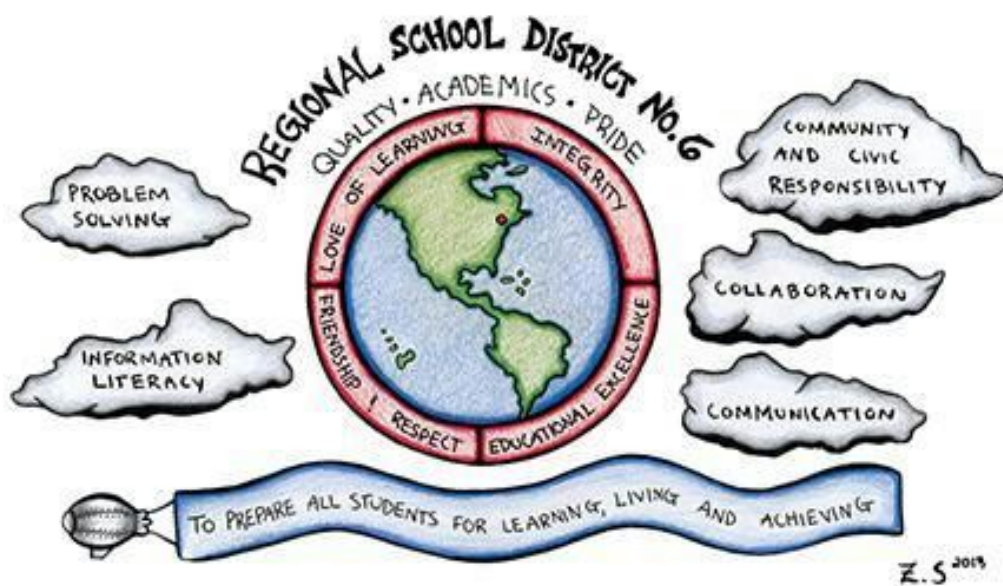


Regional School District #6

Goshen Center School

James Morris School

Warren School



Student/Parent Handbook

2014-2015

REGIONAL SCHOOL DISTRICT #6
Goshen Center School
50 North Street, Goshen, CT 06756
860-491-6020

September 2, 2014

Dear Parents/Guardians,

Welcome to the start of an exciting year full of great opportunities for your student to grow and develop academically and socially. So that it is clear what is expected from all students, I ask that you take some time to review this Student/Parent Handbook. Please read through this handbook **with your child** so that you both are aware of the many important policies and expectations. The handbook can also be found online at the school webpage within www.rsd6.org. It is possible that the handbook will be updated online during the course of the school year.

Once you and your child(ren) have read through this handbook, please remove this page, sign and date in the spaces below, and have your child(ren) return this document to school by Tuesday, September 09, 2014. (Please Note: One form can be returned with signatures from all students in the same family.)

Feel free to contact me if you have any questions about the handbook. The staff and I look forward to working with you in our efforts to provide the best possible academic and social environment for your student.

Sincerely,
Angela Rossbach
Principal

=====

Student Name(s) (please print): _____ Grade: _____

Student Name(s) (please print): _____ Grade: _____

Student Name(s) (please print): _____ Grade: _____

Your signatures below represent your awareness and understand the contents of this 2014-15 Student/Parent Handbook:

