introducing, modeling, and reinforcing positive behavior is an integral part of the program. Jack Jackter Intermediate School has adopted five behaviors which have been defined and taught in all settings within the school as listed above (respect, opportunity, cooperation, kindness and safety). The goal of PBIS is to develop a caring, responsible, and respectful community of learners who will meet with success. To recognize the students that work hard to follow these core values/rules, we hold a ROCKS Rally each trimester.

In order to maintain a positive school environment, which is safe and conducive to learning, we expect that students will:

1. Respect the feelings and rights of others.
2. Take care of school property and respect the property of others.
3. Use positive, respectful and appropriate language and/or gestures. Students may not threaten others.
4. Keep hands, feet and/or objects to himself/herself.
5. Follow the directions of all adult supervisors.
6. Remain in assigned school areas.
7. Remember that JJIS is a school free of drugs, alcohol, weapons and dangerous objects. Students are expected to act safely and responsibly toward self and others.
8. Walk in an orderly manner in corridors, sidewalks, and stairs of the school.

BEHAVIOR – PHILOSOPHY on DISCIPLINE

At home, as well as in school, discipline is vital to a child's growth and development. Parents have the primary responsibility in establishing a consistent and realistic system of values and behaviors. The home's influence is reflected in your child's conduct at school. The school, representing society as a whole, helps to foster behavioral guidelines. In this way, your child's discipline becomes a shared responsibility between home and school. By working together and supporting the child's endeavors through a fair and consistent discipline system, the children are prepared to be productive and responsible members of society. Through an awareness and an understanding of the guidelines by parents and students, appropriate behaviors for learning are effectively promoted and instilled.

When students do not follow the behavioral expectations, teachers and staff document the misbehavior as a means of communicating with parents, keeping track of student behavior and communicating to students that their behavior is unacceptable. A White Card (Level 1) is given to a student for violations of any of the behaviors that fall under the respect, opportunity, cooperation, kindness, and safety categories. Examples of such behaviors include, but are not limited to, misuse of property, not listening, disrespectful or defiant behaviors, disruptive behaviors, non-compliance, teasing, inappropriate language/gestures, rough housing, running in the halls, etc. Student consequences may include one or more of the following: conference with student, supervised time out or loss of a privilege. White cards are sent home with the student to be reviewed and signed by a parent before returning to the classroom teacher.

When the behavior(s) are repeated or serious, the staff member writes an Office Referral (Level 2) and the student is sent to discuss the behavior with an administrator. The administrator will decide whether additional consequences should be issued. Parents will either be contacted by phone **or** in writing in the form of an office referral when an administrator completes an office referral.

The administrator will take one or more of the following actions, when a student receives an office referral and after the student has been interviewed:

1. Counseling/conference with the student
2. Parent notification/conference
3. Referral to STARS (School Teams Achieving Results for Students) which is a team of staff members who meet to provide support to a teacher who has concerns about a student. A plan for improving behavior or to better meet the student's academic needs will be developed.
4. Official warning to student giving the student notice of possible action to be taken if behavior continues.
5. Lunch and/or recess detention
6. After school detention
7. In-school suspension
8. Community Service
9. Parent/student/administrator conference
10. Expulsion hearing
11. Police notification
12. Other

Factors that will be considered when determining consequences may include but are not limited to:

- *Severity of the behavior problem. *Prior referrals/behavior of the student.
- *Age/grade level of the student. *Teacher or parent recommendation.

Students who have multiple office referrals in a trimester, or those at the discretion of the administrator, will not be allowed to participate in after-school activities.

- Students who continue to display the same inappropriate behavior(s) over time will participate in a conference with appropriate staff and parents. A contract or behavior plan will be developed, signed by all parties.
- Student may be referred to STARS and/or school counseling as deemed necessary by the administration.

Parents will be notified of their child's discipline referrals to the office in writing and are requested to sign the discipline referral form and return it to school the next day. Parents are encouraged to contact the school administration or their child's teacher if they have any questions regarding disciplinary matters.

NOTE: For further details, please see the discipline section of the district student handbook located on the district website (colchesterct.org).

BULLYING PREVENTION and INTERVENTION (Excerpts from Board of Education Policy 5131 911P)

The Colchester Board of Education is committed to creating and maintaining safe and positive school climates that are free from bullying, harassment and discrimination. To that end, Colchester school employees are expected to model positive, respectful, and supportive behavior toward students, parents, guardians/caregivers, and staff and help to create a collaborative school atmosphere that promotes appropriate social behavior by students in support of others.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or school staff.

In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying are likewise prohibited.

In accordance with the Board's policies on student discipline, and consistent with state and federal law, students who engage in bullying behavior shall be subject to school discipline and/or other appropriate interventions, up to and including suspension and/or expulsion.

Definitions of Bullying and Cyberbullying

For purposes of this policy, "Bullying" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same school district that:

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

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

For purposes of this policy, "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

School Employee Responsibilities: School employees who witness suspected acts of bullying or receive reports of bullying are required to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report.

In addition to prevention and intervention strategies, administrators, teachers and other professional employees should utilize opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of "bullying."

The Colchester Board of Education approved the Safe School Climate Plan developed pursuant to this policy and submitted such plan to the Department of Education. The Board has made such plan available on the Board's and each individual school in the school district's web site and will ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

At JJIS, students and parents are encouraged to report acts of bullying to either teachers or administration. Students may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

Anti-Bullying Pledge – Students

We the students of *Jack Jackter Intermediate School* agree to join together to stamp out bullying at our school. We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

By signing this pledge I, the student, agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.

Student's Signature _____

Date: _____

Jack Jackter Intermediate School
Incident Report: Mean-Spirited Behavior

Today's Date: _____

Name of Reporter (optional): _____

Name of Targeted Student (if different from above): _____

Grade/Teacher: _____

Name of Student Displaying Mean-Spirited Behavior: _____

Grade/Teacher: _____

How did you become aware of this incident?

- It happened to me.**
 I saw it happen.
 I was told by a student not directly involved.
 I was told by the student(s) it happened to.
 Other: _____

Date, time, and location of incident – when and where did this occur?	
Were there any adults present?	<input type="checkbox"/> Yes, their name(s): _____ <input type="checkbox"/> No
Were there other students present?	<input type="checkbox"/> Yes, their names are: _____ _____ _____ <input type="checkbox"/> No
What happened?	
<input type="checkbox"/> I have seen the student being mean-spirited to others before. <input type="checkbox"/> I have seen the targeted student being targeted by others before.	

