

Wheeler School Family Handbook 2013-2014



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Plainville Board of Education

Our Mission

To provide rigorous and enriching experiences that prepare each student for success in a changing global society.

Belief Statements

- Our public school system is the core of the community and has a fundamental responsibility to develop productive educated citizens in a democracy.
- Optimal achievement for each learner is a responsibility shared by students, home, school, and community.
- We must provide each student with a comprehensive curriculum and effective instruction to ensure meaningful engagement in the learning process.
- A safe, caring learning environment promotes the academic growth, health, and emotional well-being of each student.
- Communication and collaboration foster knowledge, trust, and respect and are the responsibility of everyone in the community.

Board of Education Members

Andrea Saunders, Chairperson
Foster White
Lisa Buckley
Michael Giuliano
Deborah Hardy

Brent Davenport
Cheryl Provost
Becky Tyrell
Barbara Willard

School District Telephone Numbers

Board of Education Office	793-3200
Superintendent of Schools	793-3202
Assistant Superintendent	793-3206
Business Office/Transportation	793-3205
Director of Curriculum/Assessment	793-3220 X 232
Personnel Office	793-3213
Director of Pupil Services/Special Education	793-3214
Adult Education	793-3209
Summer School	793-3209
Linden Street School	793-3270
Toffolon School	793-3280
Middle School of Plainville	793-3250
Plainville High School	793-3220
Guidance office	793-3241

Wheeler Elementary School

Mission Statement

It is the mission of the Wheeler Elementary School to provide all students an opportunity to learn in a safe and orderly environment. To support this vision, the learning environment will provide a variety of learning opportunities in the area of literacy, mathematics, problem solving, fine arts, physical education, social studies, science and technology. We are committed to having every student strive to become a successful life-long learner.

Wheeler School Telephone Numbers

Office: 793-3290 Answering machine after hours (Office Hours 8:00 a.m. – 4:00 p.m.)
Nurse: 793-3293
FAX: 793-3288



Website: www.plainvilleschools.org

September 2013

Dear Parents,

The beginning of a new school year just brings back some great memories like shopping for school supplies and the anticipation of the first day. I can't wait to see children on the first day of school.

This handbook will provide you with important information for daily routines at school and for events during the school year. It is intended to inform you about the guidelines, procedures and policies in effect at Wheeler and Plainville Community Schools. For your convenience, there is also a 2013-2014 school calendar at the back of the handbook. Please keep track of the dates for holidays and early dismissals. The refrigerator door is a perfect place to keep this calendar.

We know that parents make a difference in their children's success at school. Please encourage your child to work hard and give 100% effort. Whenever you have a question or concern, you may call the office, write a note, or email a teacher. You can find email addresses for teachers by going to the district website, www.plainvilleschools.org, click on "Schools", then on "Wheeler" and then on "Staff Directory".

On the first day of school, your child will bring home a Wheeler School folder. In the folder is a form for your signature to indicate that you have read the Wheeler School Family Handbook, and that you are aware of the district policies about attendance, drugs, bullying, suspension and expulsion, behavior expectations and Positive Behavior Intervention Support --Be a Leader of the PACK, and the Acceptable Use policy for computers. The signature form also includes permission for photos and videos during school-related activities and permission to share directory information such as name, address, email and phone number with other families in your child's class.

It is exciting to begin a new school year! We welcome your child with enthusiasm and with the promise to make this school year the BEST one ever!

Catherine Frayler
Principal

FRANK T. WHEELER ELEMENTARY SCHOOL

STUDENTS: 270

GRADES: K-5

FACILITY: The Wheeler Elementary School was dedicated in September 1952. It was named in honor of Plainville civic leader and industrialist, Frank T. Wheeler. A major renovation and addition was completed in 1994, which included a new gymnasium, music room, library/media center and the renovation of all existing spaces. The building currently contains 16 classrooms, a library/media center, gymnasium, computer lab, music and art rooms, and cafeteria.

SCHOOL FACULTY AND STAFF 2013-2014

Principal	Office	Mrs. Frayler
Secretary	Office	Mrs. Janick
Paraprofessional	Office	Mrs. Cianchetti
Kindergarten	Room 12	Mrs. R. Miller
Kindergarten	Room 6	Miss Kriscenski
Kindergarten	Room 8	Miss McKinney
Grade 1	Room 9	Mrs. Hogan
Grade 1	Room 10	Mrs. Mocarsky
Grade 1	Room 4	Mrs. McConachie
Grade 2	Room 7	Mr. Ciesielski
Grade 2	Room 11	Mrs. Giantonio
Grade 2	Room 5	Mrs. Kerrigan
Grade 3	Room 22	Ms. Labowsky
Grade 3	Room 16	Mrs. Hitt
Grade 4	Room 17	Mrs. Calabro
Grade 4	Room 21	Ms. Michaud
Grade 5	Room 20	Mrs. Kyle
Grade 5	Room 18	Mrs. K. Miller
Grade 5	Room 19	Mrs. Murrhy
Art	Room 1	Mrs. Helming
Music	Music Room	Mrs. Roncaioli
Instrumental Music	Music Room	Mr. Boncimino

Physical Education
Library/Media

Gym
Media Center

Mr. Turcotte
Miss Goldberg

Literacy Resource Teachers

Mrs. Chaffee
Mrs. Graham-Douglas

Special Education
Special Education
Special Education
Special Education
School Psychologist
Speech Pathologist
Social Worker
School Nurse

Mrs. Briggs
Miss Brown
Miss Campbell
Mr. Maznio
Mrs. James
Mrs. LaPrade
Mrs. Garceau
Mrs. Branciforte

Literacy Tutors

Mrs. Accousti
Mrs. McCarthy
Mrs. Shores

Math Tutor

Paraprofessionals

Mrs. Anastasas
Mrs. Davis
Mrs. L. Branciforte
Ms. Muraca
Mr. Green

Mrs. Pelkowski
Mrs. Richardson
Mr. Guarino
Mrs. Scarlett

Student Support Center

Mrs. Estrella

Custodians

Mr. Procko
Mr. Oparowski

Cafeteria

Mrs. Gerlat, Manager
Mrs. Fournier

PARENT TEACHER ORGANIZATION

Wheeler School has a very active and supportive parent teacher organization. The PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to become involved and take an active part in the PTO through volunteering for events and activities and serving on committees.