Student Signatures: _____ Date: _____

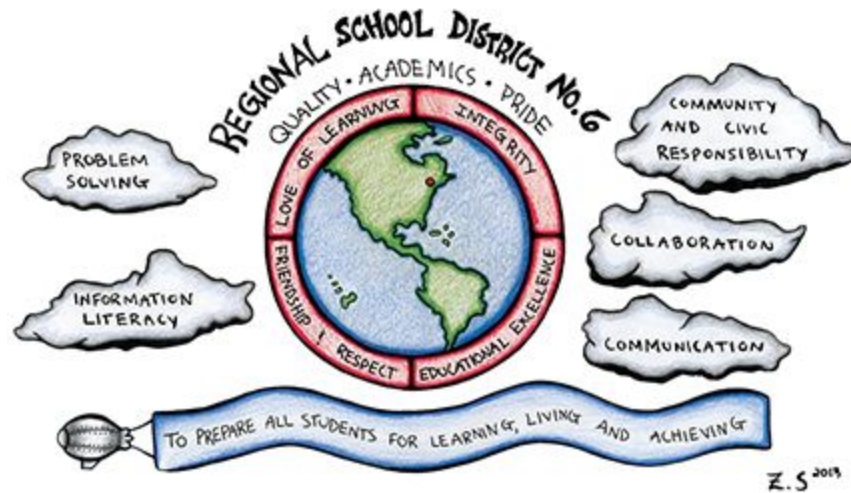
Student Signatures: _____ Date: _____

Student Signatures: _____ Date: _____

Parent's/Guardian's Signature: _____ Date: _____

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District Mission Statement:

To Prepare All Students for Learning, Living and Achieving

Learning Expectations:

Community and Civic Responsibility
Collaboration
Communication
Information Literacy
Problem Solving

Core Values:

Love of Learning
Integrity
Friendship and Respect
Educational Excellence

Motto:

Quality, Academics, Pride

DISTRICT CONTACTS

Edward Drapp, Superintendent of Schools **(860) 567-7400**
 Leslie Pescatore, Assistant to Superintendent **(860) 567-7400**
 Debra DeLisle, Human Resources Coordinator **(860)-567-6656**
 Tracy Keilty, Chief Academic Officer (K-8) **(860) 567-7400**
 Kevin Hollis, Director of Special Services **(860) 567-6642**
 Wanda Wiig, Assistant to Director of Special Services **(860) 567-6642**
 John Threlfall, Director of Safety and Security **(860) 567-7400**
 Fran O'Dell, Director of Facilities **(860) 567-7400**

	Goshen (860) 491-6020	Morris (860) 567-7420	Warren (860) 868-2223
Principal	Angela Rossbach	KC Chapman	Anthony Hibbert
Administrative Assistant	Aita Hunt	Randy Day	Nicole Yarrish
Region 6 Preschool	Jacqueline Gray	Jessica Hodgkinson (Rozof)	(housed in Morris)
Kindergarten	Heather Mahar Meghan Walker	Pam Phelan	Karen Brady
Grade 1	Tara Gleason	Tracy Barger	Beth Ulrichsen
Grade 2	Sue Carpenter	Jean Leonard	Mary-Ellen Birdsall
Grade 3	Cheryl Martinelli	Missy Layman	Mary-Ellen Birdsall
Grade 4	Jen Johnson Vanessa Spino	Tina Maritano	Kathy Newton
Grade 5	Kelly Grace	Holly Tarrant	Heather Twyeffort
Grade 6	Jennifer Hartnett Sarah Miller	Carrie Maillet Phil Pane	n/a
Title I Teacher		Madelyn Battistoni	
Special Education	Mike Wilhelm Jessica Perotti	Sharon Kozikowski Christina Smith	Carol Leavitt
Literacy Specialist	Valerie Leifert	Barbara Connery	Joanne Woodington
Numeracy Specialist	Mary Moran	Robin Moore	Joanne Woodington
Social Worker & 504 Coord.	Kristin Lutz	Sarah Bolton	Steven Bagley
Paraprofessionals	Christina Albano, Kathy Corsetti, Cindy Gelormino Diane Machen	Deb Goepel, Amy Hofmann Robin Moresi, Laura Murray Kathi Peck, April Saade	Rebecca Barrett Kathi Brown Jane Dickinson
Nurse	Terri Truczinskas	Karen Prado	Shannon May-Vernali
Custodians	John Leary Dave Spino	Bruce Richard Michelle Fontinopoulos	Scott Johnson Anthony Beach
Cafeteria Manager	Patty Shephard	Deborah King	Tina Radwan
Art	Laurie Sweet	Music – General/Vocal	Sarah Powell Bills
Health and Wellness	Alisa Wright	Music-Instrumental	Benjamin Loomis
Library Media Specialist	Wayne Prescott	Physical Education	David Niek
School Psychologist	Kristin Lutz	Speech Pathologist	Elizabeth Domonel, Marci Sass