Name of Staff Member Receiving Report

Date

BUSES

All students are eligible to ride a school bus. M & J Bus Company (860-537-2622) is under contract with the Colchester Board of Education to transport Colchester students. **Students are expected to follow ROCKS rules on the bus.** The following are some additional reminders for students when using bus transportation to and from school or while on a school-sponsored trip:

1. When waiting at the bus stop for the school bus to arrive, stay out of the road. Do not approach the bus until it has come to a complete stop. If you must cross the street to get on the bus, wait for the driver to signal you that it is safe for you to cross.
2. When you get on the bus, find your seat and remain seated until it is time to get off the bus. Sit facing the front of the bus with your feet on the floor. Do not sit on backpacks or kneel on the seats.
3. Keep your hands and feet to yourself.
4. Talk quietly with students in and around your seat only.
5. Keep your body INSIDE the windows of the bus.
6. Do not throw objects inside or outside the bus.
7. No eating or drinking on the bus.
8. Follow any and all instructions that are given to you by the school bus driver.
9. When the bus gets to your stop, stay seated until the bus comes to a complete stop.
10. Once you get off the bus move away from the bus immediately. If you have to cross the street, take 10 steps in front of the bus and look up to the driver. The driver will give you a signal when it is safe for you to cross the street.

Buses - Electronics

The use of electronics on the bus is a privilege that may be revoked. All parents and students need to be fully informed of the electronics policy and be aware that all aspects of it will be strictly enforced.

- Electronics may only be used on the bus by the student who owns the electronic device.
- The electronic device (phone, tablet, game console, etc.) must be on mute or have headphones attached.
- Students may not share ear buds/headphones.
- Students may not photograph, video, access social media, nor post or re-post any images on social media that were obtained while on the school bus.
- A student may be instructed to give their device to the driver for the remainder of the bus ride at which time based on the circumstances, it may be returned to the student, or turned over to the parent or a school administrator.

Buses - Routes, Stops & Services

The Board of Education is legally responsible for providing transportation accommodations to resident children. Transportation shall be furnished without charge in accordance with state laws. Students shall be provided with safe transportation to and from their assigned pick-up/drop-off points and their schools. The Superintendent or his/her designee is responsible for planning and approving bus routes, bus stops, and schedules, including all changes throughout the year, and for arranging special education transportation for students as required. Bus routes shall be published annually a minimum of two weeks prior to the first day of school. Parents/guardians shall be notified in writing at least one week in advance of changes to their bus route that may occur throughout the school year, except in cases of emergencies involving student safety. School bus rated seating capacity shall not be exceeded. **Buses shall stop only at stops designated within the published bus route or at changes approved by the Superintendent or his/her designee.**

Bus drivers shall refuse transportation to any student that is not assigned to his/her bus as a regular passenger unless presented with a bus pass from the school office. Transportation will not be provided to out-of-town schools except as required by statutes.

Transportation to and/or from other than a pupil's home address:

Bus transportation shall be provided to and from the assigned bus stop. All students who are transported shall ride to and from school on buses to which they are assigned. Transportation is not provided for recreational, social, or non-school sponsored after-school activities. Exceptions may be made by school administration only for consistent daycare needs or student employment provided that:

- The child is picked up from the same location every day, Monday through Friday and is dropped off at the same location every day, Monday through Friday. The two locations do not have to be the same.
- A waiver will allow two consistent bus stops solely for daycare due to parent/guardians' employment or continuing education. Students will not be assigned to more than a total of two buses. Verification of employment or course enrollment will be required with initial application. Waivers will be valid for one school year providing that all requirements are continuously met. Waivers will be granted on an individual basis by the school administration. Parents will receive written notification of waiver decision no later than two weeks after application has been received.

FOR EXAMPLE: A student may take the bus from home in the mornings on Monday, Wednesday, and Friday and go to his/her daycare provider those afternoons. On Tuesday and Thursday mornings that same student may be picked up from the same daycare provider and take the bus home those afternoons. This schedule shall be adhered to throughout the school year.

- The parent/guardian needs to submit a “Day Care Transportation Form” or a “Student Employment Transportation Form” to the school administration annually. The parent/guardian should notify the school administration of permanent changes in the consistent daycare or student employment, at least twenty-four hours in advance of the change.

Transportation issues resulting from unanticipated family emergencies shall be handled by the school administration on a case-by-case basis. **Students who behave inappropriately on the bus will be referred to administration. Consequences range from a warning to suspension of transportation privileges.**

CAFETERIA

Appropriate ROCKS behavior and proper manners are expected at all times in the cafeteria. Students eat and socialize using quiet voices and sit in designated areas. Our intent is to maintain a safe environment so that all students will have a pleasant lunch. Breakfast and lunch menus are shared in digital backpack at the beginning of each month. Current prices for breakfast, lunch, and milk are available on monthly menus.

BREAKFAST PROGRAM— Breakfast is available for purchase to all students from 8:20 to 8:45 AM each day.

LUNCH AND MILK PROGRAM—Lunch may be purchased on a daily basis or parents may opt to prepay. When paying by check, please make checks payable to **JJIS Cafeteria** and include your child’s lunch ID number. Students bringing lunches from home may purchase milk. All students are expected to learn their Lunch ID Number in order to facilitate the speed at which children pass through the lunch line.

PEANUT FREE TABLE— There are dedicated tables in the cafeteria that are kept peanut and peanut oil free. These tables and seating arrangements are designed to help ensure a safe environment for those with a peanut allergy. Students with significant peanut allergies sit at the table and may invite friends to join them providing they are eating a peanut-free lunch.

CLASSROOM SNACKS

We strongly encourage parents to choose healthy snacks for classroom snack time. Please send only enough food for a light snack which may be consumed in 10 minutes. Because of various food allergies, some life threatening, students should not share their snacks with other students. Before sending in a group snack or treat to be shared with your child’s class, we ask that you **PLEASE** communicate with your child’s classroom teacher to assess what, if any, ingredients should be avoided due to allergies. Students in classes that contain student(s) with significant peanut allergies receive letters informing them of class food restrictions.

CONFERENCES

Two (2) scheduled parent conference dates are identified each year (fall and spring). All parents are asked to schedule and attend a conference with their child’s teacher in the fall. **SIGN UP** for conferences will be done during the **OPEN HOUSE** in September. In the spring, conferences are scheduled by teachers on an as needed basis. These guideline do not preclude parents from requesting a conference at any time during the school year. Conferences are arranged at mutually convenient times.

