

Bozrah
Parent and Student
Handbook
2019-2020



August 2019

Dear Parents and Students:

We are delighted to welcome you to Fields Memorial School. Our staff members provide engaging and relevant learning experiences that encourage all students to challenge their intellects and develop their talents. We ask each student to share in this responsibility by being his/her best.

We believe that parents are a strong part of a school community and encourage you to be our "Partners in Education." We are confident that with your support each child will develop to his/her potential while in our school.

Please read our student handbook together. Join us as we begin this new and exciting school year. The next page is an outline of updated sections of this handbook that will help our school run efficiently and effectively with your continuing support.

Dr. John J. Welch
Superintendent

Mrs. Catherine Dowler
Principal

This handbook belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Homeroom _____ Bus No. _____ Walker _____

Bozrah Parent and Student Handbook
Update Quick Reference Guide

Below is a list of updated, revised, or new sections of our school handbook with the corresponding page where you can find these changes. Please review the handbook with your child(ren).

Tardiness	page 12
Traffic	page 13
Dismissal Arrangements	page 13/14
Blackboard Connect System	page 14
Visitors	page 15
Students Exiting Special Education	page 17
School Rules	pages 22-25
Food From Home	page 27
Birthdays/Invitations	page 27

Please Sign and Return the Follow Pages by Friday, September 6, 2019.

Agreement for Computer and Internet Access
Use of Technology Device Responsibility Agreement
FMS Acknowledgement Form

Mission

The Bozrah School District prepares and inspires all students to realize their fullest potential by encouraging dedication to excellence, providing a stimulating learning environment, and fostering a commitment towards others.

Vision

The Bozrah School District promotes a dynamic learning environment that inspires opportunities for innovation, problem solving, and intellectual curiosity. We integrate relevant technology to set the stage for success in a global society.

Our culture supports respect, diversity, discovery, integrity, perseverance, and effective communication in a safe learning community.

Our Core Values

The Bozrah School District believes in:

Respect by:

- Encouraging individual diversity while treating others with kindness and sensitivity
- Allowing students to make good choices that reflect pride in oneself and their environment

Excellence by:

- Providing and promoting a learning environment for all students to reach their maximum academic and individual potential
- Promoting innovation, versatility, creativity, perseverance, and intellectual risk-taking

Community by:

- Developing a caring, safe, and cohesive school community
- Fostering local and global citizenship through effective communication, responsible leadership and cultural awareness

Integrity by:

- Embracing the courage to be responsible, honest, accountable, and dependable to oneself, others, and the community at all times.

Parent Pledge

1. I will nurture a spirit of cooperation and respect between school and home.
2. I will encourage consistent attendance and personal well-being through good nutrition, rest and exercise, and good general health.
3. I will establish and maintain an open line of communication with my child's teachers. I will attend parent/teacher meetings as often as possible.
4. I will create a learning environment at home that reinforces and enhances skills and concepts taught at school.
5. I will try to volunteer for at least one activity related to the school community. I will also help my child contribute to home, school, and community.

Teacher Pledge

1. I will nurture a spirit of cooperation and respect between school and home.
2. I will establish and maintain an atmosphere of mutual respect and caring in my classroom.
3. I will encourage and support all students to learn, achieve, and be successful.
4. I will establish and maintain an open line of communication with the families of my students.
5. I will support activities that celebrate the students of our school.

Student Pledge

1. I will be cooperative and respectful with all adults and with my peers.
2. I will attend school regularly and take responsibility for my well-being with healthy behaviors.
3. I will treat my school with respect, as I am expected to do at home and in the community.
4. I will complete my assignments with my best effort.
5. I will listen respectfully to adults and to my peers at all times.
6. I will encourage and support my peers as I would want them to do for me.
7. I will keep my family informed about my progress in school.
8. I will participate in school activities to the best of my ability.

The students, staff, and parents
of FMS are learning and working
hard to...



Take Care of Yourself

Take Care of Each Other

Take Care of our School.

FIELDS MEMORIAL SCHOOL STAFF

Superintendent: Dr. John J. Welch

Principal: Mrs. Catherine A. Dowler

Director of Special Education: Mrs. Eileen Hargreaves

Director of Technology Services and Systems: Mrs. Michel Leask

Office Staff: Mrs. Joanie Jurczyk, Mrs. Sue Lyon, Mrs. Donna Wallace,
Mrs. Nancy Zieber