CALENDAR

Regional School District No. 6 2014 - 2015 School Year Calendar

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug. 25 - New Teacher Orientation
Aug. 26 - Staff Orientation/
Pre-School Meetings
Aug. 27-29 Professional Development

4 teacher days

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Sept. 1 - Labor Day - No School
Sept. 2 - Opening Day of School K-12

21 student/teacher days

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Oct. 8 - Early Dismissal for Students
Teacher Work Day
Oct. 13 - Columbus Day - No School
Oct. 22-24 - Elem. Early Dismissal
Parent Conferences

22 student/teacher days

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Nov. 11 - Veterans' Day - No School
Nov. 12 - Early Dismissal for Students
Teacher Work Day
Nov. 26-28 - Thanksgiving Recess

16 student/teacher days

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dec. 10 - Early Dismissal for Students
Teacher Work Day
Dec. 24-31 - Winter Recess

17 student/teacher days

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan. 1 - New Year's Day
Jan. 2 - Winter Recess
Jan. 5 - School Reopens
Jan. 14 - Early Dismissal for Students
Teacher Work Day
Jan. 19 - Martin Luther King Day - No School

19 student/teacher days

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Feb. 11 - Early Dismissal for Students
Teacher Work Day
Feb. 16 - Presidents' Day - No School
Feb. 17 - Professional Development Day
No School for Students

18 student/19 teacher days

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar. 11 - Early Dismissal for Students
Teacher Work Day
Mar. 25-27 - Elem. Early Dismissal
Parent Conferences

22 student/teacher days

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Apr. 3 - Good Friday
Apr. 8 - Early Dismissal for Students
Teacher Work Day
Apr. 13-17 Spring Recess

16 student/teacher days

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

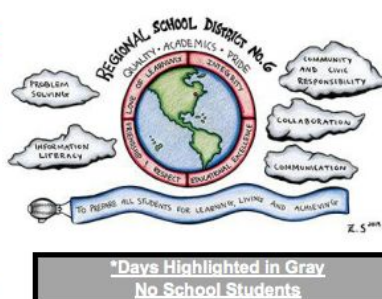
May 13 - Early Dismissal for Students
Teacher Work Day
May 25 - Memorial Day - No School

20 student/teacher days

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Last Day School - June 12th
No Snow Days

10 student/teacher days



181 Student Instructional Days

Calendar is subject to change without notice.

Adopted BOE Meeting: 1/15/2014

BOARD OF EDUCATION

BOARD OF EDUCATION MEMBERS

WARREN	MORRIS	GOSHEN
Lori Fedewa, Secretary	Daniel Coutu	Chris Sanders, Chair
Jonathan Hall	Heather Jones	Craig Robillard, Vice-Chair
Richard Rebusmen	John DeLello, Treasurer	Nell Glass

BOARD OF EDUCATION MEETING SCHEDULE

All meetings begin at **7:00 P.M.**, unless otherwise noted.

Wednesday, July 9, 2014 (District Office Conference Room)

Wednesday, August 27, 2014 (District Office Conference Room)

Wednesday, September 10, 2014 (District Office Conference Room)

Wednesday, October 8, 2014 (Warren School)

Wednesday, November 12, 2014 (Goshen Center School)

Wednesday, December 10, 2014 (James Morris School)

Monday, January 12, 2015 Budget Workshop (District Office Conference Room)

Wednesday, January 14, 2015 (District Office Conference Room)

Monday, February 2, 2015 Budget Workshop (District Office Conference Room)

Wednesday, February 11, 2015 (District Office Conference Room)

Wednesday, March 11, 2015 (District Office Conference Room)

Wednesday, April 8, 2015 (Warren School)

Monday, April 20, 2015 Budget Hearing (James M. Eisenhaure Auditorium)

Monday, May 4, 2015, 8:00 P.M. Budget Meeting (James M. Eisenhaure Auditorium)

Wednesday, May 13, 2015 (Goshen Center School)

Wednesday, June 10, 2015 (James Morris School)

Wednesday, July 8, 2015 (District Office Conference Room)

What Does SUCCESS at RSD6 Look Like?