CONTACTS - PHONE SYSTEM

We have a voicemail telephone system that is particularly invaluable when a parent calls the school in the morning to report a child’s absence. Because of this system, many of the questions, needs, or assistance needed can be sent directly to the party you wish to reach. We have listed a chart below of prompts you will be given when calling the school. When you know your party’s extension, you may press it at any time during the message. We appreciate your cooperation and assistance when using this system.

- If your child is going to be absent: press 1
- To speak with the school nurse: press 2
- To speak with the custodians: press 3
- To leave a message for school staff or a teacher: press 4
- To hear the lunch menu: press 5
- For information on the school bussing: press 7
- For further assistance or to speak with the office staff: press 0
- Once you have left a voice mail, you should receive a return phone call response within 24 hours. If you do not receive a call, please call the main office for assistance to be certain the system did not malfunction.

DIGITAL BACKPACK

The **Digital Backpack**, which contains timely information and reminders about upcoming events, is emailed to families each Friday. The digital backpack is also available on the www.colchesterct.org website. If you do not have email or Internet access, please let us know so that a hardcopy can be provided.

DRESS CODE – ATTIRE & HYGIENE

The attire and hygiene of each student in the school system are the responsibility of the student and his/her parent/guardian. Each student is expected to dress and groom him/herself for the work of school in a manner that does not distract others, disrupt the educational process, or pose a health or safety threat to anyone.

- Sandals must have back straps (no flip flops).
- Shoes must have solid soles (no rollers, heelies)
- Messages or pictures on clothing should be respectful. Clothing may not contain profanity or make references to drugs, alcohol, tobacco, sexual behavior, or firearms.
- Shirts must cover the midriff, any cleavage, and backs. Camisole tops must be covered.
- Shorts and skirts must be no shorter than mid-thigh.
- Hats, bandanas, hoods and other headwear may only be worn outside.
- Underwear of any kind must not be visible.

If a student's attire is judged to be distracting or disruptive, every attempt will be made by staff or administration to provide alternate clothing. A letter informing the parents of the policy infraction will be sent home with the student. If no acceptable change of clothing is available at school, students in violation of this policy/regulation will be required to call home for a change of clothing. Students will be required to remain in the office until they are in compliance. Those who refuse to comply may be sent home. Administration will have final determination of what is or is not appropriate attire and/or hygiene.

DROP OFF/PICK UP

Morning Drop-Off:

Students may not be dropped off to school prior to **8:20 AM**. Please do not drop students off at school until an adult can be seen directing and supervising student drop off at the front entrance. Early arrivers should **park** in the front lot. Parking in the fire lane in front of the school is prohibited. All students must enter the JJIS building through the **front entrance** of the school. To ease traffic congestion, parents are asked to drive forward **beyond the front doors** before letting students out of the car. **IMPORTANT:** Students should exit vehicles from the **passenger side**. Staff members will monitor the walkway as children approach and enter the building.

NOTE: When bringing your child to school **AFTER 8:35 AM**, **please escort your child into the office**. The building doors are locked after that time.

Afternoon Pick-Up:

When a student needs to be picked up from school either during the day or at the conclusion of school, he/she must bring in a note signed by the parent. District policy states that a sibling **must be 16 years of age or older** in order to pick up a younger sibling at school. Additionally, the sibling's name must be on the **JJIS student's emergency contact sheet**. Anyone picking up a child from school **MUST** present a **PHOTO ID** at the time of pick up. Students who will be going home with parents at the end of the day (3:15) will be dismissed to **Room 120**. Parents sign their child out in the main lobby before picking up their child from **Room 120**.

FIELD TRIPS

As part of the educational program, field trips are taken to various points of interest and most likely occur in the fall and spring. Such trips are carefully planned by the teacher and closely supplement the curriculum at each grade level. Trips are supervised by teachers and chaperones. Children taking field trips are required to submit a **completed permission slip signed by their parents/guardians**. A cellphone is made available during field trips.

When attending school field trips, parent chaperones are requested to:

1. have a completed Volunteer Application on file with the district (minimum 1 week prior to trip);
2. remember that smoking is prohibited at all school functions and in the presence of students;
3. help maintain excellent behavior on the part of JJIS students; and
4. follow appropriate teacher dress codes; model appropriate adult behavior

FIRE DRILLS/LOCKDOWN DRILLS

In accordance with state law, emergency drills are held throughout the year to prepare all students and teachers should an emergency arise. During a fire drill, all students, staff, and visitors leave the building. **Silence** is maintained at all times to prevent confusion. Teachers accompany their students out of the building according to a plan. In addition, all school lockdown drills will be conducted.

GRADING SYSTEM

Students in grades 3, 4, and 5 will receive a report card **three times** per year.

I. The following marks are used for **Personal and Social Development, Learning Habits and Non-Achievement Grades**:

M – Most of the Time
S – Some of the Time
NI – Needs Improvement

II. The following marks are used for **Academic Grades**:

- 4** – Exceeds Grade Level Expectations: Student produces above grade level work consistently and independently at this time.
- Demonstrates advanced thinking and understanding of skills
 - Masters and applies knowledge and skills that lead to consistent, high quality work
 - Completes quality work independently
- 3** – Meets Grade Level Standards: Student produces grade level work consistently and independently at this time.
- Consistently applies skills to assigned work
 - Completes high quality assignments and tasks
- 2** – Progressing toward Grade Level Standards: Student produces grade level work inconsistently at this time.
- Demonstrates partial understanding or inconsistent application of concepts and skills
 - Requires additional practice and reinforcement of skills to meet expectations
- 1** – Not Meeting Grade Level Standards: Student is not yet able to produce grade level work at this time.
- Demonstrates minimal understanding of skills
 - Shows little or no progress with significant supports
- NA Not Applicable/Not Assessed at this time

Written reports on student progress will be issued to parents every trimester. The reporting dates will be determined annually and placed on the school calendar. Parents will be advised of a student's potential failure and the possibility of having to repeat a grade or a course.

Report cards should reflect the educational growth of the student in relationship to each student's conduct/citizenship, effort, and achievement, in relationship to standards for his/her age and grade. Teachers also will report on student progress at regularly scheduled parent conferences. If the parents of a child are separated or divorced, both have equal rights to be informed of their child's school progress unless there is an order from the court to the contrary. Non-custodial parents shall receive written reports and notification of conferences upon an annual written request to the school principal.