Pre K Mrs. Lisa Crocetta

Kindergarten Mrs. Cheryl Conway

Grade 1 Miss Courtney Magario

Grade 2 Mrs. Jamie Owen

Grade 3 Mr. John Mrakovcich

Grade 4/5 Miss Alicia Brockett

Grade 4/5 Mrs. Stacie Dempsey

Grade 6 Homeroom Miss Elizabeth Brown

Grade 7/8 Reading/Language Arts Mrs. Joanne Hart

Grade 6/7/8 Social Studies/Language Arts Mrs. Laurie Swanson

Grade 6/7/8 Science/Math Mrs. Evelyn Brown

Grade 6/7/8 Math Ms. Sharon Schnare

Grade 8 Math Mrs. Michel Leask

Art/Gr. 6 Reading/LA/Intervention Support/ Miss Kristi Smith

Library Mrs. Karen Sanquedolce

Music & Intervention Support Mrs. Debra Coats

PE/Health Mrs. Tara James

Nurse Mrs. Jennifer Velazquez

Paraprofessionals Mr. Barry Keenan, Mrs. Kristine Rondeau, Mrs. Laurie Tatro,
Miss Roberta Dziadul, Mr. Dan Dolly, Mrs. Bridgette Duvall, Ms. Valerie Hendrix,
Mrs. Maureen Silva, Ms. Martha Butova, Ms. Felicia Harris

School Psychologist Mrs. Christine Putre

Special Education Mrs. Donna Washburn, Mrs. Cheryl Lage,
Mrs. Lisa Crocetta, Miss Jessica Doucette

Speech & Language Mrs. Lee Ann Spence

Title I, Intervention & Support Mrs. Lisa Carignan, Mrs. Joann Zajac

Intervention Miss Elizabeth Brown

Custodial Staff Mr. Keith Johns, Mr. Tage Wright, Mr. Jeremy Donohue

Cafeteria Staff Mrs. Amy Banning, Mrs. Kathy Schoepfer, Mrs. Lisa Caplet

School Hours

Pre K	8:25 AM – 11:25 AM, 12:00-3:05 PM
Grades K-8	8:25 AM – 3:05 PM

Early Dismissal Times are either 12:35 p.m. or 1:10 p.m.

Planned Early Dismissals & Staff Professional Days

August 28th – 1:10 Dismissal - First Student Day

September 26th – 12:35 Dismissal – Professional Development

October 24th – 12:35 Dismissal - PK-4 Parent Teacher Conferences/PD for
5-8 teachers

November 6th – Election Day – No School – Professional Development

December 11th – 1:10 Dismissal - Parent Teacher Conferences for Gr. 5-8/PD for
PreK-4 teachers

December 20th – 1:10 Dismissal - Holiday Recess

January 17th – 1:10 Dismissal

January 24th – 12:35 Dismissal – Professional Development

February 14th – 1:10 President's Day/Winter Recess

March 6th – No School – Professional Development

March 19th – 12:35 Parent Teacher Conferences

April 20th – No School – Professional Development

May 15th – 12:35 Dismissal – Professional Development

May 22nd – 12:35 Memorial Day Weekend

June 12th – 1:10 Last Day*

*If there are no snow days to make up

Student Forms

We appreciate parents completing the packet of forms that will be sent home with your child on the first day of school. This allows us to keep up to date records and information on all of our students. If there are any changes in your home, work, or emergency phone numbers and/or addresses, please notify the school immediately. The nurse should also be made aware of any allergies or health problems. **Be sure to review the contents of this handbook with your child(ren) and sign the last two pages (the User Agreement Form and Acknowledgement Form) of the handbook and return to school.**

Attendance

Regular and punctual student attendance is essential to the educational process. Connecticut General Statutes Section 10-184 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.

In order to assist parents and other persons in meeting this responsibility, the Bozrah Board of Education monitors unexcused student absences and makes reasonable efforts to notify parents or other persons by contacting them when a student fails to report to school. State law provides that any person who, in good faith, gives or fails to give such notice shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give such notice. The Board, therefore, must obtain a telephone number or other means of contacting parents or other persons during the school day. Please include this information on the Student Data Sheet which is sent home on the first day of school.

Absence

Parents are responsible for their child's regular and punctual attendance. Every attempt should be made to confine necessary appointments to after school, weekends, and vacation periods.

When a student is absent, parents are to call the school office between 7:30 and 8:45 AM. The school will contact the parent at home or at work if the parent does not make a phone call. If there is no contact between home and

school, the parent must send a note indicating the reason for the absence upon the child's return to school. *This documentation is required within 10 days of the absence or the absence will be marked unexcused. The school will make every effort to contact home whenever a student is absent.*

Excused Absence

As per Connecticut state law, it is important to note that the first nine absences in a school year can be deemed excused based on the reason given by the parent or guardian in a note. For the 10th and each subsequent absence, there is a more stringent and specific set of reasons for the absences to qualify as excused. If a student is absent 10 or more days, a parent or guardian note and in some cases additional documentation (for example, a licensed medical professional must verify all student illness absences) is required to determine whether an absence is excused or unexcused.

Students receive an excused absence for the tenth absence and all absences thereafter, when they are absent from school for the following reasons:

1. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
2. Student's observance of a religious holiday.
3. Death in the student's family or other emergency beyond the control of the family.
4. Court appearances, which are mandated (documentation required).
5. The lack of transportation that is normally provided by the district other than the one the student attends.
6. Extraordinary education opportunities pre-approved by the District administration and in accordance with Connecticut State guidelines.