ACADEMICS

If asked to describe you, your teachers and classmates would say that you are “curious and enthusiastic”.

You listen carefully and attentively when others are speaking in class.

You both contribute in class and listen to others when working with others.

The work you produce reflects your best effort and highest level of quality.

ATTITUDE

If asked to describe you, your teachers and classmates would say that you are “positive and hard working”.

You approach each day as an opportunity to expand your understanding of the world.

You understand school expectations, do your best to meet them, and take responsibility for your actions.

SOCIALIZATION

If asked to describe you, your teachers and classmates would say that you are “kind and polite”.

You look for opportunities to include other students in activities and groups.

You show respect for others’ ideas, feelings, materials and personal space.

In a respectful and appropriate way, you advocate for yourself and for others.

PEP Perseverance Effort Pride

At Goshen Center School, we are striving to help students develop a growth mindset. Psychologist Carol Dweck has identified two different mindsets: fixed and growth. Each mindset affects achievement in dramatically different ways. [Carol Dweck](#) states that students with **fixed mindsets** think that their intelligence is carved in stone. They are afraid of challenges, upset by mistakes, and achieve less. On the other hand, students with **growth mindsets** believe that their talents can be developed. They take on challenges, enjoy difficulty, expect to expend effort, and achieve more.

Children with a growth mindset, believe that with **perseverance** and **effort**, they will succeed in school. These behaviors lead to students who are **proud** of their work, and consistently achieve at high rates.

Perseverance: continue in spite of difficulties

Effort: try your hardest

Pride: take pleasure or satisfaction in newly learned skills and behaviors

How can a growth mindset be developed?

Carol Dweck makes the following recommendations in her book, *Mindset: The New Psychology of Success*:

1. Teach children that intellectual skills can be acquired. Every time we stretch our thinking, take on difficult challenges, and learn as a result, our brains build new connections, and we become smarter.
2. Praise children for effort. Express approval for the *processes* they use to generate breakthroughs, for the effort and perseverance that students put into their work.. Do not praise students for “how smart they are,” since this reinforces a fixed mindset.
3. Highlight the value of struggle and perseverance. Portray taking on challenges and the inevitable mistakes that result as highly regarded. Show children how to turn setbacks into progress. Give the message that the willingness to embrace difficult tasks is a good thing. While it often generates blunders, these are valuable in the long run and pave the way to real achievement and growth.

THE SCHOOL DAY

SCHOOL HOURS

K – 6	8:55 A.M. – 3:25 P.M.	Pre-K, A.M.	8:55 A.M. – 11:35 A.M.
7-12 (Wamogo)	7:23 A.M. – 2:20 P.M.	Pre-K, P.M.	12:45 P.M. – 3:25 P.M.

EARLY ARRIVALS AND MORNING DROP-OFFS

The doors will be open and children will be allowed into school beginning at **8:50 A.M.** As staff are preparing for the start of the school day, there is no supervision for students prior to 8:50 A.M. Students should be in the company of an adult when arriving prior to 8:50 A.M.

LATE ARRIVALS

Students arriving after 8:55 A.M. must report to the school office via the front entrance before going to their classroom. Any student arriving **after 8:55 A.M. will be considered tardy.**

PICK-UPS DURING THE DAY

Parents/guardians should use the front entrance and report to the school office when picking up their student before regular dismissal time. Whenever foreseeable, parents/guardians should send a written note to the classroom teacher that morning, indicating the time of pickup. Students must be signed out from the office on the “Student Pickup/Sign Out Sheet”. Please make every effort to **notify the school office by 2:00 P.M.** if you have a change in your end of the day plans.

PICKUPS AT DISMISSAL TIME

In order to ensure the safety and security of all students and staff, we ask and expect all visitors understand and abide by the following:

- Students being picked up at dismissal time are sent to the Elementary Drive entrance at the rear of the school at 3:25 p.m.
- Once students are dismissed to the back entrance, they are **not permitted to return to the classroom** without staff escort.
- Parents are reminded to wait in your car in line on Elementary Drive. When you arrive at the front of the queue, the supervising staff members will check in with you before students enter the car.
- A **PHOTO I.D.** may be required for anyone other than a custodial parent and/or persons unknown to the supervising staff members.
- If parents arrive after 3:30 p.m., and the orange cone is NOT out, they will need to pick their children up at the front office.
- Upon departure, please turn around at the end of Elementary Drive, and then turn right to **exit through the staff parking lot.** This system allows the buses to safely exit from Elementary Drive.

