



**2018-2019  
Center School  
Student  
Handbook**



**“Do your best and be your best!”**

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**Center School  
Student/Parent Handbook  
2018-2019  
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The material covered in this student/parent handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. This handbook is not an irrevocable contractual commitment to the student or parent. Any information in this handbook is subject to unilateral revision or elimination from time to time without notice.

## **SCHOOL INFORMATION**

School Office Hours	8:00 a.m. - 4:30 p.m.
School Telephone Number:	860-429-9367
School Fax Number:	860-429-8768
Superintendent:	860-487-3130
Bus Company:	860-429-2040
Website:	<a href="http://www.ces.willingtonpublicschools.org">http://www.ces.willingtonpublicschools.org</a>

## **SCHOOL DAY HOURS**

<b>Regular School Day</b>	<b>8:35 a.m. - 3:30 p.m.</b>
<b>Early Release K-4 (weather/emergency)</b>	<b>Dismissal 12:10 p.m.</b>
<b>Early Release (Pre-K only) (weather/emergency)</b>	<b>a.m. Dismissal at 12:10 p.m. p.m. CANCELLED</b>
<b>Minimum Day (K-4)</b>	<b>Dismissal 1:10 p.m.</b>
<b>Minimum Day (Pre-K only)</b>	<b>a.m. Dismissal 1:10 p.m. p.m. CANCELLED</b>
<b>Delayed Opening (2 HR) K-4</b>	<b>10:35 a.m. - 3:30 p.m.</b>
<b>Delayed Opening (Pre-K only)</b>	<b>a.m. CANCELLED p.m. 12:30-3:30</b>

## **SCHOOL MISSION STATEMENT**

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

## **PREFACE**

This booklet is written for our students and their parents/guardians. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student.

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

## **ASBESTOS**

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. Willington Public Schools has 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.

## **ARRIVAL/DISMISSAL**

### **Arrival**

Children being dropped off should not arrive at school before 8:15 a.m. Parents should park in our parking lot to the right of the building to drop-off their child. Please walk your child to the door as children should not be traveling through the parking lot alone. When children arrive early they wait in the upper hallway. Students will be dismissed to their classroom by a staff member at the appropriate time. Please do not park on the gravel sidewalk on the right just before leaving the lot.

### **End of Day Pick-ups**

The drop-off/pick-up doors will be opened to parents at 3:20 p.m. A staff member will dismiss students to identified parents, guardians, or designees and proper identification will be required. All students need to be signed-out when being picked up from school. If you need to get your child before the 3:20 p.m. dismissal, please come through the front doors to the main office. If you need to go elsewhere in the building, you will need a visitor's badge from the front office.

## **ATTENDANCE**

### **Absence**

Parents must call the school nurse each day the student is absent from school, prior to 8:30 a.m., and state the reason for the absence. A call from a parent within ten school days of the student's return to school will be accepted as an excused absence for only the first nine occurrences. For the tenth and all subsequent absences due to illness, a note from a doctor is required for the absence to be considered excused. If a doctor's note is not submitted to the school nurse for each absence beyond the ninth absence, your child will have an unexcused absence on their school record. You can find a link to the Connecticut State Board of Education's definitions of excused and unexcused absences by [clicking this link](#).

A student will be granted up to ten schools days of excused absences when his or her parent is a service member who is: about to be deployed; is on leave from a deployment; or has immediately returned from a deployment in a combat or combat support zone.

### **Tardiness**

Students arriving at school after 8:40 a.m. are tardy. The student drop-off door will be closed promptly at 8:40 a.m. If the morning announcements are being broadcast when you arrive, your child is tardy. If your child is late, please use the main entrance to enter the building and walk your child to the main office to sign him/her in. Office staff will send your child to the appropriate room.

### **Early Dismissal**

Early dismissals should be avoided whenever possible. If a child must be dismissed early, a note should be sent to the school office that morning. The note should indicate the date, the person picking the child up and at what time. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian. Children of

single-parent families will be released only upon the request of the parent/guardian whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. The person picking up the child from school must report to the main office with proper identification to sign the student out. Children will not be called from class until the parent/guardian arrives to pick-up their child. Children who are picked up before 3:15 p.m. are considered an early dismissal. Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents/guardians and school administration. In emergencies, the school principal or his/her designee may make a judgment regarding the student leaving school without formal written permission from the parent or guardian. Any student staying after school with a teacher should have written permission to do so, and the note should indicate the date, the person that will pick-up the student and at what time.

### **Truancy**

A student ages five to eighteen with 4 unexcused absences in one month or 10 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. Please refer to the Willington Board of Education Policy 5113.2 on Truancy for the complete policy.

### **BEHAVIORAL EXPECTATIONS**

A school-wide set of behavioral expectations has been developed for CES students. Students will receive lessons on these expectations at the start of the school year in the following areas of the building: hallway, bathroom, classroom, cafeteria, playground and bus. Lessons are taught in each of the areas to help create an environment that is positive and conducive to learning. Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. If a student is referred to the principal for discipline, the parent will receive a phone call or email from either the teacher and/or the principal. Progressive disciplinary procedures are utilized with consequences commensurate with the infraction. The District's disciplinary actions may include detention, removal from class, in-school suspension, out-of-school suspension, bus suspension and/or expulsion. In addition, when a student violates the law, that student may be referred to legal authorities.