The responsibility for makeup of work lies with the student, not with the teacher. All makeup privileges must be completed within a reasonable timeframe, mutually agreed upon by the teacher/school and home.

Unexcused Absence

Unexcused Absences are those which do not fall under any of the excused absences. For example but not limited to:

1. All other absences with or without written explanation.
2. Family vacations/trips are considered unexcused.

Absences, which are the result of school or district disciplinary action, are excluded from the definition.

Truancy

In accordance with Bozrah Board of Education Policy 5042, any student **five (5) to eighteen (18) years of age**, inclusive, who has **four (4) unexcused absences** from school in any one month or **ten (10) unexcused absences** from school in any school year may be considered truant.

Tardiness (Reminder - School Starts at 8:25)

Tardiness interrupts a student's instructional time. Frequent tardiness has a negative effect on learning. Being punctual is ESSENTIAL, as it minimizes disruption to the learning environment and maximizes valuable instructional time. For our middle school students, homeroom is a time of day that allows students to prepare for their day. **Any student who arrives to school after 8:25 must be signed in at the Office by an adult.**

Students are expected to arrive at school by 8:25 a.m. If a student accumulates **four (4)** or more tardies each marking period/quarter, a meeting will be schedule with the school administration and the parent/guardian.

Consequences for being late to school:

In addition to the following consequences all missed work must be completed.

Elementary (PreK-4th)

5th tardy (Counts as Unexcused Absence):	Written Warning
6 th through 9 th Tardy:	Consequence Appropriate for Student
10 th or more Tardy:	Administration sets meeting with parent/guardian where consequence and "action plan" is discussed.

Middle School (5th-8th)

3 rd Tardy (Counts as Unexcused Absence):	Verbal Warning
4 th through 6 th Tardy:	Consequence Appropriate for Student (Lunch Detention)

7th through 9th Tardy:

Written Warning to be signed by Parent/Guardian and
Consequence Appropriate for Student (Lunch Detention)

10th or more Tardy:

Administration sets meeting with parent/guardian where consequence and "action plan" is discussed.

School Hours

School hours are from 8:25 a.m. until 3:05 p.m. each day. Students may not arrive at school before 8:10 a.m. Morning Pre-K begins 8:25 a.m. and ends at 11:25 a.m. Afternoon Pre-K begins at 12:00 p.m. and ends at 3:05 p.m. Early dismissal is at 12:35 p.m. if Norwich Free Academy (NFA) has a full day. It is at 1:10 p.m. if NFA has a half day.

Traffic Flow and Drop-off

Please read this section on policies for entering the school to drop-off students and pick-up students.

If you plan on dropping off your child(ren), **please be sure to drive your vehicle into the entrance closest to the bus entrance and proceed into the front parking lot in a single file. Please ensure that your child(ren) exits on the passenger side of your vehicle to enter proceed into school. AT NO TIME SHOULD ANY VEHICLE PASS ANOTHER VEHICLE IN THE DROP OFF LINE. Drop-off starts @8:10.**

NOTE: DO NOT drop-off students in the bus unloading area. This interrupts traffic flow and it is a fire lane.

Dismissal

1. We require a written note from a parent informing the school of the dismissal arrangements. This note should include the child's name, teacher, arrangement, days and/or dates of the arrangement.
2. **Any dismissal arrangements must be communicated to the Office no later than 2:30 by phone. Requests for dismissal arrangements made after 2:30 may not be possible.**

3. Students will be dismissed from class at 3:05 p.m. **Students are required to report to the cafeteria and wait until they are signed out by a parent or guardian.**
4. Parents should arrive by 3:05 p.m. For safety reasons, parents will enter the building through the cafeteria entrance - no exceptions.
5. After students have been signed out, please exit through the cafeteria door. The doors will be shut at 3:10 p.m. and remain closed until buses are loaded and have left the premises.
6. Except in unusual circumstances, students will be placed on the bus at 3:15 p.m. if the parent has not arrived.

Early Pickup

Picking your child(ren) up early from school is discouraged since it interrupts class continuity and instruction. If it is unavoidable, please notify the office in writing in advance.

School Closing

School may be closed, delayed, or dismissed early in the case of inclement weather. Announcements of school closings, early dismissal, or delayed openings will be made through our **ParentSquare** system as well as on local radio and TV stations, WICH/WCTV (1310/97), WTIC (1080), WKNL (100.9), WILI (1400, 98.3), WFSB, WTNH, and NBC-30 after 5:15 AM.

Please do not call the school or the radio station to inquire about school closings.

When school must be closed early due to inclement weather (or for any other reason), students must have clear instructions about where they are to go. A message will be sent through our **ParentSquare** system. The information will be posted on our website and made available on local radio and TV stations. In the fall, parents will be asked to complete a form on which they will state where their child is to go if school is dismissed early. Please complete this and return it to school promptly. If you change any of your contact information during the course of the year, please let school know. We use the **ParentSquare** System to regularly communicate with parents and families. Please be sure that the school has your most accurate and up-to-date contact information to effectively communicate with you on a regular basis or in case of an emergency, including inclement weather related decisions.