HEALTH INFORMATION

Administration of Medicine:

DO NOT SEND MEDICATION TO SCHOOL WITH CHILDREN. Parents/guardians are responsible for bringing medication to and from school. Absolutely no medication (prescription or non-prescription) can be given for any reason without the doctor's authorization stating the name of the drug, dosage, method, and time the medication is to be given. The Medication Authorization Form is located on the school website. This is a state law, which must be strictly enforced. If your child is taking any medication (on a regular or temporary basis, prescription or non-prescription) at home, the school nurse should be informed in writing of the drug name and dosage. This information is critical so that personnel can be alert for potentially harmful drug interactions or reactions. Please note that it is our policy that any student with a life threatening allergy, or chronic health condition that requires a medication, must provide the medication along with a signed medication authorization form to the health office before the child will be granted permission to participate in an off site field trip.

HEALTH CONDITIONS/ALLERGIES:

The Colchester School District requires that parents/guardians of children with a life-threatening food allergy or chronic health condition notify the school nurse of the condition immediately, providing medically documented information about the management of the condition.

COMMUNICABLE DISEASES:

The spread of any communicable disease can be kept to a minimum through the combined cooperation of parents, teachers and the medical staff. The parent and teacher must be alert to the following symptoms:

Rash on face/body	Pustules	Coughing	Red or discharging eyes	Lice or nits
Sore throat	Fever	Impetigo	Headache with fever	Nausea/vomiting
Earache	Scabies	Ringworm	Unusual pallor	Flushed face

Children with skin eruptions such as impetigo, ringworm or scabies, or symptoms suspicious of a communicable disease such as chicken pox, strep throat, influenza, vomiting or diarrhea will be sent home. Parents may be advised to call their child's medical provider and obtain a note for clearance to return to school. Antibiotics for a contagious illness, such as Strep throat, shall be given at least 24 hours prior to the student's return to school. Please be advised that sending sick children to school is not in the best interest of the child or their classmates. A child should not come back to school until he/she has been fever free for at least **24 hours** without fever reducing medication, such as Tylenol, Advil, and Motrin. Any child who has vomited or had diarrhea and/or a fever within **24 hours** should not be sent to school.

Children will need to be picked up from school due to:

Fever	Injuries requiring additional medical evaluation and/or
Vomiting and/or diarrhea	treatment, or if they are too ill to comfortably remain in the classroom.
Nosebleed at dismissal	

Eye Conditions: If there is the possibility of bacterial conjunctivitis (discharging eyes), the child will be dismissed from school and referred to a physician. Prior to re-entry to school, the student needs to present a doctor's note.

Pediculosis (head lice): If child has pediculosis (live lice), he or she will be excluded from school and advised to use treatment. If a child has only nits (eggs), the child may remain in school in classroom. Parent/guardian will be provided with information about lice and nit removal. If no live lice are seen, students may return to school after the first treatment. The nurse will recheck them in 7-10 days and if there are persistent live lice, they will be advised to repeat treatment. The school nurse will also check siblings if live lice are found. Children found with live lice may not ride the bus until cleared by the school nurse.

IMMUNIZATION RECORD:

State statutes mandate a child cannot be admitted into a school system without proper health/immunization records.

VISION, HEARING AND POSTURAL SCREENING:

Vision and hearing screening is done annually on all school children. Retests shall be given to those students failing the initial hearing and/or vision test. Referrals in writing shall be sent to parents of all students failing the re-screening examination. The school hearing/vision testing is a basic screening procedure. For specific concerns and in-depth evaluation, please call your child's primary care physician. Please return referral as soon as possible to the nurse, so any accommodations can be implemented. Postural screening is done on all 5th graders. A letter will be sent home informing you of the screening.

P.E. EXCUSE:

The school nurse may authorize an excuse from physical education for one day with a parent's note. **An excuse for more than one day must be written by request of a physician.**

CASTS, CRUTCHES, SPLINTS, GLUE, ACE BANDAGES, SLINGS, STITCHES, STAPLES and CONCUSSIONS are reasons for students to require a doctor's note for PE exclusion, and may not participate in PE until specified in writing by a physician. A note allowing them to safely return to PE will also be required.

Any questions or concerns about your child's health can be discussed confidentially with the school nurse. Please feel free to call: 860-537-9421 Ext 2.

HOMEWORK POLICIES

Homework helps students develop effective study habits and reinforces concepts learned in the classroom. Homework is an integral part of the instructional program at Jack Jackter Intermediate School and is assigned for one or more of the following purposes:

1. Build habits, instill responsibility and develop work ethic.
2. Acquaint parents with the work students do in school.
3. Provide an opportunity for practice and strengthening of basic skills.
4. Reinforce new learning.
5. Apply concepts and elaborate.
6. Prepare students for future classes.

<u>Average minutes of homework per night:</u>	
Grade 3:	30 minutes
Grade 4:	40 minutes
Grade 5:	50 minutes

Large projects requiring additional time may also be assigned. All students are encouraged to engage in independent reading nightly. The following are teacher, student, and parent responsibilities:

Teacher Responsibility - The teacher will:

1. Explain the purpose of any given assignment.
2. Give clear directions on the method and means of accomplishing the assignment.
3. Ensure the availability of all necessary resources to carry out the assignment.
4. Post assignments in the classroom.
5. Acknowledge receipt of homework and provide students with specific and timely feedback.
6. Explain the method of evaluation of homework and its potential impact on student learning.
7. Suggest a reasonable time allotment on a daily assignment.
8. Give assignments as far in advance as is practical.
9. Communicate with parents and students who consistently fail to complete homework assignments.
10. Differentiate homework as needed.
11. Provide students with opportunities for choice in extended learning projects.

Student Responsibility - The students will:

1. Understand the purpose and means of evaluation of an assignment, and ask for clarification when needed.
2. Record directions, time allotment, and requirements of assignments, beginning in grade 3.
3. Assume responsibility for completion of assignments.
4. Consult with the teacher about work to be completed after an absence.
5. Assume responsibility for completing make up work.

Parent/Guardian Responsibility - The parent/guardian will:

1. Understand and support the district policy regarding homework located in the Student Handbook and on the website.
2. Ensure assignments are obtained for a student's extended absence.
3. Encourage students to complete homework to the best of the child's ability.
4. Contact the teacher in the event of questions or concerns regarding assignments.

Make-up Work and Homework Sent Home - Requests for homework for absentees will be honored for absences of three (3) or more days. However, at the elementary level, it is often difficult to provide specific assignments due to the amount of teacher direction that is given during a lesson. Teachers should use their own judgment when giving assignments when children are absent. Requests for homework for a child who is absent or will be absent should be made 24 hours in advance of when it is to be picked up. Deadlines for homework/make-up work completion will be determined by the teacher.