### **BIRTHDAY CELEBRATIONS, INVITATIONS, AND WELLNESS POLICY**

In order to promote a healthier school, there will be no individual celebrations. This policy is in alignment with Public Act 06-63, an Act Concerning Healthy Food and Beverages in Schools and our Wellness Policy, and will help our school be a safer and healthier place for children with severe food allergies. Birthday party invitations cannot be distributed at school unless you invite all the students in your child's classroom. If you send a birthday goodie bag, please send one for every student in the class and do not include food or candy. Birthday goodie bags with food or candy will be returned.

Parents are invited to celebrate their child's birthday by joining them for lunch in the cafeteria. Parents may bring their child a special treat to eat during their scheduled lunch time, but may not distribute food to other students. By not making food the focus of special events such as these in the classroom, all children can feel comfortable honoring classmates in more non-traditional ways that celebrate the uniqueness of each child. There may be occasions when classroom celebrations include food which will be coordinated by the classroom teacher.

The Willington Public Schools strive to make a significant contribution to every student's general well-being. A comprehensive Wellness Policy has been developed that includes the following components:

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

### **BOARD OF EDUCATION**

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

Chairperson: Michelle Cunningham

Vice Chairperson: Ann Grosjean

Members: Herbert Arico, Tracey Anderson, Elena Testa, Stephanie Summers, Chiara Bambara

In order to perform its duties in an open and public manner and in accordance with the state law, the Willington Board of Education holds regular business meetings on the second Tuesday of each month at 7:00 PM in the Willington Town Office building. Parents, students and other community members are encouraged to attend.

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

### **BULLYING AND HARASSMENT**

The Board promotes a secure and happy school climate, conducive to teaching and learning, free from threat, harassment and any type of bullying behavior. 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, directed at or referring to another student, or (B) a physical act or gesture by one or more students repeatedly directed at another student, 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 educational process. Bullying includes student conduct (A) on school grounds, at a school-sponsored or school-related activity, or off school grounds, at a school bus stop, on a school bus or through the use of an electronic device. 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 educational process.

Students who engage in any act of bullying are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials. The Willington Public Schools has a safe school climate program with various interventions. The program allows for anonymous reports to school staff by students and written reports to school staff by parents, and requires school employees to notify the principal of any acts. The principal is required 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. The principal shall notify the alleged victim's family and the alleged perpetrator's family promptly that a bullying investigation has commenced. The principal will notify the parents of all students involved in a verified act of bullying within 48 hours of the completion of the investigation and to invite each to attend at least one separate meeting. A list of the number of verified acts of bullying shall be maintained in the office. A letter will also be mailed home describing the school's response and future actions.

Center School has established student expectations and implements positive behavioral interventions to minimize mean behavior. See board policy 5131.911 for more detailed information regarding the Willington Public Schools bullying policy. Information regarding sexual harassment policy 5145.5 can be reviewed as well.

### **BUS GUIDELINES**

In August, the transportation schedule appears in local newspapers, and is also distributed via the Digital Backpack. Please have your child use the bus starting the first day of school as it will allow us to evaluate the adequacy of the bus schedules. Transportation assignments are made on the basis of the student's home address. If your child is to be picked up from and/or transported to a location other than his/her home residence on an ongoing basis, please refer to the following guidelines and complete the [Special Transportation Request Form](#).

#### **Request for Special Transportation**

1. Transportation to after school care or daycare in Willington will be provided only if it is for the entire school year. This alternative transportation will be provided in the a.m. or the p.m. or both a.m. and p.m. The a.m. and p.m. location may be different from each other, but the schedule must be consistent each week for the school year.
2. Each year a new Special Transportation Request Form needs to be completed prior to August. The forms are not carried over from year to year.
3. The bus company requires a 3 day notice to process a request for special transportation.

If a student will not be riding his/her regular bus, the parent/guardian must provide the school with a written request. If approved, the student will be issued a bus pass. The parent/guardian will be notified if the request is denied. The deadline for submitting requests is 12:00 p.m. The issuance of a bus pass is based on available space and at the discretion of the principal.

#### **Student Bus Stop Drop-off**

Parents should request in writing if they would like to have their child dropped off without a responsible adult present at the bus stop. Students will be returned to school if a parent/guardian is not at the bus stop to meet them.

#### **Bus Safety and Expectations**

Students should be at their bus stop 5 minutes prior to their designated pick-up time, and should wait in a safe place away from the road. Students should only start to move towards the bus once the red flashing lights are on and the bus door opens. School transportation privileges are extended to students that demonstrate satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services and/or other disciplinary action.

Eating/drinking is not permissible on the school bus. Videotaping and taking pictures is not allowed on the bus.

**Center School Bus Expectations**

1. Listen to the bus driver
2. Keep your hands, body and backpack in your space
3. Sit facing forward (back to back, bottom to bottom) and stay in your seat
4. Talk using an inside voice
5. Take care of the seats and floor

**Bus Concerns**

Please contact the school with any transportation concerns. All school bus referrals are reviewed by the principal and appropriate consequences are assigned. Buses are equipped with video cameras.

**CAFETERIA**

Willington Public Schools utilizes a computerized pre-payment plan compatible with our student information system, PowerSchool. Families can monitor their child's lunch account balance online and determine when a payment is needed. You can also set email alerts that will go to you automatically when your child is below a certain dollar amount. We encourage you to participate in this convenient pre-payment plan for all cafeteria purchases as the lunch lines will move much quicker, allowing your child more time to relax and eat. When a payment is necessary, simply have your child bring cash or a check (payable to *Willington School Food Service*) in an envelope with your child's name on it to the cafeteria.