Meetings are held on the second Wednesday of each month at 6:00 p.m. in the library. All parents and guardians of Wheeler students are considered members and are invited to attend these meetings. There is no membership fee. **Free babysitting is provided.** Notices of PTO sponsored events are listed in Friday Notes (the school newsletter) or on the Wheeler School website.

Officers of the PTO for 2013-2014

Tina Autunno, President
Kim Shumbo, Vice President
Erin Borra, Treasurer
Sandy Hergott, Secretary
Samantha Miller, Fundraising

SCHOOL HOURS

Full day session: 8:50 a.m. - 3:30 p.m.

SHORTENED DAY SCHEDULES

8:50 a.m. - 1:30 p.m.

NO SCHOOL or DELAYED OPENINGS and Early School Closings

Delayed openings/no school announcements due to inclement weather will be broadcast on area radio stations or television stations or the Plainville Schools web site: www.plainvilleschools.org. Please do not call the school or the Plainville Police Dept. In addition, every parent is notified through the district notification system, School Messenger, about closings or early dismissals. For this reason, it is extremely important that parents inform the school office of any change in employer or cell telephone numbers.



60 MINUTE DELAY

9:50 a.m. - 3:30 p.m.

90 MINUTE DELAY

10:20 a.m. - 3:30 p.m.

EARLY DISMISSAL is at 1:30 p.m. Lunch is served but there is no recess time.



ARRIVAL AT SCHOOL

The first bell for entering school is **8:45 a.m.** and children walking to school or arriving by car **should NOT arrive earlier than 8:30 a.m.** Supervision by staff members on the playground does not begin before that time. If you require child care services prior to 8:30, the YMCA runs a School Age Child Care program at Wheeler. Contact the YMCA for details at 793-9631.

Parents and students should check the flag on the front and side doors of the school. **A green flag signals fair weather: all areas of the playground are safe** and students can go directly to the playground in the rear of the school. **A yellow flag signals wet weather: the blacktop only is safe.** Students should report to the blacktop area in the back of the school. Students are NOT to go to their classrooms before school. Large projects or other awkward items may be brought to the main office before school. **In case of inclement weather a red flag** is posted on the front and side entrance windows of the school directing students to go directly to the hallway and sit outside their classroom door. **On these days, student drop-off is at the parking lot door near Ms. Labowsky's classroom, Room 22** to prevent the back-up of traffic onto Cleveland Memorial Drive.

ATTENDANCE

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence. Students in the Plainville school district are required to attend school on a regular basis. Learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction. Regular attendance is essential for a positive school experience and necessary for annual promotion.

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school district offices. A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 16 or 17. (Age 17 beginning July 1, 2011)

School attendance each day is very important. State law (10-184) and the Plainville Board of Education require that all cases of absence be accounted for by written note, signed by the parent or guardian, giving the date and reason for such absence. Excuses are due the first day that the student returns to school. An absence of 5 or more consecutive school days requires a signed note from a doctor. Parents must call the nurse's office (793-3293) as early as possible to report a child's absence. There will be an answering machine on 24 hours a day if you wish to leave a message for the nurse. To ensure the safety of the children, the nurse will call a parent at home or at work if no call from the parent/guardian is received. Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. Parents should contact the student's teacher to collect homework assignments for the student who must be out several days. The responsibility for makeup of work lies with the student, not the teacher.

Parents are urged to plan vacations and trips so they coincide with school vacations. Absences for vacations are recorded as unexcused absences. Teachers will not provide school work prior to vacations. When a student returns, make-up work will be assigned at that time.

TARDINESS

Tardiness is discouraged because of the loss of valuable instructional time and because it is detrimental to a child's academic progress. A child is late at 8:50 a.m. Children who arrive late often miss the beginning instruction for the day. If a child is late, he/she must first report to the office for a late pass. A **written note** from home should accompany the child as he/she arrives to school stating the reason for such tardiness.

TRUANCY

A student age five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

SCHOOL OBSERVANCES

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

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

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

TRANSPORTATION

Parking and Vehicles

The safety of all students is very important. Therefore, when you bring students to school, pick them up or visit the school, please go to the parking lot next to the building. **Please drive slowly and stay to the right around the island in the rear of the parking lot. Do not enter the driveway in front of the school between 8:30 a.m. and 3:45 p.m., buses must enter and exit from there.** After 8:30 a.m. please drop students off near the sidewalk on Cleveland Memorial Drive or in the parking lot at the side entrance behind the cafeteria or at the back of the building by the playground.



Bicycles/Scooters

Students in grades **4** and **5** may ride their bicycles/scooters to school. Students in other grades are not allowed to ride to school. This restriction is for the safety of your children. Once on school property, students are required to walk their bicycles/scooters to the bike racks located in the rear of the school.

NOTE: Effective on October 1, 1993, all children are required by state law to wear bicycle helmets.

DISMISSAL

Classroom teachers walk students to buses which are lined up in the driveway at the front of the school. Students who attend the Y After-School Program walk to the cafeteria to meet the YMCA Staff. Walkers are dismissed out the doors leading to the playground from each wing. Third, fourth and fifth graders are familiar with routines and rules for safety so they are dismissed to walk home or to meet parents at the blacktop near the parking lot or on Wheeler Lane. **Students are not allowed to walk into the parking lot unaccompanied. The parking lot is a busy area and all children must be with an adult. First and second graders must be met at the primary wing door by a parent or adult.** Please let your child's teacher know who will meet your child each day.