Homework Non-Completion: Because completion of homework impacts a student's ability to complete class work the following day, parents will be notified of homework non-completion.

In grade 3-5, students who do not complete homework will be given homework alerts. After three alerts in one month or five in one trimester, parents will be contacted by the appropriate teacher to discuss ways to improve student homework completion.

LOCKERS

Lockers are assigned at the beginning of each school year at the discretion of the classroom teacher. Students should record their assigned locker number in their agenda. Lockers are the property of the school and the school reserves the right to open and inspect them. Each student is responsible for the contents. Because the lockers do not have locks, students are strongly urged not to leave valuables or money in them.

Students should:

1. Keep lockers closed, clean and neat at all times.
2. Use only the locker assigned to you.
3. Students may go to their lockers any time they have teacher permission or they may go to lockers:
 - a. before homeroom
 - b. before lunch
 - c. after recess
 - d. at dismissal

LOST AND FOUND

Students who find lost articles are asked to take them to the cafeteria and place them on the lost and found table to be claimed by the owner. **Unclaimed items will be donated to charity at the end of each marking period.**

NON-CUSTODIAL PARENTS:

The Board of Education, unless informed otherwise, assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit a certified copy of the court order, to the Superintendent, which curtails these specific rights.

Unless there are specific court-imposed restrictions, such as a final divorce decree which includes specific denial of visitation rights or a restraining order denying such rights, the noncustodial parent, upon written request may view the student's educational, medical or similar records maintained in such student's cumulative record, receive school progress reports, visit the child briefly at school and have an opportunity to conference with the student's teacher. The Board of Education presumes that the person who enrolls a student in school is the student's custodial parent. Further, the parent with whom the student resides is known as the custodial parent unless a legal document or signed parental agreement indicates otherwise. Verification may be required from the custodial parent.

While both parents can visit the student at school, only the custodial parent has the right to remove the student from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school personnel encounter conflicting information, or anticipate possible student abduction, law enforcement personnel will be notified immediately. The custodial parent has the responsibility to keep the school office informed as to the address of the residence and how he/she may be contacted at all times. The custodial parent must provide any legal documents, which restrict the rights of the non-custodial parent.

NON-DISCRIMINATION

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status or gender identity or expression, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees, or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability, veteran status or gender identity or expression.

Any student and/or parent/guardian wishing to file a complaint regarding discrimination may obtain a copy of the Board's complaint procedures and complaint form, which are included in the Board's Administrative Regulations Regarding Non-Discrimination/Students. These regulations accompany Board Policy Series 5000 #5145.42 and are available online at www.colchesterct.org or upon request from the main office of any district school.

If a complaint involves allegations or discrimination or harassment based on reasons such as gender/sex or disability, such complaints will be handled under other appropriate policies Series 5000 #5145.5 Sex Discrimination & Sexual Harassment (Students); Series 5000 #5145 Students & Section 504 of the Rehabilitation Act of 1973 & Title II of the Americans with Disabilities Act of 1990.

Any student and/or parent/guardian also may file a complaint with the Office for Civil Rights, U.S. Department of Education (OCR): Office of Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921, (617) 289-0111

Any student and/or parent/guardian also may file a complaint with the Connecticut Commission on Human Rights and Opportunities: 450 Columbus Blvd., Hartford, CT 06103-1835: (800) 477-5737

Anyone who has questions or concerns about this policy, or would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination, may contact: Director of Pupil Services and Special Education, 380 Norwich Avenue, 860- 537-3103

Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex may contact the Board's Title IX Coordinator: Director of Pupil Services and Special Education, 380 Norwich Avenue, 860-537-3103

Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of disability may contact the Board's Section 504/ADA Coordinator: Director of Pupil Services and Special Education 380 Norwich Avenue, 860-537-3103

(Excerpt from 5145.4 Revised August 14, 2018)

PERSONAL PROPERTY

Hats, coats, and backpacks worn to school must be placed in lockers as soon as students enter the building, and remain there until they leave for home. Hats may not be brought or worn in any classes or after-school activities. Personal property such as gaming electronics, toys, stuffed animals, sports equipment and card collections may **NOT** be used in school. A teacher or an administrator may confiscate these items if they are found in school. The school is not responsible for stolen or damaged personal property brought to school.

PHOTOGRAPH RELEASE

In our effort to enhance family-community-school communications, there may be instances when we wish to utilize student photographs to highlight student learning and inform our community of the positive accomplishments of our students and school system. We will use photographs of students' positive accomplishments in school and district presentations and publications, hallway bulletin boards, classroom displays, as well as local newspapers. Included on the STUDENT INFORMATION FORM is a space where permission for photographing can be granted or denied. Please be sure to indicate your preference. The STUDENT INFORMATION FORM is completed by parents/guardians upon enrollment and updated annually.

PROMOTION, RETENTION & ACCELERATION

Promotion: in grades K-5 will be based on the individual child's ability to successfully complete the required work of the succeeding grade. Each individual student's promotion/retention will be judged on its own merits. In grades 3-5, criteria for promotion will include, but not be limited to the following:

- | | |
|--------------------------------------|-------------------------|
| 1. Teacher/specialist recommendation | 2. Educational progress |
| 3. Other assessment data | 4. Attendance |

Retention: Students in danger of failing and being at risk for retention shall be identified. Prior to deciding on retention, remedial assistance shall be offered and may be required. Whenever retention is being considered, the parent/guardian shall be invited to a meeting with the teacher(s), an administrator, and other staff members no later than March 1st for a discussion of this matter.

Acceleration of students may be provided. Decisions to accelerate a child's program will be based on, but not be limited to, the following:

1. Specialist input 2. Teacher input 3. Student progress/needs 4. Parent input 5. Test scores or data

Each case will be judged on its own merits and programs designed individually to meet student needs.

Promotion/retention, acceleration and grade placements, although every effort is made to secure the understanding and cooperation of parent/guardians, is the decision of the Principal following consultation with the Superintendent if necessary.

Policy Adopted: March 11, 2003 COLCHESTER PUBLIC SCHOOLS Colchester, Connecticut

RECESS

When weather permits, all JJIS students will go outside for recess. Use of the playground during school hours by persons other than school personnel is prohibited. Kickballs, soccer balls, basketballs, footballs, jump ropes and other equipment are readily available for student use. Students should not bring sports equipment from home out to recess.