Willington Public Schools participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need and information on this program can be obtained on our website. All students must pay for snack milk whether they qualify for free or reduced lunch or not. Willington Public Schools annually participates in the Healthy Food Certification Program through the Connecticut Department of Education and all food items sold to students meet the Connecticut Nutrition standards. The price of lunch is \$2.50 and includes milk. Milk sold separately is \$.55 cents.

**Breakfast Program**

Students can purchase breakfast in the morning. Appropriate procedural accommodations are in place for students with allergies. The food service department publishes a menu on the CES website. The price of breakfast is \$1.65. Students can purchase breakfast if they have a positive balance or qualify for free or reduced pricing meals. Parents will be responsible for monitoring their child's lunch balance using PowerSchool. No preschool breakfast is served.

**Cafeteria Expectations:**

1. Raise your hand to leave your seat
2. Keep your hands, body in your own space
3. Talk using an inside voice, and be quiet when the lights are off
4. Eat your food (feed your brain!)
5. Clean up after yourself

## **CHILD ABUSE**

Teachers, principals, paraprofessionals, psychologists, licensed nurses and other professional school staff 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 disseminated to staff annually.

## **CLASS PLACEMENT**

The process of placing children in a classroom is a comprehensive undertaking in which many factors are taken into consideration. Among these factors are academics, learning style, social concerns, parent feedback, and special needs. Classroom teachers, reading specialists, special education teachers, and administrators all play a part in placing each of our students in an environment that is well suited to his/her learning style. In going through the placement process, we always put the needs of children first. The final decision for placement rests with the principal or his/her designee. Due to the large number of variables that must be accounted for when developing class lists, we are unable to take requests for specific teachers. Thank you for your understanding as we attempt to place each child in an environment best suited to meet their learning needs.

## **COMMUNICATION**

Ongoing communication between staff and families is an integral piece of the educational process. On occasion, parents may wish to voice a concern about their child's schooling. It is our practice to address parent concerns at the level where the problem exists. We have a highly experienced staff that is able to respond professionally to parent concerns. Please follow the protocol below:

1. Contact your child's teacher first.
2. If the concern is not addressed to your satisfaction, contact the Principal.
3. If the concern is still not addressed to your satisfaction, contact the Superintendent.

## **CONTACTING STAFF MEMBERS**

Parents/guardians who wish to contact staff members may do so through the following methods:

**Notes to School** - Notes should have the date, student's first and last name and the teacher's name. Please print as it is easier to read the note and will expedite the process.

**Telephone calls** - All teachers have a direct extension. Teachers will return phone messages as soon as possible, generally within 24 hours. Please leave urgent messages with office staff.

**Email** - Teacher e-mail addresses are available below. Teachers will return e-mail messages as soon as possible. Staff members can be reached via e-mail by typing the first initial of the person's first name followed by his/her last name followed by @willingtonct.org.

## CENTER SCHOOL CONTACT INFORMATION

Name	Area	Ext.	Email
Lori Paolini	PreK	109	<a href="mailto:lpolini@willingtonct.org">lpolini@willingtonct.org</a>
Willa Berghuis	Kindergarten	111	<a href="mailto:wberghuis@willingtonct.org">wberghuis@willingtonct.org</a>
Tracie Bristow	Kindergarten	114	<a href="mailto:tbristow@willingtonct.org">tbristow@willingtonct.org</a>
Bethany Scafidi	Kindergarten	106	<a href="mailto:bscafidi@willingtonct.org">bscafidi@willingtonct.org</a>
Rebekah Hofmann	1 <sup>st</sup> grade	102	<a href="mailto:rhofmann@willingtonct.org">rhofmann@willingtonct.org</a>
Carrie Kelly	1 <sup>st</sup> grade	108	<a href="mailto:ckelly@willingtonct.org">ckelly@willingtonct.org</a>
Brendan Tormey	2 <sup>nd</sup> grade	105	<a href="mailto:btormey@willingtonct.org">btormey@willingtonct.org</a>
Victoria Lee	2 <sup>nd</sup> grade	107	<a href="mailto:vlee@willingtonct.org">vlee@willingtonct.org</a>
Robin Watts	2 <sup>nd</sup> grade	112	<a href="mailto:rwatts@willingtonct.org">rwatts@willingtonct.org</a>
Brynn Lipstreu	3 <sup>rd</sup> grade	104	<a href="mailto:blipstreu@willingtonct.org">blipstreu@willingtonct.org</a>
Katie Fleming	3 <sup>rd</sup> grade	101	<a href="mailto:kfleming@willingtonct.org">kfleming@willingtonct.org</a>
Michelle Shine	3 <sup>rd</sup> grade	110	<a href="mailto:mshine@willingtonct.org">mshine@willingtonct.org</a>
Catherine Aillón Pomo	4 <sup>th</sup> grade	115	<a href="mailto:caillonpomo@willingtonct.org">caillonpomo@willingtonct.org</a>
Christine Nyser	4 <sup>th</sup> grade	103	<a href="mailto:cnyser@willingtonct.org">cnyser@willingtonct.org</a>
Rebecca Pilver	4 <sup>th</sup> grade	113	<a href="mailto:rpilver@willingtonct.org">rpilver@willingtonct.org</a>
Sharon Benitez	Spanish	222	<a href="mailto:sbenitez@willingtonct.org">sbenitez@willingtonct.org</a>
Ashley Milardo	Resource Teacher	116	<a href="mailto:amilardo@willingtonct.org">amilardo@willingtonct.org</a>
Danielle Nash	Resource Teacher	116	<a href="mailto:dnash@willingtonct.org">dnash@willingtonct.org</a>
Mary DeGostin	Resource Teacher	226	<a href="mailto:mdegostin@willingtonct.org">mdegostin@willingtonct.org</a>
Amy Redding	Library	130	<a href="mailto:aredding@willingtonct.org">aredding@willingtonct.org</a>
Bryan Phillips	PE/Health	223	<a href="mailto:bphillips@willingtonct.org">bphillips@willingtonct.org</a>
Alison Spector	Art	132	<a href="mailto:aspector@willingtonct.org">aspector@willingtonct.org</a>
Jan Castle	Music	132	<a href="mailto:jcastle@willingtonct.org">jcastle@willingtonct.org</a>
Lynne Fox	Nurse	213	<a href="mailto:lfox@willingtonct.org">lfox@willingtonct.org</a>
Mindy Hudon	Speech/Lang.	220	<a href="mailto:ahudon@willingtonct.org">ahudon@willingtonct.org</a>
Carole Frassinelli	Speech/Lang.	220	<a href="mailto:cfrassinelli@willingtonct.org">cfrassinelli@willingtonct.org</a>
Alan Rose	Psychologist	225	<a href="mailto:arose@willingtonct.org">arose@willingtonct.org</a>
Sarah Hebert	Social Worker	231	<a href="mailto:shebert@willingtonct.org">shebert@willingtonct.org</a>
Carol McKenzie	OT	221	<a href="mailto:cmckenzie@willingtonct.org">cmckenzie@willingtonct.org</a>
Sue Moriarty	PT	221	<a href="mailto:smoriarty@willingtonct.org">smoriarty@willingtonct.org</a>
Kristen Stevens	Literacy Coach	219	<a href="mailto:kstevens@willingtonct.org">kstevens@willingtonct.org</a>
Karen Donaghy	Reading Teacher	219	<a href="mailto:kdonaghy@willingtonct.org">kdonaghy@willingtonct.org</a>
Erica Bushior	Math Intervention	219	<a href="mailto:ebushior@willingtonct.org">ebushior@willingtonct.org</a>
Marybeth Moyer	Interim Principal	234	<a href="mailto:mmoyer@willingtonct.org">mmoyer@willingtonct.org</a>
Patti Locke	Office	210	<a href="mailto:plocke@willingtonct.org">plocke@willingtonct.org</a>
Joan Cordier	Office	211	<a href="mailto:jcordier@willingtonct.org">jcordier@willingtonct.org</a>
Linda Nichols Rosalie Gorman	Kitchen	217	<a href="mailto:ccafe@willingtonct.org">ccafe@willingtonct.org</a>