Early Pick-up of a student by a parent or authorized individual

The procedure for early dismissal is important for the safety of your child and security for all students and staff. We appreciate your cooperation in all circumstances.



If your child is to be dismissed early, please send a note to the teacher stating the time and who is to pick up the child. ***All dismissals are made from the office.*** Upon arriving at the school to pick up your child, please report **directly** to the office. You will be asked to identify yourself and sign a dismissal log

before your child will be called to the office. Do not go directly to the classroom or wait in the hallway outside the classroom.

If we do not receive a note from you and another individual comes to pick-up a student, we will make every effort to contact you. We will also ask the individual for identification. Again please keep in mind, that your child's safety is our primary concern. In cases of family dissension [divorce, separation, etc.] a request often comes to prohibit one party from taking the student from school. Such requests can be honored only if it can be documented that there is a court order in effect and the office has a copy of that order.

SCHOOL VISITS

During the school day, all doors to the building are locked. Parents and all visitors must come to the main entrance at the front of the building. Office staff will buzz you into the building. For the safety and security of students and staff, **all visitors, including parents,** must go directly to the school office before going anywhere in the building. Visitors will be asked to sign a logbook and wear a visitor's badge. Upon leaving the building, please return the badge to the office. Parents are invited to visit their child's classroom only if plans for such visits have been made in advance by contacting the teacher.



LUNCH AND FOOD SERVICE INFORMATION

School Lunch prices for the school Year 2013-2014 are as follows:

Elementary School- \$2.25 ***Please note that school lunch prices have not increased from last year.*** All reduced priced meals remain at \$.40

Please note that all students eligible for free or reduced meals in the 2013-2014 school year, need to resubmit an application for free or reduced meals for the 2013-2014 school year. Failure to resubmit an application will result in loss of eligibility.

For the past 5 years, the Plainville School Cafeterias have been utilizing a computerized Lunch Point of Sale (POS) System. This system has replaced our traditional cash registers and has eliminated the need for lunch tickets and cash handling, and allows our students at all schools to pass through the lunch lines as quickly as possible.

Each student in the school district has been entered into the computer database and has been assigned a four digit identification number (PIN), which they will retain for as long as they are in the school system. Free and reduced meal eligibility is also entered into the computer data base, as well as any allergy alerts. All information entered into the database is kept confidential by a series of secure passwords and codes.

All kindergarten and first graders will be issued their four digit PIN number by the first day of school. Students are given a printed card with their name and Pin number on it to use for the first few weeks of school until they can memorize the number. The card is collected in the cafeteria and then redistributed to students before lunch the following day to prevent the card from being lost.

A major feature of the POS system is that those students who are eligible for free and reduced priced meals cannot be identified by other students at the register. The student status can only be determined by the cashier via an undisclosed method.

Free and Reduced Lunch Applications are available throughout the year in each school office, and can be submitted at any time during the school year. However, Free and Reduced Price Lunch Applications do not roll over from school year to school year, and need to be completed and submitted each new school year. The computerized POS System enables parents or guardians of students to put as much money into the student lunch account as they desire. Whatever amount is in the student's account can be used to purchase his or her lunch, milk, or snack each day. This eliminates the hassle of sending lunch money to school on a daily or weekly basis.

Payments to lunch accounts:

Physical (check or cash) payments: Please place all payments in a sealed envelope clearly marked with the student's name, PIN number, grade, teacher's name, and the amount of money enclosed. At the elementary school level, the money is collected in the classroom and then sent down to the cafeteria each day. At the Middle School level, there are deposit boxes located in the cafeteria and the main office, or students can also give the payments to the cafeteria staff. At the High School level, all payments can be given to the cafeteria staff. The money is then deposited into the student's lunch account. ***We highly recommend that all physical payments be submitted by check whenever possible, as the payments are easily traceable and cash does not get lost or stolen. Checks should be made out to PCS Food Services.***

Cafeteria Program Regulation

To Address Student Lunch Charges

Elementary School Cafeteria Regulation:

Please be aware that all elementary school students who have charged four meals or more regardless of full paid or reduced lunch status will not be entitled to any of the daily school lunch meal choices. Students with four or more charges will instead be issued a cheese sandwich on wheat bread with an eight ounce container of milk, until all monies owed are paid in full.

A daily charge slip will be issued after each lunch charge, which would be deposited in the teacher's mailbox for the student to take home. This lunch charge slip will be a bright or unique color, and will contain a warning stating that unless all monies owed are paid in full, an alternative lunch will be issued after the fourth lunch charge. The form will also list the methods for payments to school lunch accounts.

The alternative lunch will accumulate a meal charge of \$1.25 per day for full paid students and \$.40 per day for reduced paid students.

Students would be issued this alternative lunch until all monies owed are paid in full, regardless of whether the student is paying for lunch with cash on any given day.

If a student has any allergies related to this alternative lunch, another alternative lunch will be served whenever possible.

Note: USDA regulations require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician. The physician's statement must identify the child's disability, an explanation of why the disability restricts the child's diet, the major life activity affected by the disability, the food or foods to be omitted from the child's diet, or choice of foods that must be substituted.

Generally, children with food allergies do not have a disability as defined under either section 504 of the Rehabilitation Act, or part B of IDEA, and the school food service may, but is not required to make food substitutions for them. However, when in the licensed physician's assessment, food allergies may result in severe life threatening (anaphylactic reactions), the child's condition would meet the definition of "disability", and the substitutions prescribed by the licensed physician must be made, even if the child is not considered disabled under section 504 or IDEA. In this case a Medical Statement for Children without Disabilities form must be completed and on file. Students with food allergies that are not life threatening are not considered to have a disability. Schools may, but are not required to, make meal pattern substitutions for these children. Any substitutions made would require a completed medical Statement for Children without disabilities form to be on file.

The Plainville Food Services has available the required medical statement for a child with or without a disability.

Issue Resolution: All parent complaints, concerns, and questions should be directed to the Foodservice Management staff, which has access to student lunch histories and lunch payment records.