School Evacuation Sites

In event of an evacuation of the school, the Family Reunification Center is the Bozrah Moose Lodge. In the event that students and staff need to be evacuated to a location outside of Bozrah, Lebanon High School is the designated site. We are grateful to the Lebanon Board of Education who voted to make their high school our designated site.

Visitors - Policy (1014)

The Bozrah Board of Education encourages visits by citizens, taxpayers, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Bozrah Board of Education requires all visitors to receive prior approval from the school Principal or his/her designee before being permitted to visit any school building. The Bozrah Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations. Upon arrival, all visitors must report directly to and sign in and out at the visitors' reception area of the school office.

All visitors must report directly to the Office to receive a visitor pass. We request that the pass be visible at all times. All visitors are expected to demonstrate the highest standard of courtesy and conduct. Disruptive behavior will not be permitted. Visitors to the school should expect to present their license or legal I.D. for a visitor's pass. THE SAFETY OF THE CHILDREN AT FIELDS MEMORIAL SCHOOL IS EVERYONE'S PRIORITY!

Academic and Social/Emotional Services at FMS

The staff at FMS is focused on helping every child realize their fullest potential as a student and work toward becoming a successful contributor to a global society. We administer Universal Screening in Early Literacy, Reading, and Math for all of our Pre-Kindergarten through 8 students three times a year, September, January, and April/May. These computer-adaptive benchmark assessments, the iReady assessments from Renaissance Learning, allow the staff and students to have accurate, reliable, and valid data about student achievement and instruction. Along with classroom assessments, student work, parent input, student input, and classroom observations, we can measure our students' progress effectively and respond in a timely fashion.

State guidelines (effective July 1, 2009) require schools to provide a continuum of scientific research-based interventions (SRBI) to all children with three "Tiers" of support. Tier 1 is instruction, both academic and behavioral, that all children receive in the classroom in all subject areas. Our Core Literacy series are Treasures, with Foundations in Kindergarten, and Common Core Progress. These series provide whole group and guided small group instruction for students at their own readiness level. Teachers provide whole group instruction to all students which is followed by small group guided instruction to reinforce or extend student skills and concepts. Teachers use a variety of differentiation strategies in the classroom to reach a broad spectrum of learning needs and styles.

A key to determining which children are struggling with a specific skills, concept, or a broader subject area is the use of assessments and data. FMS has identified assessments and implemented assessments that are assisting our school teams in identifying students' individual learning needs. Our teams meet to review student progress on a regular basis. We have added additional professional development days to further improve our use of student data to set learning goals and plan instruction for all students. Additionally, grade level schedules were developed so that every grade has a two hour uninterrupted literacy block and one full period for math.

Tier 2 instruction (30 minutes four days a week) is additional support for children who are struggling in math or literacy. The criteria for Tier 2 support varies somewhat by grade and includes further iReady testing, DRA's, Treasures weekly and/or unit assessments, Common Core Progress Benchmarks, parent input, teacher observation, K readiness assessments, Read Naturally assessments and student work. The current criteria for mathematics is fall/winter/spring benchmark assessment data, criterion referenced tests based on grade and math series, and teacher observation.

If a student receiving classroom instruction plus Tier 2 instruction continues to make limited progress, a Child Study Team (CST) meeting is convened. The purpose of the meeting is to review the student's progress in class and in intervention settings, share data with parents and the team, and brainstorm effective other strategies that might be used. Depending on student needs and modifications or accommodations that have already occurred, the Tier 2 program may be continued with new strategies added or a more intensive Tier 3 program may be considered. Parents are important partners in this process.

Usually, when there are significant changes in assistance to a student, a meeting is scheduled six to eight weeks later to review progress monitoring data, class work, and any other data of importance for that specific child. If the program is working, formal child study team meetings are held only when needed. Teachers and interventionists keep parents informed of progress.

When a student is exited from special services through a PPT decision at a triennial meeting, the parent will be notified at this meeting that the student's progress will continue to be monitored by the Child Study Team (CST). The parent will be invited to all CST meetings, where TIER I practices and strategies are discussed. Should the CST later find the student would benefit from TIER 2 or TIER 3 services, these services will be put in place as an outcome of the CST meeting. If the student is exited from special education services at the end of the school year, the next year's receiving teacher will also be invited to the exiting PPT.

When a special education student seems to be progressing well in all goals, with good carryover in the classroom including universal screenings and Classroom/Curriculum Based Measures (CBMs), and it is not time for a triennial, special education services will gradually be lessened in duration, frequency, and/or direct servicing. Frequent and carefully monitoring of continued progress will be put in place during this process. If this pattern of continued progress continues over time, the student will be considered for exiting special education services. If the student is exited from special education services, the parent will be notified at this meeting that the student's progress will continue to be monitored by the Child Study Team (CST). The parent will be invited to all CST meetings. Should the CST later find the student would benefit from TIER 2 or TIER 3 services, these services will be put in place as an outcome of the CST meeting. If the student is exited from special education services at the end of the school year, the next year's receiving teacher will also be invited to the exiting PPT.