## **CURRICULUM NIGHT**

Curriculum Night is an evening session for parents where teachers provide an overview of the curriculum so they can gain a better understanding of what their child is learning in school. Curriculum night is not appropriate for students to attend. If you have specific questions about your child's academic progress, please visit PowerSchool or schedule a meeting with your child's teacher.

## **CUSTODY AND LEGAL DOCUMENTATION**

We understand that many of our parents live in separate households. If you need to receive two copies of any of the many documents that we send home, please notify your child's teacher or the office. Also, please provide the office staff with any legal documents that clarify any custody issues. We are only able to implement orders contained in active legal documents. It is the legal guardian's responsibility to provide such documents to office staff and communicate changes as they occur.

## **DIGITAL BACKPACK**

The CES Digital Backpack is the prime method of communication to learn about school events. It is published via email every Friday and is also posted to our website and includes brief write-ups from the principal and a link to all the flyers for the week. Flyers range from school specific items/letters to local sports, 4-H, scouts, etc. Upcoming events are posted on a calendar listing in the email. Please make sure the school has your most current email to receive the Digital Backpack.

## **DRESS CODE**

Clothing bearing obscene writing or promoting indecent or unacceptable behavior, whether stated or implied, will be considered inappropriate for school. Students are allowed to wear shorts or skirts that are longer than their fingertips when their arms are at their sides. Students are not permitted to wear a hat or any other head covering in school, unless required to do so by religious custom or medical condition. Heelies are not allowed, and students are discouraged from wearing flip-flops. Children are requested to wear sneaker-type shoes and comfortable clothing on days when they have physical education. Students are encouraged to dress in clothing appropriate for seasonal conditions. In the event of snowy weather, children must wear boots, gloves, hats, and snow pants if they wish to play in the snow. Children will be sent outside for recess unless it is raining or the temperature is below 20 degrees factoring in wind chill. Parents will be contacted if clothing is inappropriate for school and students will be asked to change their attire.

## **ELECTRONIC DEVICES AND CELL PHONES**

Cell phones can play a vital role in communication during emergency situations; however, the ordinary use of cell phones in school situations can be disruptive to the educational environment. Students may not take digital photographs/videos, or tape record conversations on the bus or in school. Phones are available for student use at the school office and may be accessed by gaining permission from school staff. Cell phones may be used after receiving permission from the principal. During the instructional day, cell phones must remain in the student's backpack/book bag. Please refer to Board Policy 5131.81 for more information. The use of personal iPods, tablets, and electronic games are prohibited during the regular school day unless permission has been obtained by the school principal. If students wish to use these items on the school bus, they must be stored in backpacks upon entering the school building.

Failure to adhere to the prohibitions for electronic communications devices will result in the items being collected by school staff and turned into the principal, along with the potential for disciplinary action. The principal will determine whether to return the item at the end of the day to be taken home by the

student or whether the parent/guardian will be contacted to pick up the item. The school is not responsible for any electronic devices that are lost, stolen, or damaged.