Every reasonable effort will be made to resolve any conflicts.

This proposed regulation is in concurrence with USDA policy on this issue.

BREAKFAST and LUNCH SCHEDULES

Students may go out for lunch with a parent or guardian. The lunch/recess period is 45 minutes. If possible please write a note to the teacher in the morning. Parents are also welcome to eat lunch with their children. We encourage you to buy lunch in the cafeteria or bring lunch from home. Please call and order lunch in the morning from the cafeteria if you would like an adult meal. Lunch times are listed below. There is a table in the cafeteria designated for visiting parents and their children.

<u>Grade:</u>	<u>Recess</u>	<u>Lunch</u>
Kindergarten	11:25-11:45	11:00-11:25
Grade 1	11:10-11:30	11:30-11:55
Grade 2	12:00-12:20	12:20-12:45
Grade 3	11:35-11:55	11:55-12:20
Grade 4	12:50-1:10	1:10-1:35
Grade 5	12:25-12:45	12:45-1:10

Breakfast is served every day at 8:30 a.m. in the cafeteria. The menu is on the back of the lunch menu and cost is \$1.25 or \$.30 for those eligible for reduced priced lunch. Free for those eligible for free lunch.

POSITIVE BEHAVIOR INTERVENTION SUPPORTS

Positive Behavior Intervention Support (PBIS) promotes a school-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning. Wheeler School is a learning community where everyone is respectful, shows good character and gives 100% effort to learning.

As part of the PBIS program, we have established rules for the behavior we expect in all areas of our school. We will continuously teach these expectations to the students and reward them for following expectations. The behavior expectations will be posted throughout our building and playground areas, cafeteria, gym, and classrooms.



Be a leader of the PACK!

Participate - Be on task and be safe.

Achieve - Give 100% effort to learning.

Cooperate - Follow directions and respect everyone

Know that I can! - Be confident and be responsible

In the Wheeler Safe School Climate Plan, all staff and students commit to these expectations every day. Wheeler is a learning community where everyone is respectful, shows good character, and gives 100% effort to learning. Wheeler students strive to be “Leaders of the PACK”! By focusing on high expectations and implementing lessons, weekly and monthly incentives, lunch bunch groups, check-in and check-out plans, Second Step and bullying lessons, and homework club, all staff will promote this program and students will be leaders of the PACK.

Leader of the PACK behavior expectations					
	All settings	Classroom	Bus	Cafeteria	Recess
Participate	<ul style="list-style-type: none"> • Be on task. • Be safe. 	<ul style="list-style-type: none"> • Be prepared. • Raise a quiet hand. 	<ul style="list-style-type: none"> • Remain seated. • Talk quietly and use appropriate language. 	<ul style="list-style-type: none"> • Walk and follow traffic patterns. • Talk quietly and use table manners. • Raise your hand if you need help. 	<ul style="list-style-type: none"> • Everyone who wants to play, can play. • Be safe on the field & with equipment.
Achieve	<ul style="list-style-type: none"> • Give 100% effort to learning. 	<ul style="list-style-type: none"> • Be an active listener. • Try your best. • Take pride in your work. 	<ul style="list-style-type: none"> • Walk to the bus. • Walk on the bus. • Sit back-to-back and bottom-to-bottom. 	<ul style="list-style-type: none"> • Get tray, food & utensils. • Begin and finish eating on time. 	<ul style="list-style-type: none"> • Follow the rules of the game you are playing. • Line up without pushing, touching or cutting.
Cooperate	<ul style="list-style-type: none"> • Follows directions • Respect everyone 	<ul style="list-style-type: none"> • Be respectful of the school's and other's ideas and property. • Listen and follow directions of adults. • Keep hands and feet to self. 	<ul style="list-style-type: none"> • Treat students and bus driver with a positive and polite manner. • Listen to and follow the bus driver's directions. • Keep hands, feet and all objects to yourself. 	<ul style="list-style-type: none"> • Eat only your own food. • Listen and follow directions of adults. • Keep hands, feet and food to yourself. 	<ul style="list-style-type: none"> • Listen to and follow the directions of adults. • Share the equipment. • Use kind words. • Be a good sport. • Keep your hands and feet to yourself.
Know that I can!	<ul style="list-style-type: none"> • Be confident. • Be responsible. 	<ul style="list-style-type: none"> • Do your homework. • Have a positive attitude. • Clean up. 	<ul style="list-style-type: none"> • Be responsible for yourself and your belongings. 	<ul style="list-style-type: none"> • Clean up your area and yourself. 	<ul style="list-style-type: none"> • Pick up and return equipment.

DRESS AND STUDENT APPEARANCE

The Board of Education policy for school dress is summarized in this paragraph. (Plainville Board of Education Policy 5132) Parents are asked to have their children come to school appropriately dressed for a learning environment. Health, safety and good taste govern our school dress code policy. In the event that a student's appearance is deemed inappropriate for school, adjustment or changes will need to be made before the student can attend class. Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited. The administration or designee will make the final decision.

The following list includes dress-related rules and some examples of dress or styles that are not acceptable:

1. Shirts or blouses which reveal the mid-section, waist or shoulders, i.e. spaghetti straps, halter tops, tube tops, muscle shirts, cropped tops and beach clothing are unacceptable.
2. State law requires that shoes be worn at all times in public places. In the elementary schools, shoes with high heels, and/or without backs, like clogs and flip-flops are unacceptable.
3. Hats and head coverings of any type in the building are not acceptable including caps, bandanas, do caps, and sweatbands.
4. The following types of shorts are not allowed: spandex, undergarments (boxers) worn as shorts, and short-shorts. All shorts must reach at least mid-thigh, hem of the shorts should reach fingertips when arm is placed by one's side.

During winter months, students should wear adequate outer clothing and appropriate footwear. Jackets, hats, gloves and mittens are important for students who walk to school or wait at bus stops. Students will be outside for recess when temperatures and wind chill are above 20 degrees F.