On the Playground Students Must Adhere to the Following Guidelines:

- use equipment safely
- play by the rules of organized games
- play nicely alone or with other students
- sit at the picnic tables for quiet activities
- play in view of staff monitoring recess
- play in the snow if wearing boots & snow gear*
- students are NOT allowed to throw snowballs

*If there is snow on the playground, children without boots & snow gear (snow pants, jackets, mittens/gloves) will play on the plowed blacktop.

Indoor Recess Guidelines: Indoor recess will be called when the temperature/wind chill factor is 20F or below, or when precipitation or ground conditions warrant it.

RECORDS – FERPA NOTICE

CONFIDENTIALITY AND ACCESS TO STUDENT RECORDS

A. Notification of Rights Under FERPA For Elementary And Secondary Institutions

The **Family Educational Rights and Privacy Act** (FERPA), 20 U.S.C. § 1232g, *et seq.*, affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) 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 forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal, or appropriate school official, a written request that identifies the record(s) they wish to inspect. The principal, or appropriate school official will make arrangements for access and notify the parents 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 parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents or an eligible student should write the school principal, or appropriate school official, clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents 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 parents or eligible student when notified of the right to a hearing.

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

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the 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 District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, 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 District will disclose a student's education record without consent to officials of another public school, including a public charter school, in which the student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District 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, 400 Maryland Avenue, S.W. Washington, DC 20202-4605.

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student. Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic and video images, date and place of birth, major field(s) of study, grade level, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The written objection to the disclosure of directory information shall be good for only one year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

TECHNOLOGY – INFORMATIONAL LITERACY & ACCEPTABLE USE

How is information literacy taught in our schools?

Colchester students are learning digital citizenship, inquiry skills, and technology skills as part of our Information Literacy curriculum. This curriculum combines what was typically considered the library curriculum with the computer technology curriculum—including online research skills, ethical computer use, and inquiry skills needed in all content areas.

What is digital citizenship?

Students are taught about the human, cultural, and societal issues related to technology and they learn to practice legal and ethical behavior online. Students learn about our district's Acceptable Use Policy and become aware of the dangers of sharing personal information. They also learn to use tools appropriately and to create an academic presence online—where colleges can find their name associated with posts and research tied to course work and current events.

How do we teach inquiry skills, and what technology skills are taught at each level?

In grades K-5, students learn to pose a question and find answers using library databases and online sites provided to them by the teacher.

What can be expected of my student regarding technology use?

By the end of fifth grade, your student will be able write stories, create presentations, demonstrate safe use of digital tools, use technology to communicate with others, and pursue independent learning. They should be able to publish with peers and share information.

Why would my student be asked to create an email address or login name?

21st Century Education promotes use of online tools; many require an email for a student to log in; a “closed” discussion group only allows those students and teachers who have been “invited” (via email) to post on that site. Having an email address therefore keeps student postings private. Additionally, if a student wishes to contact an expert on a specific topic, having an email address allows her to do so. While students are not required to have their own email addresses, demonstrating how to create an email account has given teachers an opportunity to educate them on one more phase of online communication most of us use daily. While we recognize parents' desire to keep control of their child's online presence, we strongly believe that teaching them to use technology tools in an academic manner is an important aspect of their online education.

Please read this document carefully. Network and Internet access is available to students in Colchester Public Schools.

Telecommunications/Internet Acceptable Use

The school district believes in the educational value of communications, the Internet, and electronic information services, and recognizes their potential to support its educational program, the curriculum, and student learning. Resource sharing, communications, and innovation capabilities for both students and teachers have been increased with access to telecommunications and to the Internet. The district will make every effort to protect students and teachers from any misuses or abuses as a result of experience with an electronic information service. It is therefore imperative that members of the school community conduct themselves in a responsible, decent, ethical, and polite manner while using any network, reflecting the core values of each school. Further, they must abide by all local, state and federal laws.

The district's computer systems are business and educational tools. As such, they are made available to students in the district for education related uses. Computer systems are used by students solely for education related purposes. The district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. The district will implement a technology protection measure to block or filter Internet access to visual depictions that contain obscene material, contain child pornography, or are harmful to students and ensure that such filtering technology is operative during computer use by students.

The Board reserves the right to electronically monitor and/or track the use of the district's computers and computer systems.

Guidelines for Student Use of the Internet

It is important to recognize that with increased access to computers and people all over the world also comes the availability of controversial material that may not be considered of educational value in the context of the school setting. Further, the school district recognizes the importance of each individual's judgment regarding appropriate conduct in maintaining a quality resource system. While this policy does not attempt to articulate all required or proscribed behavior, it does seek to assist in such judgment by providing the following guidelines.

1. All use of the Internet, electronic services or any telecommunications network must be supportive of educational objectives or research. Any electronic communications (blogs, wikis, collaboration tools, messaging, and podcasting) shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their account.
2. All student communication and information accessible via the network is subject to review by staff. Any use of the district's computing resources or networks for illegal or inappropriate purposes accessing materials that are objectionable in a public school environment, or supporting such activities, is prohibited. Language that is deemed to be vulgar is prohibited. Such inappropriate use shall be defined as a violation of the intended use of the service or network.
3. Any use of telecommunication opportunities for commercial purposes, financial gain, product advertisement, political lobbying, or attempt to disrupt the use of the services by others is prohibited.

4.The Connecticut Education Network provides Internet access to the Colchester Public Schools, and in doing so provides limited web filtering. This filtering is not foolproof and the possibility of accessing material that is illegal, defamatory, inaccurate, or offensive to some people still exists. Students are prohibited from accessing files that will circumvent the District’s Web Filter.

5.Violation(s) of this policy may result in suspension, expulsion or revocation of access privileges to the network. School administrators will work with the District IT team to supervise and implement access to the network and technology use privileges.

Student use of electronic services is considered to be a privilege. Students at the PreK-2 level may use telecommunications or the Internet only when supervised by a teacher or paraprofessional. Students in grades 3-12 who wish to use electronic services and networks that are available to them may do so provided that they abide by the Acceptable Use Policy and all rules and regulations governing conduct in the schools or while using district property. Any parent or student who wishes to appeal any decision relative to Acceptable Use Policy should contact their school administrator.

TECHNOLOGY – PORTABLE ELECTRONIC DEVICES

Cell Phones and Portable Electronic Communication Devices (5000P)

Use of Private Technology by Students Policy

Students may possess privately owned technological devices on school property and/or during school-sponsored activities, in accordance with the mandates of this policy and any applicable administrative regulations, as may be developed by the Superintendent of Schools.

Definitions

Board Technology Resources

For the purposes of this policy, “Board Technology Resources” refers to the Board’s computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources owned and/or used by the school district and accessible by students.