Grading Policy

Progress Reports will be issued to every student during each marking period. These reports allow for teacher assessment, student self-evaluation, and parental comment. Progress reports will be distributed on or around **10/1/19, 1/24/20, and 4/24/20**. These dates may vary due to snow days, etc.

Report Cards will go home with students at the end of each marking period. Report cards tentatively will be issued on **12/6/19, 3/13/20, and the last day of school**. These dates may vary due to snow days, etc. For Kindergarten through grade 3, parents should sign the envelope and return the report card in the envelope provided. The report card envelope only should be signed and returned for grades 4-8.

Field Trips

Field trips are school activities considered to be part of the curriculum. It is important that all students take part in these activities. Unless there is an extenuating circumstance, every student is expected to attend scheduled curricular field trips. An unexcused absence will be considered for any student who does not attend.

Backpacks

Backpacks and/or book bags should be viewed as a means of carrying books to and from school. Backpacks and/or book bags are to be left in lockers/cubbies during school time.

Bicycles

Parents may request in writing that their seventh or eighth grader be granted permission to ride a bicycle to school. The Bozrah Board of Education is not liable for the child's safety when riding a bicycle to and from school. The following conditions must be met or the student will lose the privilege of riding a bicycle to school:

- The student will arrive at school no earlier than 8:20 AM and be in time to line up.
- The bicycle must be locked and chained.
- Bicycles may not be ridden to school in rain, snow, or in other weather conditions that may be considered hazardous.
- At dismissal, students must leave the school grounds immediately **AFTER** the last bus leaves the school grounds.
- Students riding bicycles will not follow school buses or loiter near student drop-off points.
- Students will be expected to follow bicycle safety rules.
- No student is to ride a bicycle other than his/her own.
- Use of safety helmets is required.

School Climate, Behavior Expectations, and Discipline

FMS Safe School Climate

Fields Memorial School staff works closely with parents and the community to establish and maintain a safe school climate that fosters high expectations for learning, positive character development, safe choices, and appropriate behavior for everyone. We believe parents are an important partner in assisting children in the development of positive social and behavioral choices.

The school employs a variety of measures in creating and maintaining a safe school environment that includes but is not limited to school wide expectations and proactive classroom expectations with developmentally appropriate guidelines and consequences, instruction at each grade level in positive social/emotional development and opportunities to practice these skills, daily reinforcement of shared character values, no tolerance for bullying, consequences for infractions that jeopardize a safe school climate, after school activities provided by the school and the parent teacher organization, and support from a school psychologist in providing short term individual or small group counseling. Some children need more support in developing positive social and/or behavioral choices. Our school team and parents, with the assistance of the school psychologist, work to create positive supports through behavior plans and other measures that assist specific children in developing self-control and positive choices.

Policy 5006.1

SAFE SCHOOL CLIMATE PLAN

The Bozrah Board of Education is committed to creating and maintaining a safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Bozrah Board of Education Policy. This Plan represents a comprehensive approach to addressing bullying and cyber bullying and sets forth the Board's expectations for preventing, intervening, and responding to incidents of bullying.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to

addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or school staff.

I. Prohibition Against Bullying and Retaliation

- A. The Bozrah Board of Education expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.
- B. The Bozrah Board of Education also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- C. In addition to prohibiting student acts which constitute bullying, the Bozrah Board of Education also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- D. Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

II. Definition of Bullying

- A. **"Bullying"** means the repeated use by one or more students of a written, verbal or electronic communication, such as cyber

bullying, or a physical act or gesture directed at another student attending school in the same district that:

1. causes physical or emotional harm to such student or damage to such student's property;
 2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
 3. creates a hostile environment at school for such student;
 4. infringes on the rights of such student at school; or
 5. substantially disrupts the education process or the orderly operation of a school.
- B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

III. Procedures for Reporting and Investigating Complaints of Bullying

- A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses.
- B. Students may make anonymous reports of bullying to any school employee. Should a student request anonymity when making a report, Mrs. Catherine Dowler, Principal, or Mrs. Christine Putre, School Psychologist, shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss

the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action.

School Rules

SAFETY IS THE #1 PRIORITY. IF IN DOUBT, IT IS OUT!

The Bozrah Board of Education along with the faculty and staff of Fields Memorial School are working toward school policies and practices that are restorative rather than punitive. With the guiding principles of Take Care of Yourself, Take Care of Others and Take Care of Our School, the FMS school rules have been updated and revised to represent both restorative practices and restorative justice.