Notes prevent confusion and unnecessary anxiety for children at dismissal time. See the **“WRITTEN NOTES”** section on the next page for more information.

***Children without notes (and children whose parents have not arrived by dismissal time) will be sent home on their regular buses.**

DELAYED OPENINGS

Parents / Guardians will receive a message via the Region 6 SCHOOLMESSENGER automated system if the opening of school is delayed. Delayed openings for Regional School District 6 (not individual schools) are announced on WZBG 97.3, WTIC 1080, WWYZ 92.5, and on TV Channels 8 and 30. School delays mean that school begins two hours later than usual, meaning that school will begin at 10:55 A.M. There is no morning preschool when school is delayed..

EMERGENCY / EARLY CLOSINGS / NO SCHOOL

On occasion, school must be closed early due to inclement weather or other emergencies. Most often, early dismissals will be at **1:20 P.M.** and announced using local news and radio as well as our SCHOOLMESSENGER automated system. It is very important to have an emergency plan in place and to discuss this with your child to make sure he or she knows what to do in case of an early dismissal. It may be to your advantage to make arrangements with a neighbor or provide your child with a house key in case you are unable to be home when your child arrives. An Emergency/Early-Dismissal form is sent home each fall to remind families of this important issue. These forms are kept on file for quick reference in the event your child does not remember your family's plan.

Should it become necessary to close school early on a day when **parent/teacher conferences** are scheduled, these conferences will not be held and will be rescheduled for a later date.

All after-school activities are canceled when school is closed early.

SCHEDULED HALF-DAYS

Dismissal on a scheduled half-day is at **1:20 P.M.** Please refer to the school calendar for regularly scheduled early-dismissal days.

Pre-K will dismiss at **10:30 A.M.** on conference days. There is no P.M. preschool on scheduled half days.

WRITTEN NOTES

Children should bring in a written note **from a parent or guardian** for any of the following reasons:

- Late arrival to school
- Early pickup / dismissal from school
- To go home in an atypical manner (e.g. to go to friend's house; to be picked up by someone other than a parent/guardian)
- To stay after school for a sport or other activity. (A blanket note may be sent in with all of the dates of the activity).
- Absence from school
- Request for special arrangements
- Notification of any change in parental or guardian custody, even if temporary

A one-time "blanket note" can be written to cover recurring events such as Brownie or Scout meetings, sport practices, Parks and Recreation activities, etc.

SCHOOL VISITORS

Regional School District No. 6 extends a warm welcome to parents/guardians and others to visit our schools and classrooms. At the same time, we must assure that our students, staff and visitors are safe, and

that learning is not disrupted. We must always be aware of who is in the building and the reason for their visit. All RSD6 schools have a buzz-in intercom system for visitors to use. All school entrances will be locked at all times. We ask and expect that all visitors understand and comply with the following:

- Please use the **front door entrance**,
- **Sign in** at the school office.
- A **“Visitor” pass** must be worn while in the building. Your keys or I.D. may be requested in exchange for a pass, to be returned at the end of your visit.
- For **classroom visits**, please make arrangements with the teacher at least one day in advance. Short visits are preferred, especially those to the primary grades.
- **Unscheduled visits** to classrooms are not permitted.
- We also request that parents **not accompany their child to a classroom** during the drop-off or pick-up process.

These protocols have been developed and shared to ensure clear expectations for all and to provide a safe environment for our students, staff and visitors.