HOMEWORK

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals. The Board of Education supports the intelligent and meaningful assignment of homework for students attending Plainville Community Schools. The Board recognizes that homework plays a valuable role in fostering initiative, independence, responsibility, and self-direction in our students. Used with discretion it enriches school experiences and reinforces school learning by providing opportunities for students to practice and apply their understandings. It enables students to connect what they learn in the classroom with their lives outside of the classroom. (Board of Education Policy 6154)

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school. Here is a grade level guideline for homework: kindergarten - assigned sparingly, if at all, reading to children or talking with them about school are appropriate homework activities; grades 1 and 2 -- 10 to 20 minutes daily; grade 3 -- no more than 30 minutes per night; and grades 4 and 5 -- 40 to 50 minutes daily.

PARENT CONFERENCES and REPORT CARDS

Parents are encouraged to become partners in their child's educational successes. Individual parent-teacher conferences are scheduled each year in October and April. **Fall conferences will be Tuesday, October 22, Wednesday, October 23, and Thursday, October 24, 2013. Spring conferences will be Tuesday, March 25, Wednesday, March 26 and Thursday, March 27, 2014.** Parents are encouraged to request a conference with their child's teacher at any time during the year. Parents and students, as well as teachers, counselors or administrators may initiate a conference. A parent or student may arrange a conference with an individual member of the school staff or a group conference with several staff members. Every effort will be made to accommodate parent schedules.



Report cards are issued in December, March, and June. The dates for report cards are **Friday, December 13, 2013; Thursday, March 20, 2013; and the last day of school.**

PARENT INVOLVEMENT/COMMUNICATIONS

Education is successful and students achieve when there is a strong partnership between home and school based on communication and interaction. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of the educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

TITLE I COMPARABILITY OF SERVICES

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

TITLE I PARENTAL INVOLVEMENT

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

STUDENT RECORDS

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school. School records are maintained in the school office. Parents may review and/or receive a copy of their child's school records (\$.50 per page) by making a written request to the principal with 24 hours notice. Parents are asked to update information on the school records such as telephone numbers,

changes in employment, changes in family, medical changes. For additional information, see Board of Education Policy 5125.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

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

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

Copies of student records are available at a cost of \$.50 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a

copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

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

Military recruiters or institutions of higher learning shall have access to secondary school students names, addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released.

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

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

Parents and eligible students have 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. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPPA Privacy Officer is Dr. Maureen Brummett, Assistant Superintendent.

PESTICIDE APPLICATION

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact Mr. Steve Busel, Facilities Manager. Note: If the district is implementing the Integrated Pest Management (IPM) concept, similar requirements as above must be met.

SCHOOL NURSE SERVICES

Mrs. Branciforte, RN

Education and health are interdependent. At Wheeler, we are dedicated to working with you to ensure the health and safety of your child at school. The school nurse works to actively promote healthy activities and self-care. School health services are provided by the school nurse, and in an emergency, by our district medical advisor. School nurse functions include:



- Overseeing all students with special health needs
- Providing minor medical treatment for all students
- Managing your child's medication(s) while at school
- Age-appropriate health screening (Hearing, vision, and scoliosis as mandated)
- Referring parents to appropriate community based health resources
- Participating in the student study team and PPT process
- Monitoring all state and federally mandated health services and guidelines for public school students

MEDICATION AT SCHOOL

Transportation and Administration of Medication

To ensure the medical safety of Wheeler students, the following requirements are necessary for the transportation and administration of medications. **No child may transport medication to or from school.** All medications must be brought to school by a parent or other responsible adult and given directly to the School Nurse or Principal.

Administration of Medication

All medications require a written physician's order along with the parent's signature. The medication must be in the original labeled bottle, with the name of the student, dosage, times of administration, and the length of time it is to be given. This includes prescribed medications as well as over the counter medications such as cough syrup, Tylenol, Advil, and eye drops. Forms for authorization of the administration of medicines from the school nurse.

Medications will be kept in the Health Office and administered to a student during the school day by the School Nurse, Principal, or teacher who has been trained in the administration of medications. This includes administration of medications during field trips. Parents of students requiring medication during school should contact Mrs. Branciforte. Special forms are required to permit the administration of

medicine in school. They are available from the (school nurse). All medication must be in original container with proper labels.

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

A student with asthma or an allergic condition may carry an inhaler or an epi-pen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or epi-pen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required.

Immunizations

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varcicella (Chickenpox), Meningococcal, Pneumococcal, Rubella and Hemophilus Influenza Type B. Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades should contact Mrs. Branciforte, RN, for referral to appropriate agencies.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records. For further information regarding immunizations contact Mrs. Branciforte.

PSYCHOTROPIC DRUG USE

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



PHOTOGRAPHING/VIDEOTAPING

A professional photographer takes school photographs of children each year. This year the Wheeler photo day will be **Thursday, September 26, 2013**. A packet of information will be sent home before that date. PTO volunteers also take candid photographs for the school yearbook throughout the year.

At the beginning of each school year, parents sign a form giving permission for their child to be photographed for newspapers and newsletters. Occasionally at school, a newspaper photographer will attend a school event and take pictures that may appear in local papers. Whenever possible, we would notify you in advance. Please note that photographing/ videotaping of children, in general, by other than school staff, while children are on school property is not allowed. Exceptions would be at public performances, such as concerts or plays, where parents are aware that such photographing or videotaping is taking place.

LOST AND FOUND

Lost and found articles may be reported or claimed at the office. Lost and found is located in the cafeteria. Items are hung on hooks at the back wall. Outer clothing, sweatshirts, boots, and sneakers should be clearly marked with the student's name to prevent mix-ups with other identical items.