"The Bozrah Board of Education prohibits the use of any controlled substances, illegal drugs, or alcohol during school or at any school related activities or functions. This prohibition includes any activities sponsored by a public school organization on or off school premises." Policy 5131.6

In accordance with state and federal laws, FMS is obligated to follow policies prohibiting and the consequences related to:

- Bullying, including cyber bullying, is a serious offense and will be referred to local authorities.
- Threatening or harassing other students, teachers or any school personnel is a serious offense and will be referred to local authorities.
- Weapons of any kind are not allowed at school and will result in immediate referral to the local authorities.
- Sending inappropriate electronic communications is a serious offense and will be referred to local authorities.
- Smoking is not permitted on school property and possession of cigarettes, e cigarettes or any product containing nicotine, lighters, and matches is not permitted.

Take Care of Ourselves

- Students may leave school grounds *only when accompanied by an adult and properly dismissed in the office.*
- Footwear needs to fit securely so as to prevent playground wood chips, stones and sand from slipping between the foot and the shoe and potentially causing harm. Flip-flops are not suitable for wearing in school or on the playground.
- Any item brought to school must be in a non-glass container to prevent breakage and potential injury.
- Student language should be appropriate, if you don't want an adult to hear what you said or how you said it, don't use those words.
- Students should dress in a manner that reflects pride and respect for themselves, their school, and their community. To promote a positive, safe, and appropriate learning environment clothing should be appropriate for school and cover a student in such a way as to not be too revealing. If student attire is found to be offensive, inappropriate or disruptive to the learning environment, a parent or guardian will be contacted and asked to bring a change of clothes.
- Students should also have the appropriate attire for the weather conditions.

Here are our weather/temperature guidelines for appropriate clothing:

Wind Chill/Temperature	Clothing Guidelines
60 degrees and up	Pants/shorts, skirts, short/long sleeves
40-59 degrees	Pants (no shorts), jacket/coat over long sleeves, layers are best
40-20 degrees	Coat required, hat and gloves are recommended
20 degrees and below	No outdoor recess

All articles and valuables are brought to school at the owner's risk. Students are asked to be extremely careful about leaving valuables unattended in desks, cubbyholes, classrooms, and unlocked lockers. The school is not responsible for stolen articles. The use of electronic devices is limited to educational purposes only. Skateboards and other valuables should be left home.

Take Care of Others

- **Keep hands and feet to yourself at all times.**
- Gum chewing is restricted and prohibited unless it is authorized in writing by the school administration. Placing used gum anywhere other than a trash can presents a risk of spreading germs, having gum stuck in hair or ground into the carpet.
- Due to the threat of unknown allergies, students wishing to sell any items (both food and non-food) in school must receive prior approval from the school principal.
- For the safety of all students and adults, throwing any object (stone, wood chip, marble, snowball, etc.) or food item is not permitted.

Take Care of Our School

- Students are responsible for the proper care of all books, supplies, and furnishings provided by the school. Textbooks are to be kept clean and should be covered carefully. Students who do not demonstrate proper care of materials or furnishings or who otherwise damage school property or equipment will be required to pay for the damage or replace the item before they can receive their final report card.
- Students are expected to clean up after themselves in the classroom, cafeteria, the hallway and the library.
- Students who *deliberately* destroy school property or materials will be dealt with on a case by case basis in accordance with Restorative Justice Practices.

Bus Conduct

The driver is in full charge of the bus and of all pupils riding therein at all times while pupils are being transported to and from school. Rules that have been put in place for students' interactions with each other, adults and school property apply to the bus environment as well.

Bus Transportation may be denied or suspended if a student demonstrates unsafe or disrespectful behavior toward, him/her self, peers or the driver. Such decisions will be made on a case by case basis.

Restorative Justice

In an effort to institute restorative justice, the administration, faculty and staff at FMS have been trained in restorative practices. Restorative justice is a practice and protocol of dealing with an offender(s) who causes harm to another person(s) or property through a series of conversations and actions in which the offender makes amends to the person or group harmed. Restorative justice *does not* mean there are no consequences, *restorative justice* means that the primary goal is reconciliation and rehabilitation, not punishment. Therefore, the issuing of detentions, in school suspension, out of school suspension and expulsion will be dealt with on a case-by-case basis and in accordance with local, state and federal laws.

In the event that detention, suspension or expulsion is deemed necessary, parents/guardians will be notified by phone and in writing.

The Board of Education may expel any student whose conduct endangers persons or property, or is seriously disruptive of the educational process, or violates a published policy of the Board, provided that a formal hearing is held under C.G.S. 4-180. Full policy (5044) is available upon request.

Sexual Harassment

All people should be treated with respect. Sexual harassment has been clearly established as a form of sexual discrimination. Sexual harassment is defined as follows:

Any intentional or unintentional, unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature, when (1) submission to such conduct is made either explicitly or implicitly as a term or

condition of employment, occupation, or education; (2) submission or rejection of such conduct by an individual is used as the basis of employment or educational decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working environment.

Specific behaviors (that are unwanted or sexual in nature) that could constitute sexual harassment are the following:

touching	sexual rumors
sexual name calling	too personal a conversation
jokes/cartoons/posters	cornering/blocking
pulling at clothing	suggestive facial expressions
verbal comments	

If a student believes that s/he has been discriminated against in regard to the preceding policy, s/he may file a grievance that his/her rights have been denied or violated.