SCHOOL BREAKFAST AND LUNCH

Available Daily: Deli sandwiches, fresh-made salads, and alternate of the day, which will be manager’s choice. Students no longer have to pre-order, they can make their choice when coming through the lunch line. Also available daily is a fresh vegetable bar. Students can choose fresh vegetables instead of vegetable of the day. Students have a choice of a variety of fresh fruit. We offer low fat and fat free white milk and fat free chocolate milk with all lunches

Student Lunch: \$2.55

Student milk: \$.50

To pre-pay for lunch and breakfast, please go to www.mypaymentsplus.com. If you have an account you can deposit funds into the meal account for just meals or the general account if purchasing snack and milk. If you do not have an account set up and you need the six digit ID# please call 860-491-6024 or e-mail Patty Shepherd at pshepherd@rsd6.org and she will be happy to help you. By using MyPaymentsPlus you are able to check up on what your children are eating and you earn bonus bucks for every \$20.00 you deposit into your child’s account.

Students are not permitted to bring **soda** or **candy** to school.

RSD6 participates in the **National School Breakfast Program**. This breakfast program is offered on a monthly basis to all students. Those eligible for reduced lunches may purchase breakfast for a reduced price. Students will be given a Breakfast Menu prior to the beginning of each month from which they can make their choices for that month.

Free and Reduced Lunch Program - Families who qualify according to the State and Federal guidelines (forms are sent home at the beginning of the school year) can participate in the Free and Reduced Breakfast and Lunch Program.

OFFICE TELEPHONE USE

The office telephone is for school business, and we discourage use of the phone by students requesting to call home.

ROUTINES and ORGANIZATION

Please help your child prepare for the day by establishing regular morning routines. We also suggest that students **organize and gather all belongings for the school day at night before going to bed.**

EMERGENCY DRILLS

Emergency drills are held at regular intervals, including monthly fire drills and periodic “lockdown” drills. Students are required to follow the directions given and posted in each classroom. For fire drills, at the first alarm, students will quietly walk to the designated exit and move to a previously designated point at least fifty feet from the building. For lockdown drills, students will quietly follow the supervising adult to a secure location.

ATTIRE (“Dress Code”)

The purpose of stressing appropriate clothing for students is to create an atmosphere at school that is conducive to learning. Students are expected to dress in a manner that will not interfere with instruction or endanger the well being (physical, mental and emotional) of others and themselves.

Students who wear clothing that is deemed to be inappropriate for school or school related activities might be subject to administrative action. Students who fail to comply with expectations concerning attire will be subject to school discipline in accordance with the Board's policy on student discipline. Administrative action may include, but is not limited to, the following:

- request of student to change clothing;
- request of parent to bring to school a change of clothing for student;
- removal of student from class;

School administrators, at their discretion, may make changes to the list above.

Please Note:

- When choosing **shoes**, consider the weather, as well as the activities of a typical school day.
- Suggested **shorts’ styles** include cargo shorts, trouser shorts, soccer shorts, basketball shorts, Oxford shorts, Chino shorts, and Bermuda shorts. Short-shorts are not acceptable school attire.
- All **pants and shorts** should fit snugly at the waist, with no exposed skin between pants/shorts and shirt.
- **Shirts** with sleeves are recommended.
- **Undergarments**, including bra straps and boxer shorts, should not be visible.
- **Hats** are not permitted in school.

COLD WEATHER CLOTHING – We try to hold recess outdoors whenever possible. Students should wear appropriate clothing such as warm jackets or coats, hats, mittens/gloves and boots during cold and inclement weather. Students without boots must stay on the blacktop area as long as snow covers the playground.

ELECTRONICS – Electronic devices such as cell phones and iPods are not to be used during school hours and must be kept in the student’s backpack in the off or silent mode.

5th and 6th grade students may bring electronic devices for classroom use as directed by classroom teachers. Students in grade 3-6 may bring e-readers to school at their parent's discretion. **The school is not responsible for lost or damaged items.**

Audio/Video Recording Devices: Students shall not use any personal electronic devices to record audio and/or video or to take pictures in school unless directed by the classroom teacher as part of the curriculum and instruction. All other audio or video recording requires permission from the administration.

LOST AND FOUND

Clothing and personal items (e.g. lunch boxes, backpacks, etc.) should be **labeled clearly** with the student's name or initials using a permanent marker to avoid lost and unclaimed articles. Items found will be placed in a box in the custodian's closet. Unclaimed items are given to a charitable organization.