Privately Owned Technological Devices

For the purposes of the this policy, “Privately Owned Technological Devices” refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, Walkman, CD players, iPads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, iPhones, Androids and other electronic signaling devices.

Use of Privately Owned Technological Devices

Privately owned technology devices may be used during the school day, except when prohibited by staff.

Use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene or contains pornography;
- Cyber bullying;
- Using such device to violate any school rule, including the unauthorized recording (photographic or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by any Federal or State law.

Search of Privately Owned Technological Devices

A student’s privately owned technological device may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

Responsibility for Privately Owned Technological Devices

Students are responsible for the safety and use of their privately owned technological devices. If a privately owned technology device is stolen, lost, or damaged, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately

owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately owned technological devices with other students.

Disciplinary Action

Misuse of the Board's technology resources and/or the use of privately owned technological devices to access or utilize the Board's technology resources in an inappropriate manner or the use of such devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately owned technological devices on school property or at school-sponsored activities, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

Access to Board Technology Resources

It is the policy of the Colchester Board of Education to permit students, using their privately owned technology devices, to access the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students. Additionally, it is the expectation of the Board of Education that students who access these resources while using privately owned technology devices will act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws.

Through the publication and dissemination of this policy statement and others related to use of the Board's computer systems, as well as other instructional means, the Board educates students about the Board's expectations for technology users.

The Board technology resources shall only be used to access educational information and to promote learning activities both at home and at school. The Board considers access to its technology resources to be a privilege and not a right. Students are expected to act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws when using the Board technology resources. Failure to do so will result in the consequences outlined herein and in other applicable policies (including, but not limited to, the Safe School Climate Plan, the Student Discipline Policy and the Use of Computers Policy).

Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies. Students will be given specific information for log-on and access procedures using school accounts. No user may deviate from these log-on/access procedures. Students are advised that the Board's network administrators have the capability to identify users and to monitor all privately owned technological devices while they are logged on to the network. Students must understand that the Board has reserved the right to conduct monitoring of Board technology resources and can do so despite the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, students should be aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to access Board technology resources. This provision applies to any and all uses of the Board's technology resources and any privately owned technological devices access same.

Harm to Board Technology Resources

Any act by a student using a privately owned technological device that harms the Board's technology resources or otherwise interferes with or compromises the integrity of Board technology resources will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

Closed Forum

This policy shall not be construed to establish a public forum or a limited open forum.

VISITORS

It has always been critically important to us that we create and maintain a safe environment for your child and for staff members. We ask that you assist us in complying with the following building procedures:

1. ALL visitors/parents are to enter the school through the main doors ONLY, which are located in the front of the building.
2. All parents/visitors must sign-in on the visitors log and obtain a visitor's pass from the lobby greeter. **Please have a photo ID available.** We cannot give you a visitor's pass without the proper identification.
3. Other than the main doors, which lead to the lobby, all outside doors will remain locked throughout the day.
4. The night entrance door will be unlocked at 4:30 PM for community programs that utilize authorized spaces at JJIS.

VISITORS – Whole School Special Events – Town Meetings, Concerts, etc.

As part of our HOTS school initiative, the entire JJIS student body and staff assemble to celebrate learning and the arts. When guests arrive to attend these special events in our gymnasium, entrance to the building will be through the gymnasium doors located to the rear of the building on the left. Please refrain from parking in a designated BUS parking space. **You will be asked to show proper ID** and to sign in once you have entered the gym lobby. Parents & visitors will be allowed to enter the gym 15 minutes prior to the designated start time of the event. In order to ensure an enjoyable presentation and safe and expedient student dismissal at the end of each Town Meeting and/or concert, please:

- Sit in a reserved visitor chair on the gym floor.
- Turn off your cell phones.
- Exit through the gym doors on the gym floor level.
- Remember to send in a note with your child if your intent is to pick him/her up after the conclusion of a Town Meeting/Concert.
- Follow standard procedure for student pick up – exit the building and re-enter through the main foyer at the front of the building.

WEAPONS & DANGEROUS INSTRUMENTS

The purpose of this policy is to provide a school environment conducive to learning. The Board of Education prohibits the possession or use of any type of weapon or dangerous instrument on school property or school sponsored events. Students in violation of this policy are subject to disciplinary action in accordance with Board Policy 5144, including suspension and expulsion. The underlying belief is that all children have the right to be educated in a safe and nurturing environment. **Please review the complete student discipline policy at www.colchesterct.org**

Weapon means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, and dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under Section 29-38 of the Connecticut General Statutes.

Deadly Weapon means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge method of discharge (ie. Spring v. CO2 cartridge) and potential for serious bodily harm or death.

Electronic Defense Weapon means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.

Dangerous Instrument means any instrument, article or substance, which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a “vehicle” or a dog that has been commanded to attack.

APPENDIX

ASBESTOS MANAGEMENT PLANS SCHOOL YEAR 2020-2021 NOTIFICATION

The Colchester Public Schools, in compliance with federal law, have developed an asbestos management plan concerning the presence or suspected presence of asbestos-type materials within the district's school buildings, and the required inspections and related preventive measures. In accordance with federal law, members of the public, including parents, teachers and other employees, shall be permitted access to the asbestos management plans of the Colchester Public Schools. The district shall grant access to the management plan within a reasonable period of time after a request for access is received. Copies of all or part of the Asbestos Management Plan will be provided upon request at fifty cents (50¢) per page.

In April 2019 the Colchester Public Schools had all the schools in the school district re-inspected for asbestos in accordance with the federal AHERA Regulation in CFR 40 Part 763. The next tri-annual asbestos re-inspection will be performed in the spring of 2022. A copy of the re-inspection report for each school has been placed on file with the required Asbestos Management Plan which is on file in each school's administrative office.

Annually parents, guardians and staff will be notified of the location and availability of the aforementioned documents for the schools and school facilities listed below. The annual notification will be included in each school's Student Handbook and be posted on the District's Website.

The Asbestos Management Plans include the following: All asbestos inspection reports, response actions (scheduled maintenance work and operation and maintenance activities), periodic surveillance, and re-inspection activities.

- Bacon Academy, 611 Norwich Avenue
- William J. Johnston Middle School, 360 Norwich Avenue
- Jack Jackter Intermediate School, 215 Halls Hill Road
- Colchester Elementary School, 315 Halls Hill Road
- Old Bacon Academy, 84 Main Street
- Colchester Public Schools Maintenance Facility, 367 Halls Hill Road

For any particular school please refer to Section 8 of the school's Asbestos Management Plan for a complete description of confirmed or suspected asbestos material. The Colchester Public Schools custodial employees and the Town maintenance employees are aware of the existence of these materials and are trained in their proper care and maintenance.