## **EMERGENCY DRILLS**

### **Fire drills**

Fire drills are held at regular intervals as required by state law. Students exit the building quickly, quietly and in an orderly manner. Students return to the building when given specific directions by a staff member.

### **Lock-down/Lock-In**

We believe the best way to deal with an emergency is through advance preparation. Practicing a lock-down and/or lock-in situation allows the members of our school community to test our procedures so we can maintain the highest level of safety. Prior to a lock-down, teachers will explain to our students that emergencies can happen that will require them to listen carefully to the teacher and follow all of their directions in order to keep everyone safe. An emergency can happen at school, in the neighborhood, or at another school.

## **EMERGENCY NOTIFICATION SYSTEM**

In the event school is closed due to an emergency or early closing, parents will be notified by phone through our automated messenger system. This system simultaneously calls the parent/guardian and first emergency contact for each student with a recorded message to notify you of emergency dismissals. If you have caller identification, Town of Willington will be displayed as the originator of the call. Please inform the people you have listed as your child's emergency contacts that they may receive this automated call. If the call goes to your voicemail please listen to the message before calling the school. After you have been notified, only contact the school if there is a change to your child's normal dismissal routine (you can also leave a message at the end of the notification for the office staff). This system will inform the school which parents have been notified. School office staff will make efforts to contact those who have not been notified. If we are unable to reach parents/guardians in the event of an early closing, the students will remain at school and will need to be picked up. Please be aware that emergency closings can occur at any time.

### **2 Hour Delayed Opening and School Cancellation**

In the event of a delayed opening or school cancellation, parents and guardians will not be notified by the school district. Parents/guardians should tune into any of the following internet/radio/t.v. stations for notification:

WTIC-AM (1080)

WFSB Channel 3

WVIT Channel 30

[www.ctweather.com](http://www.ctweather.com)

## **ENGLISH LEARNERS (EL)**

Parents/Guardians of English Learners (EL) participating in an instructional language 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 ELL program. In addition, the notification will explain how the program will help the child 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, or homework assistance and tutoring. Students, after 30 months in a bilingual program, will not be offered additional bilingual education.

### **EQUAL OPPORTUNITY**

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

The district compliance officer will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Willington's Title IX Coordinator is Holly DiBella-McCarthy at Willington Public Schools, 111 River Road, Willington, CT. 06279. Phone: 860.429.1969, Fax: 860.429.3848, E-mail: hmccarthy@willingtonct.org

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

### **FIELD TRIPS**

Field trips may be scheduled for educational, cultural, or extracurricular purposes as an extension of the curriculum. While on a field trip, all students are considered to be "in" school. This means that school conduct and dress standards should be appropriate for the field trip activity. A signed permission slip is required for each trip. Information concerning the time, date, destination, and cost of each trip will be sent to parents/guardians prior to each trip. Field trip permission forms must be signed and returned by parents/guardians in a timely manner. If written permission is not received by school staff, the student will not be allowed to attend the field trip. Instead, appropriate learning activities will be provided for the student to complete at school. If you indicate that you are available to chaperone one of our field trips, your child's teacher will contact you with additional information. If writing a check, please make checks payable to *Center School Student Activity Fund*.

### **FINANCIAL ASSISTANCE**

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

### **FOOD ALLERGIES**

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. Substitutions to the regular meal provided by the school

will be made for students who are unable to eat school meals because of their allergies, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) may be developed and implemented for students identified with food allergies. Such students may also be eligible for additional accommodations and services. The Willington Public Schools developed a written plan to implement the State of Connecticut guidelines for Managing Life-Threatening Food Allergies. The purpose of the plan is to identify general procedures for each school building in terms of:

- (a) identifying students with life-threatening food allergies;
- (b) developing plans to address and/or accommodate such student's healthcare needs;
- (c) planning for education and training needs in the building and the school community;
- (d) developing proper prevention practices;
- (e) planning for student emergencies; and
- (f) fostering appropriate communication amongst staff, students, and parents regarding life-threatening allergies.

Please see the Food Allergy Plan on the website, or ask for a copy from the front office. In general, parents of students who have potentially life threatening allergies will be offered an opportunity to meet with the school nurse and/or building principal prior to the start of the student's initial school year.

## **GRADING SYSTEM**

### **PowerSchool Parent Portal**

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

### **Report Cards**

All report cards are available online via PowerSchool at the end of each trimester (approximately every 60 school days).

## **HEALTH SERVICES**

The school health office is designed to provide care to students who become ill or are injured while in school. A cumulative health file is maintained for each student and includes notations of past illnesses, results of physical examinations, and other pertinent health information. The Willington Public Schools will comply with the Health Insurance Portability and Accounting Act (HIPAA) to maintain privacy of protected health information. If your child has had an injury or disability that will impact their school day (i.e. cast, crutches, brace, etc.) a doctor's note is required with information provided as to what the specific limitations are and the date that regular physical activity may be resumed. Your child should bring this information to the school nurse on their first day back to school. Only mylar balloons and latex free gloves are allowed at Center School.

## **GENERAL GUIDELINES FOR KEEPING YOUR CHILD HOME DUE TO ILLNESS**

**Fever:** A fever is a sign of illness. A child with a temperature of 100 degrees or higher should not attend school. The child should be free of fever, without medication, for 24 hours or more before returning to school.



**Vomiting/Diarrhea:** Your child should not have vomited in the last 24 hours before his/her return to school. A child should be able to retain solid foods before returning to school. A child who is having frequent diarrhea should not attend school.