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

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices, games, or telecommunications devices with text messaging at school, unless prior permission has been obtained from the principal. Without such permission, the items will be collected by teachers and turned into the principal. Any disciplinary action will be in accordance with the Student Code of Conduct. In addition, these expensive items could easily be damaged or stolen and the school cannot be held responsible for these items. The use of electronic devices, such as but not limited to walkmans, disc players, iPods and cell phones are prohibited during the regular school day. These items must be stored in lockers or backpacks upon entering the building. In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet or which has the capacity to take photographs of any kind. Students found to be using any electronic communication devices in violation of Board policy and school rules shall be subject to disciplinary action. Further, a student may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that cause substantial disruption to school operations or interferes with the rights of other students or staff members. The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on cellphones or other electronic devices is prohibited in the school setting.

(Plainville Board of Education Policy # 5132) (PA 95-304)

FIRE/EVACUATION and LOCK-DOWN DRILLS

Fire drills are held monthly as required by state law. Students must follow the exit directions posted in each classroom. Teachers review procedures particular to each room and the building as a whole with students. The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

“Lock-down” practices will also be held 1-2 times a year. Lock-down practices require students to remain in classrooms. Teachers review procedures particular to each room and the building as a whole with students. These procedures are designed in conjunction with town safety officials to protect students and staff in the event of a dangerous/threatening intruder or situation in the area.

IMPORTANT DISTRICT POLICIES

ASBESTOS

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

BULLYING/HARASSMENT

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

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

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

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

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

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

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

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

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

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

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

"School climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

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

Examples of bullying include, but are not limited to:

- 1) physical violence and attacks
- 2) verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
- 3) threats and intimidation

- 4) extortion or stealing of money and/or possessions
- 5) exclusion from peer groups within the school

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

Students who engage in any act of bullying, while at school, at any school function, or in connection to or with any district sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials. Bullying which occurs outside of the school setting may be addressed by school officials if it has a direct and negative impact on a student's academic performance or Safety in school.

The District's program:

- Permits anonymous reports of bullying by students to all school employees, as defined above and written reports by parents or guardians;
- Requires teachers and other school staff to notify school administrators orally within 1 day and in writing within 2 days of bullying acts they witness and student's reports they receive;
- Requires school administrators to investigate parents' written reports and review students anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- Requires each school to maintain a publicly available list of the number of verified bullying acts that occurred there and, within available appropriations, report such number to the Department of Education, annually and in such manner as prescribed by the Commissioner of Education;
- Requires each school to have a prevention and intervention strategy for school staff to deal with bullying, including language about bullying in student codes of conduct;
- Requires notice to parents or guardians of all students involved in a verified act of bullying and invite them to attend at least one meeting. The notice must describe the schools response and any consequences that may result from further acts of bullying.; and
- Requires the school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the bullying investigation.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The Principal of each school or his/her designee is responsible for handling all complaints of alleged bullying. The Superintendent or his/her designee shall direct the development of case-by-case interventions of addressing repeated acts of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. This may include both counseling and discipline and identify the appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint.

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

The Superintendent shall develop rules and procedures, which carry out the provisions of this policy. This policy shall be included in all student and faculty handbooks and shall be disseminated to the public annually in a manner to be determined by the Superintendent.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law.

Legal References: Connecticut General Statutes PA Act 11-232, An Act Concerning the Strengthening of School Bullying Laws. See Board of Education Policy 5131.911.

EQUAL OPPORTUNITY

The Plainville School District does not discriminate in the employment or assignment of staff, or in program offerings to students on the basis of race, color, religion, national origin, gender, age or disability. Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law. Dr. Maureen Brummett, Assistant Superintendent, is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

PRE-REFERRAL AND SPECIAL EDUCATION SERVICES

Plainville Community Schools provide a full range of early intervention, special education and related services for children and youth ages 3-21. Among these services are collaboration with classroom teachers, special education instruction, support services, outreach services with community programs, and information dissemination. Parents are an important part of the team during collaboration, interventions or services and may request a meeting at any time.

If it appears that a student's progress in the regular curriculum is a concern after a team-generated series of intervention strategies has been tried, a Planning and Placement Team (PPT) meeting may be scheduled. At the meeting the PPT explores the student's academic strengths and weaknesses and determines the need for an educational evaluation. Once the evaluation process is completed, the PPT meets to share results and to determine if special education services are required.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

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

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

MIGRANT STUDENTS

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

HOMELESS

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is Dr. Maureen Brummett, Assistant Superintendent of Schools, 793-3200.

VANDALISM/THEFTS

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

The parent or guardian of a minor child shall also be liable for all property belonging to the school system lent to the student and not returned upon demand of the school system. The student may also be subject to disciplinary action. [Board of Education Policy # 5131.5]

DRUGS, TOBACCO, ALCOHOL

It is the policy of the schools to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to marijuana, LSD, glue, alcohol, amphetamines and barbiturates.

School authorities in the interest of maintenance, health, and safety may inspect school property. School personnel may regard inspections for the location of illegal substances, weapons, and missing properties as reasonable purposes for locker or desk inspection.

Smoking is prohibited by law in the school building or on school property while classes are in session or student activities are occurring. Minors are not allowed to be in possession of tobacco products. [Board of Education Policy #5131.6]

SUBSTANCE ABUSE

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

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician.

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

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

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

In such cases, the decision to involve the parents/guardians will be arrived jointly by the student and educator unless, in the judgement of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

SEXUAL HARASSMENT POLICY

Harassment Is Illegal

Sexual Harassment is Prohibited based on Federal Law - Title IX of the Education Amendments of 1972, and State Law – Sec. 10-15c. Harassment based on sexual orientation is also protected under State Law – Sec. 10-15c.

FOR STUDENTS: Sexual harassment is **unwanted and unwelcome** behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. You have a right to participate in all school and classroom

activities in an atmosphere free from sexual harassment. You have a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others.

Examples of Sexual Harassment include: unwelcome sexual advances, suggestive or lewd remarks, unwanted hugs, touches, kisses; requests for sexual favors; retaliation for complaining about sexual harassment, derogatory or pornographic posters, cartoons or drawings.