If you have any questions regarding the Asbestos Management Plan, or the Board of Education's implementation thereof, please do not hesitate to contact Mario Hurtado, Director of Educational Operations. Telephone: (860) 537-2296 Email: mhurtado@colchesterct.org Web: www.colchesterct.org

GREEN CLEANING PROGRAM IN SCHOOLS SCHOOL YEAR 2020-2021` NOTIFICATION

The State of Connecticut in accordance with CT Public Act 09-81 requires that each local and regional board of education implement a Green Cleaning Program for all school buildings and facilities in its district.

The Colchester Public Schools is committed to the implementation of this law by annually providing parents, guardians and staff with a written statement of the school district's Green Cleaning Program. The annual notification will be included in each school's Student Handbook and be posted on the District's Website.

1. Green Cleaning Program means the procurement and proper use of environmentally preferable cleaning products as defined by the State Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one or two third party organizations; *Green Seal* or *Eco Logo*.
2. By July 1, 2011, and thereafter, no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in the legislation include: general purpose, bathroom, and glass cleaners; hand cleaners and soaps; and floor strippers and finishes. The representative green cleaning products used by the school district are listed on "Attachment A". The products used may vary depending on the bidding results for the fiscal year 2019-2020, but will be in compliance with the legislation. The attached listing will be updated prior to the start of the school year. A complete list of all cleaning products used in the school district are available upon request.
4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by the CT Public Act 09-81.

The following statement will be part of this school district's program as stated in the legislation:

"NO PARENT, GUARDIAN, TEACHER OR STAFF MEMBER MAY BRING INTO THE SCHOOL FACILITY ANY CONSUMER PRODUCT WHICH IS INTENDED TO CLEAN, DEODORIZE, SANITIZE OR DISINFECT."

The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians and the facilities staff. If you have any questions regarding the Green Cleaning legislation or the Board of Education's implementation thereof, please do not hesitate to contact Mario **Hurtado**, Director of Educational Operations. Telephone: (860) 537-2296 Email: mhurtado@colchesterct.org

**ATTACHMENT "A"
GREEN PRODUCTS LISTING**

The chart below lists the types, names and manufactures of the green products used by the Colchester Public Schools as well as the location / area of application and the approximate usage schedule.

PRODUCT TYPE	NAME	MANUFACTURER	LOCATION / AREA USED	FREQUENCY / SCHEDULE
All Purpose Cleaner	Arsenal Suprox	Hillyard Inc.	Hard Surfaces, Desks, Chairs, etc.	Daily
Hand Cleaner	Symmetry Foaming Hand Wash	Buckeye International	All Hand Sinks	Daily
Cleaner / Disinfectant	Arsenal Re-Juv-Nal	Hillyard Inc.	Restrooms and Fixtures	Daily
Glass Cleaner	Arsenal Green Select Glass Cleaner	Hillyard Inc.	Windows, Interior Glass and Mirrors	Daily
Floor Cleaner	Arsenal Top Clean	Hillyard Inc.	Tile Floors	Daily
Carpet Cleaner	Arsenal Carpet Pre-Spray	Hillyard Inc.	Carpeted Floors	Semi-Annually
Floor Cleaner	Arsenal Super Shine-All	Hillyard Inc.	Gym Floors	Weekly
Floor Stripper	Green Select Stripper	Hillyard Inc.	Tile Floors	Semi-Annually
Floor Finish	EP-22 Floor Finish	Hillyard Inc.	Tile Floors	Semi-Annually

INTEGRATED PEST MANAGEMENT PROGRAM - SCHOOL YEAR 2020-2021

Legislation was implemented by the Connecticut State Legislature with the intent of reducing to the greatest extent possible the amount of pesticides and herbicides used in and around public schools. The Colchester Board of Education approved a policy regarding the implementation and administration of a district wide integrated pest management program (IPM program) in October 2000. Legislation was later passed that restricts the use of herbicides on school grounds in grades K through 8.

A summary of the legislation follows:

Note: The term "pesticides" used throughout includes "herbicides" as well.

- Annually parents, guardians and staff will be notified that the BOE has an established IPM policy, be provided with a summary of the policy, and be advised that upon request they will be notified in advance of any pesticide application (except in an emergency situation). The annual notification will be included in each school's Student Handbook and be posted on the District's Website.
- **IF YOU WOULD LIKE TO BE NOTIFIED IN ADVANCE OF YOUR SCHOOL'S PESTICIDE APPLICATIONS PLEASE SEND A LETTER TO YOUR APPLICABLE SCHOOL PRINCIPAL REQUESTING THE NOTIFICATION. INCLUDE IN THE LETTER A DAYTIME TELEPHONE NUMBER THAT YOU CAN BE CONTACTED AT. YOU WILL SUBSEQUENTLY BE NOTIFIED BY TELEPHONE AT LEAST TWENTY-FOUR (24) HOURS IN ADVANCE OF THE APPLICATION.**
- Pesticides in schools and on school grounds can only be applied by a State certified pest control applicator. No pesticides applications can be done while school is in session or during after school activities (except in an emergency situation as defined by CT General **Statutes**).
- There are mandatory long-term record keeping requirements for all pesticide applications.
- Pesticides are to be utilized on an as needed basis only, rather than the traditional periodic treatment approach. Glue strips are utilized to monitor pest activity in key locations (kitchens, food storage areas, teacher lounges, family and consumer science classrooms, etc.). The glue strips are checked monthly by the contracted pest control applicator and if no pest infestation is noted no pesticides are applied. If a problem is noted an application is subsequently scheduled around school activity and parents and staff on the established notification list are notified.

To promote a successful IPM Program the following will be addressed:

- The staff, including teachers, custodians and cafeteria workers will be trained regarding the program.
- At each school the building envelope will be maintained to prevent pest infestations (cracks are sealed, weather stripping is maintained, vents and air intakes are screened, etc.).
- Proper food storage procedures will be implemented and monitored.
- Food usage, to the greatest extent possible, will be limited to certain areas of the school.

A complete listing of the pesticides and herbicides to be used in our schools if required is on file with the Director of Educational Operations. If you have any questions regarding the Integrated Pest Management Program, or the Board of Education's implementation thereof, please do not hesitate to contact Mario Hurtado, Director of Educational Operations. Telephone: 860 537-2296 Email: mhurtado@colchester.org Web: www.colchester.org