If a student wishes to discuss these regulations and the full policy, one's rights under the policy, or discuss or file a grievance, please contact Mrs. Catherine Dowler (Title IX Coordinator). All grievances should be filed within forty CALENDAR DAYS OF THE ALLEGED OCCURRENCE and within one year of any previous related alleged occurrences.

Non-Discrimination

In compliance with the regulations of the Office of Civil Rights and with Equal Opportunity practices as determined by state and federal legislation, the Board of Education:

As a matter of policy, does not knowingly condone discrimination in employment, assignment, program, or services, on the basis of race, gender, color, religion, national origin, age, sexual orientation, disability, or unrelated abilities to perform the duties of the position.

It is required that all program offerings, employment applications, and admission criteria in the Bozrah Public Schools must contain the above statement.

Any concerns, questions, or information regarding the above may be obtained by contacting Mrs. Catherine Dowler, Title IX Coordinator for the Bozrah Public Schools, PO Box 185, Bozrah, CT 06334 (860 887-2561).

FMS Wellness Policy (BOE Policy #5062)

Fields Memorial School is committed to assuring consistent procedures across the school district and to align our practices with the Child Nutrition Programs, The Dietary Guidelines for Americans, and federal, state, and local requirements. *With the exception of snack and lunch, no outside food may be brought into school from outside sources during the school day including all birthday and classroom celebrations.* This is consistent with district Wellness Policies that stipulate all foods and beverages made available on campus during the school day are consistent with the current dietary guidelines and that all foods prepared on campus adhere to food health and safety guidelines.

Alternative options include purchasing a food choice from our cafeteria which would automatically adhere to a number of nutritional guidelines. Another option would be to look at alternative celebration ideas outside of food choices. Please discuss these options with your child's teacher prior to coming to school. A list of available foods and beverages from our cafeteria are available on our website, on request, and in the Office.

Birthdays/Invitations

In accordance with the Fields Memorial School health and wellness initiatives and the guidelines provided by the Board of Education, **birthdays WILL NOT be celebrated with any food items.** Alternative activities can be mutually agreed upon with the classroom teacher.

Invitations for students' personal parties may be distributed at school as long as every child in the class is invited.

Counseling Services

Counseling services are available for every student. Students meet with the school counselor for a variety of reasons related to academic development, personal and social development, and career development. Meetings with the school counselor may be with an individual student or with a small group of students. There are also classroom lessons and presentations.

When students need to see the school counselor, they can let a teacher know immediately, and the teacher will contact the counselor. Parents are also encouraged to contact the school counselor to discuss any questions or concerns.

Health Services

General Information

The Health Office provides health and emergency services to students. If an emergency should arise while the Health Office is closed, students will be sent to the Main Office. All Health Office visits are documented and these records are maintained in the child's cumulative health record. Parents/guardians will be notified if their child is to be sent home. A student with a temperature greater than 100 degrees, or who is vomiting, will be sent home from school. In other cases, individual health assessments by the nurse may also result in exclusion from school.

Additional Guidelines

At the beginning of the school year, the Main Office will request that each parent or guardian complete an emergency information form. Please list all available numbers where you can be reached (home, work, beeper, cell phones) and local persons to contact if you are not available. Please update all changes during the school year. Physical Education requires that a parent write a note of explanation if his/her child is unable to participate in a class, due to illness or injury. To ensure safety, students returning to school with any limitation of mobility (crutches, casts, wheelchairs or sutures) must first report to the Health Office before attending any classes. Parents should contact the school nurse before their child returns to school after surgery, serious illness, injury, or hospitalizations. A note from the treating health care provider is needed before the student returns so that the nurse can make a plan for the child's safety. Please inform the nurse of food allergies, diabetes, asthma or any health concern that may impact on your child's safety.

Medication Administration

The State of Connecticut has created definitive regulations regarding administration of medication in schools. Medications (prescriptions or over-the-counter) are NOT to be carried on the student's person or kept in lockers. If it is necessary for a student to take any medication during school hours, it must be administered by the school nurse, school administrator, or a

designated teacher, unless otherwise approved for self administration. The following steps will facilitate the procedure and meet state regulations:

- A medication authorization form signed by the prescribing health care provider and the parent/guardian must be submitted annually. These forms are available from the Health Office or the health care provider.
- The parent/guardian must deliver the medication directly to the school nurse.
- The medication container must be labeled by the pharmacy with the name of the patient, medication name, strength, dosage, frequency, and the name of the prescriber. Over-the-counter medication must be received in its original container from the store.
- The amount of medication is limited to a forty-five (45) day supply.
- The student may be allowed to self-administer an inhaler or medication for anaphylaxis with approval of the school nurse, principal, parent, and health care provider. The child may carry his/her own inhaler or EpiPen and parents will need to provide an additional supply of these meds for the Health Office.