**Cold/Cough/Sore Throat:** Minor cold symptoms usually do not interfere with a child's ability to focus at school. However, persistent, frequent coughing or other more severe symptoms may affect your child's school performance, and your child may be more comfortable at home.

**Strep Throat:** When your child is diagnosed with strep throat, he/she may return to school after having had at least 3 doses of an antibiotic, or having been on a prescribed medication for 24 hours. However, each situation is different, and more time may be required depending on the severity of your child's symptoms.

**Head Lice:** Please notify the school nurse to discuss treatment for your child.

### **Emergency Contact Forms**

If your child becomes ill or sustains an injury, you will be asked to bring him/her home. It is necessary that the school always has a phone number – yours and two emergency numbers – that may be reached at all times. Parents or designee must provide transportation. Please notify the school when any emergency information changes during the school year, such as a new phone number, new job, etc. Emergency contact forms go home at the beginning of each school year for updating.

### **Hearing/Vision Testing**

The school nurse does hearing and vision testing yearly and reports any problems to parents. If parents have questions regarding any health problems, the nurse is available for consultation.

### **Administration of Medication (prescription and over the counter)**

When necessary, the school nurse may administer medications only with authorization from a licensed physician and the student's parent/guardian. Authorized students may self-carry asthma inhalers or Epipens ONLY with written permission from physician, parent/guardian and school nurse. Students may not carry other medications, including over-the-counter medications. Medication administered in school (prescription or over the counter), must be delivered to the school nurse by the parent. It must be properly contained with a label affixed bearing the patient's name, physician, medication, instructions regarding dosage and administration, and prescription number. These medications must also be accompanied by a physician signed "Authorization for the Administration of Medicine by School Personnel" form per Connecticut State Law and regulations 10-21(a). Parents/guardians of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school and are available from the school nurse.

## **HOMELESS STUDENTS AND MIGRANT STUDENTS**

Homeless students will have access to all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. A full range of services will be provided to migrant students, including applicable Title I programs, special education, language programs, and counseling programs. The local liaison for homeless children is the Pupil Services Director.

## **HOMEWORK**

Homework is part of our educational program and is assigned on a regular basis. Homework reinforces skills learned at school and is fundamental to each student's learning and development, and allows staff to monitor student understanding. It is expected that families will monitor homework assignments and encourage children to develop good work habits that will last a lifetime. Often, homework will only be reading and practicing math facts on a nightly basis, but may also include other assignments, long-term projects or reports, or studying for content area tests.

## **INSURANCE**

The school does not carry accident insurance on individual students. We do offer the opportunity for parents to purchase insurance through a private carrier. An insurance form will be sent home with each student during the first month of school. Parents who are interested in purchasing accident insurance should return the form with the premium (check written to company) to school.

## **LIBRARY**

Students are invited to use the books and other materials located in the library and are responsible for any material they sign out. Materials must be returned to the librarian at the circulation desk. Students must pay for any materials they lose or damage.

## **LOST AND FOUND**

Please label all articles of clothing and lunch boxes to minimize lost articles. Any articles that are found in the school or on school grounds should be turned into the main office. Lost and found articles are located in the area near the pick up/dismissal area. Loss or suspected theft of personal or school property should be reported to the main office.

## **PARENT TEACHER ASSOCIATION**

The PTA is a vital link between the school, community and the parents it serves. Parents/guardians are urged to join and take an active part in the PTA. <http://www.willingtonpta.com/>

## **PARENT TEACHER CONFERENCES**

Parents are encouraged to become partners in their child's education. Conferences with teachers may be held at any time during the school year. Parents/guardians, teachers, or administrators may initiate a conference. Conferences with all parents are initiated by the teachers at the end of the first marking period. These conferences provide parents/guardians with insight about their child's progress up to that point in the school year.

## **PARKING**

Parking for visitors is available in the lot to the left of the school. If the lot is full, visitors may park in our parking lot to the right of the building, or at the Willington Hill Fire House (along the island to the right), or across the street in the church parking lot. Parking in the loop in front of the building should be limited to those parking for only 15 minutes or less or handicapped parking (permit required). No vehicles should be parked on Old Farms Road as they could hinder the ability for buses and emergency vehicles to travel on the road.

## **PESTICIDE APPLICATION**

Center School does not apply pesticides inside or outside the school building.

## **PHOTOGRAPHING OR VIDEOTAPING STUDENTS**

We understand and encourage parents to take pictures of important events and programs their child(ren) participate in while enrolled in the Willington Public Schools. Please understand, however, that photographing or videotaping school activities are only permitted at the discretion of the administration. Generally, recording a school event is permissible. Feel free to share pictures with our librarian, Mrs. Redding, who will post pictures to our website. We have a few students we are unable to post pictures of so please do not post pictures on social media unless they are of your child only. If recording or picture taking is prohibited at a specific event, the administration will make an announcement indicating picture taking and/or recording is not permitted. If you have any questions concerning this issue, please do not hesitate to ask the principal.

Lastly, we may use photos, videos and digital pictures of students to record the many events in school. We sometimes share these with our families, media and school community. Please be aware that any parent/guardian who crosses off the photographic image, and computer and/or video image on the handbook signature page will restrict the district from utilizing your child's picture in this manner (including for our website, classroom newsletters, and yearbook).

## **PROMOTION AND RETENTION**

Promotion or retention of students in the Willington Public Schools cannot be described in unconditional terms. Decisions shall be considered on an individual student basis, and made by the principal in consultation with the respective classroom teacher(s) and other knowledgeable professional staff members. The principal and other staff members have the responsibility to consider promotion or retention on the basis of all that is known about the student academically, socially, emotionally, and physically.