If you have questions or believe that you or others are being harassed, contact:
District Title IX Coordinator: Dr. Maureen Brumett
Office Address: Board of Education, Municipal Center, 1 Central Square, Plainville, CT 06062
Telephone number: 860-793-3210 x-206
Email Address: brumetm@plainvilleschools.org
Building Title IX Coordinator: Catherine Frayler
Office Address: 15 Cleveland Memorial Drive, Plainville, CT 06062
Telephone number: 860 793-3290
Email Address: fraylerc@plainvilleschools.org

You may also contact: The Connecticut Commission on Human Rights and Opportunities (CHRO), 21 Grand Street, Hartford, CT 06106 (Tel: 860-541-3400 or 800-477-5737) Connecticut law requires that a formal complaint be filed with the Commission within 180 days of the date under which the alleged harassment occurred.

You may also contact: Office for Civil Rights (OCR), Region 1, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (617- 289-0111). *File Online Complaint at:* <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

Sexual harassment is not limited to prohibited behavior by a male toward a female, or by a supervisory employee toward a non-supervisory employee, or a teacher to a student. The victim does not have to be the opposite sex of the harasser. Harassment may be student to student, teacher to student, student to teacher or teacher to teacher. The gender of the complainant and/or the alleged harasser is irrelevant, even if they are of the same gender. Sexual harassment based on sexual orientation or gender identity is also prohibited under State Law.

► ***What should I do if I believe I am being sexually harassed?***

- Find out about your school or school district’s policy and procedures for handling sexual harassment issues. Follow those procedures.
- Take action and get help when needed. Ignoring sexual harassment is not an effective way to stop it.
- Whenever possible, tell the harasser verbally or in writing what the specific behaviors are that you find offensive. Ask him or her to stop.
- Report the offensive behaviors to a teacher, counselor, Title IX coordinator, or school administrator.
- Keep a detailed record of the harassing behavior to share with school officials who investigate your complaint.
- If not satisfied with the resolution of your concerns, contact one of the appropriate organizations listed.

The victim does not have to be the person at whom the unwelcome sexual conduct is directed; the victim may be someone who is a witness to and personally offended by such conduct although directed toward another. Sexual harassment is unwelcome conduct that is personally offensive, lowers morale, and interferes with educational performance. This unwelcome sexual behavior is defined from the perspective of the victim, not the harasser.

► *Where to Get Help*

- **State Title IX Coordinator:** Dr. William A. Howe, Connecticut State Department of Education, 160 Capitol Ave., Hartford, Ct 06106 (860-713-6752)
email: william.howe@ct.gov
- Permanent Commission on the Status of Women (PCSW)
- 18-20 Trinity Street, Hartford, CT 06106 (860-240-8300) <http://www.cga.state.ct.us/PCSW/>
- **Connecticut Women's Education and Legal Fund (CWEALF)**
75 Charter Oak Avenue, Suite 1-300, Hartford, CT 06106, <http://www.cwealf.org/>

Non-Discrimination Statement:

It is the policy of the Plainville Public Board of Education that students shall be provided an equal opportunity to participate in and benefit from the activities, programs, and courses of study offered by the Plainville school district without discrimination on account of race, color, sex, religion, national origin, sexual orientation, physical or mental disability and marital status or any other basis prohibited by local, state and federal law. Additionally, no individual shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Any student or other individual who feels he or she has been denied an equal opportunity in violation of this policy should immediately bring his or her complaint to the attention of the Building Principal or Assistant Principal, School Counselor, the Human Resource Specialist, or the Title IX Coordinator, unless the Title IX Coordinator is the subject of the complaint in which case it may be brought to the Superintendent of Schools. The Title IX Coordinator may be reached at 860-793-3200, Municipal Center, One Central Square, Plainville, CT. 06062.

DANGEROUS WEAPONS AND INSTRUMENTS

Public Act 94-221 requires the expulsion of students found to have possessed a deadly weapon or a dangerous instrument on school property, on school transportation and/or at school sponsored activities. Students who use and/or possess such weapons shall be reported to the police. A deadly weapon means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy club, blackjack, bludgeon, or metal knuckles. A dangerous instrument is defined as 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 and a dog that has been commanded to attack. See Board of Education policy 5114.

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

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

SUSPENSION AND EXPULSION POLICY

In accordance with Public Act 94-221 of the Connecticut General Statutes, all pupils are to be notified annually of Board policy governing student conduct. The statute provides that pupils may be suspended or expelled from school "when such pupil's conduct endangers persons or property or is seriously disruptive of the educational process and whose conduct is violative of a publicized policy of said Board." The Board may expel any pupil for cause provided that "no student shall be expelled without a formal hearing" conducted in accordance with procedures governing hearings as established by statute.

Whenever a pupil is suspended, notice of the suspension and the conduct for which the pupil was suspended must be included in the pupil's cumulative educational record. School officials must erase such notice from the record if the pupil is not expelled or suspended again within a two-year period. For additional details regarding suspension and expulsion, see Board of Education Policy 5114.

CHILD ABUSE

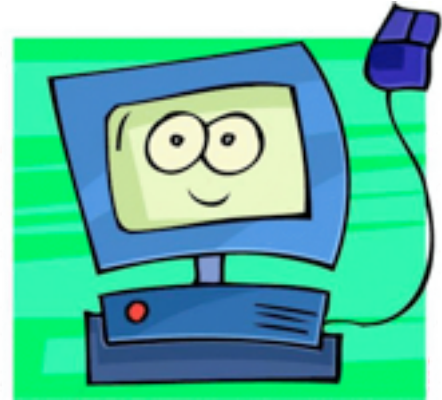
Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases. Teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive yearly training in their use.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse. Teachers, principals and other school professionals are required by law to report to the state Department of Children and Families (DCF) if they suspect that a child in school may be abused or neglected. See Plainville Board of Education Policy, 5141.4.