Physical Examinations

All newly enrolled students from out of state are mandated by the State of Connecticut to submit a physical exam, which includes immunizations prior to attending class. Connecticut State Law, Section 10-206-C requires a physical examination for all students in grades PreK, Kindergarten, and six. The sixth grade physical must be dated between January 1st of fifth grade and the end of June of the sixth grade. The Connecticut State Blue Form (HAR-3) is available in the Health Office or at your child's health care provider. Please check the form for full completion.

Screenings will be performed, according to state guidelines, throughout the year.

Vision - Students in Grades K-8

Hearing - Students in Grades K-3, 5 and 8

Scoliosis - Students in Grades 5-8

Students who are participating in after-school athletics require a physician's physical within 13 months of such activity. Forms are available in the office.

Lost and Found

Articles of value, turned in to the office, will be held until the end of each month. Unclaimed items will be disposed of or donated to charity.

Student Names and Photographs

From time to time, names and photos of our students may appear in the local newspaper or on our web page. **If you do not wish your child's picture or name to be published, please contact the school in writing.**

We provide directory information to the PTO. If you choose not to have this information released, you must do so in writing.

Telephone

The office phone is to be used in case of emergency - not for social calls. Students must have a pass from a teacher to use the phone.

We appreciate your cooperation in keeping our school a safe and secure learning environment.

Bozrah Public Schools User Agreement and Parental Permission

Student Access to Networked Information

The Bozrah Board of Education recognizes that as telecommunications and other new technologies shift, the ways that information may be accessed, communicated, and transferred change. Those changes may alter instruction and student learning.

The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

In a free and democratic society, access to information is a fundamental right of citizenship.

Network Rules

Students are responsible for good behavior on school computer networks, just as they are in school or while attending school-sponsored activities. Communications on the network are often public in nature and general school rules for behavior and communication apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner and who have parental/guardian permission (for minors). Access is a privilege, not a right, and such access entails responsibility. During school, teachers guide students towards appropriate materials. Outside of school, that responsibility shifts to parents/guardians.

Individual users of the district computer networks are responsible for their behavior and communications over the networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

The following are not permitted:

Sending or displaying offensive messages or pictures · Using obscene language · Harassing, insulting, or attacking others · Damaging computers, computer systems, or computer networks · Violating copyright laws · Using others' passwords · Trespassing on others' folders, work, or files · Intentionally wasting limited resources · Employing the network for commercial purposes

The following sanctions may be employed for students who misuse the network:

Loss of access · Additional disciplinary action in line with existing practice regarding inappropriate language or behavior · Involvement of law enforcement agencies

Bozrah Board of Education Policy 5054 Adopted: October 6, 2009 (revised 9/4/12)

Agreement for Computer and Internet Access

**Fields Memorial School
Bozrah Public School**

Student Contract:

I have read (or have been read) and understand the Student Agreement for Computer Use and Internet Access and will abide by the stated guidelines. By signing this form and as a user of the Bozrah Public Schools' computer network, I hereby agree to comply with the rules outlined below and stated in Bozrah Board of Education Policy 5054 - communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature _____ Date _____

Print Name _____

User Agreement and Parent/Guardian Permission

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services including electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

Parent Signature _____ Date _____

Print Parent Name _____

Street Address _____ Home Phone _____

NOTE: Signed form must be returned to the school prior to student use of network services. Failure to properly complete, sign, and return this form will void this agreement.

Bozrah Board Education Policy and Administrative Regulation 5054 is available in the school office, as are all other policies and regulations of the Bozrah Board of Education.

Agreement for Device Usage and Responsibility

Fields Memorial School Bozrah Public School

Our students, staff, and school are fortunate to have access to devices on a daily basis including but not limited to desktop computers, iPads, ChromeBooks, and MacBooks. We start each school year talking about responsible care for these devices and practicing the steps that will ensure the devices' longevity. Like any other property of the Bozrah Public School District, we hope that these tools provide a rich educational experience for your children. We ask that you take time to discuss with your child(ren) the responsible use and care of these technological devices.

Student Contract:

I understand that by signing this form, I will do my best to take care of the electronic devices and accessories available to me at school by protecting them from damage and misuse like drops, spills, removing keys from keyboards and drawing or writing on them. Examples of accessories include: cases, keyboards, mice, headphones, printers.

Student Signature _____ Date _____

Print Name _____

User Agreement and Parent/Guardian Permission:

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to use the devices available at school. I understand that individuals and families may be held responsible for any damages that occur due to purposeful and/or willful destruction of school property.

Parent Signature _____ Date _____

Print Parent Name _____

Note: Bozrah Board of Education Policy and Administrative Regulation 5044 is available in the school office, as are all other policies and regulations of the Bozrah Board of Education.

**FIELDS MEMORIAL SCHOOL
ACKNOWLEDGEMENT FORM 2019-2020**

Please read and complete this form.

Student Name (please print)

Grade

**Our signatures indicate that we have received, read,
and understand the 2019-2020 student handbook.**

Student Signature

Date

Parent/Guardian Signature

Date