## **PROPERTY AND EQUIPMENT**

It is the policy of the Board to hold students responsible for any loss or damage to property of the school when the loss or damage occurs through fault of the student. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials. Any student damaging school property will be financially liable for restoring the property, regardless of the condition of the property at the time of the destructive act, in addition to discipline deemed appropriate.

## **PSYCHOTROPIC DRUG**

The Board of Education prohibits school personnel from recommending the use of psychotropic drugs. School nurses, the district medical advisor, and school psychologist may recommend that a student be evaluated by an appropriate medical practitioner. Nothing in this policy shall be construed to prohibit a planning and placement team from discussing with parents and/or guardians the appropriateness of consultation with, or evaluation by, medical practitioners; or to prohibit school personnel from consulting with medical practitioners with the consent of the parents and/or guardians of a child.

## **PUPIL SERVICES DEPARTMENT**

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

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

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

### **RECESS**

Recess is an integral part of the school day, and students go outside for 25 minutes. Students must dress appropriately for the weather conditions as they will go outside every day unless the temperature/wind chill factor is less than 20°, or it is raining.

#### **Recess Expectations**

1. play in the designated area (black top, field, and playground).
2. walk on the black top.
3. keep their hands and feet to themselves.
4. use appropriate language.

### **SCHOOL CEREMONIES AND OBSERVANCES**

An opportunity will be provided at the beginning of each school day for students to recite the Pledge of Allegiance and observe a period of silent meditation. Participation in these activities is voluntary.

### **SEARCH AND SEIZURE**

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

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

This document serves as advance notice that school board policy allows desks and backpacks to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein. Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

## **SPECIAL EDUCATION**

See section titled Pupil Services Department

## **STUDENT RECORDS**

Parents/Guardians of students under 18 or eligible students have a right to inspect and review education records including all material incorporated into the student's cumulative record file and intended for school use or available to parties outside the school or school system. This right is provided under the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records. Parents who desire to review the child's records should contact the building principal. Parents will be provided, on request, a list of the types and locations of education records collected, maintained, or used by the school. The Student Record Policy is available for review at the Center School office. Also see Board policy 5125.

### **Relocation**

Consistent with federal regulation, student records will be forwarded without parental permission to a school district requesting records where the student has enrolled. Hand carried records will not be permitted.

### **Student Records Policy**

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, grade level, photographic image, computer and/or video image, participation in officially recognized activities and sports, dates of attendance, awards received in school, and previous school attended.

If you do not want any or all of these items to be considered directory information, please follow the directions on the Handbook Signature Page located on the last page of the Student/Parent Handbook.

Lastly, we may use photos, videos and digital pictures to record the many events in school. We sometimes share these with our families, media and school community. Please be aware that any parent/guardian who crosses off the photographic image and computer and/or video image on the handbook signature page will restrict the district from utilizing your child's picture in this manner (including for our website, yearbook and classroom newsletters).

## **STUDENT SERVICES**

Student services are those supportive services that help students benefit from the school's instructional programs. The goal of these services is to provide opportunities for additional help, knowledge, and self-understanding to both students and their parents. In addition, these services offer support and consultation to the general education staff so that academic potential will be maximized. The following is a brief description of each of the student services.

### **Special Education**

Special education services are available for students who have a disability identified by the school's Planning and Placement Team (PPT). See the Pupil Services section above.

### **Data Teams**

Grade level teams support students by providing teachers with alternative strategies to improve student learning and/or behavior in the classroom setting. Teachers refer students to the committee for review, and data is gathered to make informed decisions to improve student learning. The classroom teacher notifies parents when a student is referred to the committee. The teacher monitors student learning and reports to the committee with data that either supports a continuation of the recommended strategy or the implementation of a new strategy. In some situations, the program serves as a referral point for initiating further assessment to identify a student's potential need for special education services.

### **Response to Intervention (RTI) / Scientific Research Based Interventions (SRBI)**

Response to intervention is a systematic approach to support student learning. Interventions and enrichment activities are matched to individual student needs based upon data collected in the school setting. Interventions are research-based activities that require progress monitoring on a frequent basis. You will be notified by your child's teacher if they are in need of intervention services.

### **TECHNOLOGY**

Willington Public Schools has invested in technology to broaden instruction and to prepare students for an increasingly technological society. Students have access to computers, iPads and Chromebooks. Internet use is regulated and supervised. There is also highly effective filtering software operating throughout the district to help eliminate visits to undesirable internet sites. The use of the internet is a privilege and we may withhold this privilege for inappropriate use.

### **TESTING/ ASSESSMENT**

Assessment is a continuous, ongoing process in our classrooms and we adjust student programming appropriately. The Smarter Balanced Assessment Consortium, or SBAC test, is administered to students in grades 3 through 8.

### **TITLE I PARENTAL INVOLVEMENT**

Parents of a child in a Title I 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 I programs.

### **VIDEO SURVEILLANCE**

Building security is a top priority at Center School. To maintain a safe environment, video cameras are installed on school buses and the building. These cameras produce both video and audio coverage. Please refer to Board Policy 5131.111 for more information. All doors are locked while school is in session. Security is everyone's responsibility. Please notify a school staff member should you observe suspicious behavior or an unsafe condition.