COMPUTERS AND NETWORKS - ACCEPTABLE USE POLICY

In 1997 the Plainville Board of Education approved an Acceptable Use Policy (AUP) that describes the kinds of behaviors expected of anyone who uses the district's computer technologies and information systems. The AUP guidelines require that all students have signed agreements that they will abide by a code of conduct before they can use district computers and information systems. By signing and returning the last page of this Family Handbook you are allowing your child to use the school technology under these guidelines. All the students must have an agreement on file before they will be allowed to use school technology. Complete copies of the AUP are available in school offices. The following is a summary of the guidelines for students regarding technology.

1. Protect your password by not sharing it with anyone.
2. Log off if you leave your computer at any time.
3. Always get permission before copying anything.
4. Use respectful language and pictures at all times.
5. Respect our technology and software by using it appropriately and reporting any problems.



Students who do not follow these guidelines may lose their privilege to use technology. See Board of Education Policy 5131.8.

**Plainville Community School
Safe School Climate Plan for 2013-2014**

School: Frank T. Wheeler Elementary School		Date: June 2013
<p>Safe School Climate Expectation: Wheeler School is a learning community where everyone is respectful, shows good character, and gives 100% effort to learning. Wheeler students strive to be “Leaders of the PACK.” Which stands for Participate, Achieve, Cooperate, and Know that I can!</p>		
<p>Safe School Climate Goals:</p> <ul style="list-style-type: none"> • Wheeler School will promote positive school climate through our PBIS (Positive Behavior Intervention Support) program. • Wheeler School will re-teach the anti-bullying program. • Wheeler School will communicate anti-bullying efforts to the community. • Wheeler School will increase the number of parent respondents for the Panorama Survey. 		
<p>Level of Performance (Baseline):</p> <ul style="list-style-type: none"> • 2010-2011 Office referrals: 258 • 2010-2011 Incidences of bullying: 0 	<p>1 Year:</p> <ul style="list-style-type: none"> • 2011-2012 Office referrals: 161 • 2011-2012 Incidences of bullying: 0 	<p>2 Year:</p> <ul style="list-style-type: none"> • 2012-2013 Office referrals: 193 • 2012-2013 Incidences of bullying: 1
		<p>3 Year Target:</p> <ul style="list-style-type: none"> • 2013-2014 Office referrals: 200 • 2013-2014 Incidences of bullying: 0
<p>Theory of Action: If we implement a school-wide positive school climate plan, then we will maintain the number of office referrals to 200 or below.</p>		

National School Climate Standard	Action Steps/ Strategies	Measures of Progress	Results Indicators	Person(s) Responsible
1, 2, 3, 4	1. Safe School Climate Committee (PBIS Team)	<ul style="list-style-type: none"> • Meet monthly • identify co-coach for PBIS 	<ul style="list-style-type: none"> • Determine next steps for strong implementation for school-wide plan • Review and analyze student referrals • Support monthly positive rewards 	<ul style="list-style-type: none"> • R Miller
1, 2, 3, 4	2. Safe School Climate Specialist	<ul style="list-style-type: none"> • Assigned in March 2013 	<ul style="list-style-type: none"> • Completed in March 2013 	<ul style="list-style-type: none"> • C. Frayler • R. Miller

**Plainville Community School
Safe School Climate Plan for 2013-2014**

National School Climate Standard	Action Steps/ Strategies	Measures of Progress	Results Indicators	Person(s) Responsible
1, 2	3. Review the PBIS framework at Wheeler	<ul style="list-style-type: none"> On agenda at monthly Faculty meetings Weekly Grade Level meetings Support Staff Meetings 3-4 times a year 	<ul style="list-style-type: none"> All staff will know and implement the PBIS system and expectations with consistency 	<ul style="list-style-type: none"> C. Frayler R. Miller Classroom Teachers
1, 2	4. Train new teachers, support staff, and lunch monitors	<ul style="list-style-type: none"> Weekly Grade Level meetings Training on Early Release days. 	<ul style="list-style-type: none"> New staff will be confident with the motto - Be a Leader of the PACK and with the implementation of the PBIS system 	<ul style="list-style-type: none"> C. Frayler R. Miller N. Estrella Classroom Teachers
1, 2, 3, 4, 5	5. Maintain implementation of school-wide PBIS with	<ul style="list-style-type: none"> Review the PACK guidelines for all settings at least monthly Teachers will teach all Second Step Lessons Bully-proof Program will be taught at each grade level as a Tier 1 intervention 	<ul style="list-style-type: none"> School Wide Climate Survey (Panorama) Students will know and display the appropriate behavior Data will show fewer referrals to the PACK Room 	<ul style="list-style-type: none"> N. Estrella C. Frayler R. Miller
3, 4, 5	6. The PBIS Team and the Core Team will review monthly data and create Tier 3 interventions.	<ul style="list-style-type: none"> A menu of Tier 3 interventions will be created and implemented. Review students with 5-10 referrals and create support/intervention plan 	<ul style="list-style-type: none"> Power School Data Referrals for Tier 3 students decrease and their behavior aligns with PBIS expectations. 	<ul style="list-style-type: none"> School Climate Team/ PBIS Team Core Team

**Plainville Community School
Safe School Climate Plan for 2013-2014**

National School Climate Standard	Action Steps/ Strategies	Measures of Progress	Results Indicators	Person(s) Responsible
3, 4, 5	7. Maintain PBIS Tier 2 Interventions		<ul style="list-style-type: none"> • Feedback from classroom teachers about student progress • Students will meet their individual goals and graduate from CICO. • Data about lunch bunch focus and student impact • Check-in/Check-out data • Students will successfully complete the Play2Learn program by meeting their goal. • Power School Data 	<ul style="list-style-type: none"> • S. James • J. Garceau • N. Estrella
1	8. Improve the number of parent respondents on the Panorama Survey	<ul style="list-style-type: none"> • Baseline data for 2012-2013 --- 76 parents responded 	<ul style="list-style-type: none"> • Parent response to the survey will increase by 20% or 96 families will respond. 	<ul style="list-style-type: none"> • C. Frayler • M. Hitt