### **VISITORS AND VOLUNTEERS**

We welcome the support of the entire school community, and appreciate all that families provide to enhance the learning experiences of the students. If interested in volunteering at Center School, please complete the volunteer form and return it school. Visitors and volunteers must wear a badge during their stay at school. All visitors must first report to the office and sign our visitor/volunteer logbook. Visits to individual classrooms require an appointment with the classroom teacher. These visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the

normal school environment. Teachers often postpone having visitors in their classrooms for a period of time at the beginning of the school year in order to establish classroom expectations and routines. Forgotten sneakers, homework, lunches etc. should be delivered to the office, not to the classroom. All visitors are expected to demonstrate the highest standards of courtesy, conduct, and confidentiality. When visiting or volunteering at school, please do not bring other children or family members to school unless approved by the building principal. Please sign-out prior to leaving as it improves our level of accountability in case of an evacuation.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

No guns, knives or any other objects capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators may be subject to disciplinary action up to expulsion. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school. Please refer to Board Policy 5131.7 for more information.

### **WHAT YOU CAN DO TO HELP YOUR CHILD BE SUCCESSFUL IN SCHOOL**

- Praise your child each day for something he/she has done and listen attentively to what is said about his/her day.
- Read with your child.
- Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation that could influence your child's behavior.
- If you have concerns about your child's academic or social performance at school, contact your child's teacher.

**CENTER SCHOOL STAFF 2018-2019**

**Principal**

Marybeth Moyer, Interim

**Preschool**

Lori Paolini

**Kindergarten**

Willa Berghuis                   **KBe**  
Tracie Bristow                   **KBr**  
Bethany Scafidi                   **KS**

**Grade 1**

Rebekah Hofmann               **1H**  
Carrie Kelly                       **1K**

**Grade 2**

Victoria Lee                       **2L**  
Brendan Tormey                 **2T**  
Robin Watts                       **2W**

**Grade 3**

Brynn Lipstreu                   **3L**  
Katie Fleming                     **3F**  
Michelle Shine                   **3S**

**Grade 4**

Christine Nyser                   **4N**  
Rebecca Pilver                   **4P**  
Catherine Aillón Pomo         **4AP**

**Unified Arts**

Janice Castle                   music  
Alison Spector                 art  
Bryan Phillips                 physical education  
Amy Redding                   library  
Sharon Benitez                 Spanish

**Resource Staff**

Mary DeGostin                 resource teacher  
Ashley Milardo                 resource teacher  
Danielle Nash                 resource teacher  
Mindy Hudon                 speech and language  
Carole Frassinelli             speech and language  
Carol McKenzie               occupational therapy  
Sue Moriarty                   physical therapy

**Resource Support**

Lynn Philippi                   paraprofessional  
Andrea Byberg                 paraprofessional  
Anita Macken                 paraprofessional  
Linda Cooper                 paraprofessional  
Jeff Pepin                     paraprofessional  
Tammy Dolce                 paraprofessional  
Scarlett Pierce               paraprofessional  
Elizabeth Goodwin           paraprofessional  
Juliette Palazzolo           paraprofessional  
Christina Clinton           paraprofessional  
Carrie Johnson               paraprofessional

**Reading Department**

Kristen Stevens               literacy coach  
Karen Donaghy                 reading teacher

**Math Intervention**

Erica Bushior                 intervention teacher

**Psychologist**

Alan Rose

**Social Worker**

Sarah Hebert

**Nurse**

Lynne Fox, R.N.

**Computer Technical Support**

Josh Mindek

**Office Staff**

Patti Locke  
Joan Cordier

**Custodians**

Matt Jensen  
Sylvia Stevenson

**Cafeteria Staff**

Linda Nichols  
Rosalie Gorman



**2018-2019**  
**Center School Family Sign-off Page**  
**PLEASE RETURN THIS FORM TO SCHOOL BY SEPTEMBER 14, 2018**  
**Please be sure to complete all three sections.**

**Student Handbook Review**

Please read the *Student Handbook* online at [www.ces.willingtonpublicschools.org](http://www.ces.willingtonpublicschools.org) and review pertinent information with your child, particularly items pertaining to school expectations. We will then be assured you have reviewed the information regarding our school procedures. If you have any questions, please call the school at 860-429-9367. Thank you for your cooperation and support.

\_\_\_\_\_ We have read and discussed the 2018-2019 Student Handbook.

\_\_\_\_\_  
Signature of Parent/ Guardian

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Student Directory Information**

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes a parent's name and/or e-mail address, student's name, address, telephone number, date and place of birth, grade level, e-mail address, photographic, computer and/or video images, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. Directory information may be released by the Willington Public Schools to anyone who requests it unless I object to the release of any or all of this information within ten (10) school days of the time this handbook was issued to my child. Please sign below to allow the district to release your child's information.

\_\_\_\_\_  
Print name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Print Student's Name(s)

\_\_\_\_\_  
Date

We may use photos and videos to record the many events in school. We sometimes share these with our families, the media, the PTA (yearbook) and school community. Please sign below consenting the sharing of your child's image.

\_\_\_\_\_  
Print name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Print Student's Name(s)

\_\_\_\_\_  
Date

**Center School Electronic Family Directory**

Center School office staff will provide a digital directory to CES families to help parents coordinate birthday parties and/or play dates. This directory will be sent electronically to Center School families only, and will not be posted to our website. The directory will include your child's information including their name, classroom teacher, and parent/guardian contact information and address.

\_\_\_ Child's name (write names if multiple students) \_\_\_\_\_

Please sign below to give permission for Center School to release your child's information for the *CES Electronic Family Directory*.

\_\_\_\_\_  
Print name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