ATTENDANCE

SCHOOL ATTENDANCE

Attendance is governed by the Regional School District No. 6 "Attendance Policy" as follows:

Regular attendance is essential for an effective school experience and necessary for annual promotion. The responsibility for regular attendance rests with the parent(s) or guardian(s). The school will make every effort to keep the appropriate person informed in this most critical area and to assist whenever possible. Regular attendance is essential to the educational process. Excessive absences have adverse effects on education progress. Students who are absent from class for any reason are deprived of a variety of educational opportunities, meaningful student-teacher interactions and learning experiences shared with their classmates. Teachers have traditionally attempted to provide opportunities for make-up work for class time missed; however, it is extremely difficult to reproduce or re-capture classroom activity.

Because teacher-student interaction is important to the instructional process, students will not be given work in advance for unexcused absences. Students may be expected to complete a general assignment that is due upon return from their absence. Students are also expected to consult with their teacher about makeup work to be done within a reasonable amount of time. Failure to complete assigned makeup work may have a negative impact on the student's performance and/or report card. In extreme cases, failure to complete make-up assignments may jeopardize promotion to the next grade level.

TRUANCY

The State of Connecticut requires all schools to report students who have been truant. Truancy, according to Connecticut General Statutes, Sec. 193, is defined as:

Any child age 5-18, inclusive, who is enrolled in public or private school and has four unexcused absences from school in any one month, or ten unexcused absences from school in any school year is considered Truant.

Excused Absences include

- Death in the immediate family
- Documented religious holiday or other reasons having to do with religious beliefs
- Required appearance in court
- Suspension from school
- Lateness of school bus or failure of sending town to provide transportation
- Participation in school-approved activity with prior permission of the principal
- Medical appointment
- **Extended Illness – Absence of three or more days** due to illness or injury must be validated by a physician or by the school nurse. Any student who has a chronic illness or diagnosed problem that may cause repeated absences, sometimes for less than three days at a time, should have on file with the school nurse **a letter to that effect from a physician** within ten days of the diagnosed illness.
- Other circumstances approved by the school administration

Personal Vacations: While we understand the importance of family time, vacations taken during the school year that do not coincide with the Region 6 designated vacation closings are considered **UNEXCUSED** absences and may result in your child being reported to the state as truant.

CALLBACK SYSTEM AND REPORTING ABSENCES

To ensure the safety of our students, parents/guardians are requested to notify the school when a student is absent by calling **860-491-6020 before 8:55 A.M.** An answering machine is available 24/7 for your convenience. If the school is not notified by a parent or guardian, the school nurse will call the parent's/guardian's home or workplace to inquire about the student's absence or whereabouts.

SCHOOL BUS TRANSPORTATION

SCHOOL BUS TRANSPORTATION

Bus transportation to and from James Morris School is provided through Regional School District No. 6 contract with *All-Star Transportation* (860-567-4237). Children are assigned to a bus according to their home address.

A note to the classroom teacher and/or bus driver is required **if a change in the regularly assigned bus** is necessary.

Behavior on the Bus

Transportation via school bus is a privilege. In accordance with Board of Education policy, school transportation privileges are extended to students **conditional upon their satisfactory behavior on the bus**. Students will be advised that they may be suspended from transportation services for unsatisfactory conduct (while **awaiting and/or receiving** transportation to and from school) that endangers persons or property or violates a Board policy or administrative regulation.

Inappropriate behavior includes creating a high level of volume, not sitting properly in one's seat, holding or dropping items out of the window, or breaking any of the general school rules. Behavior that is considered by the driver or principal to be unsafe or inappropriate may result in consequences ranging from seat assignments, a phone call home, suspension, and/or loss of the privilege of riding the bus for a designated period of time. In the event that a student's bus privileges are suspended, the parent/guardian is responsible for transporting the student to and from school.

COMMUNICATION

REGION 6 WEBSITE

In an ongoing effort to strengthen communication with parents and families, Region 6 uses a website: www.rsd6.org. We encourage all parents and guardians to use this tool to their advantage by checking the district, school and teacher webpages often. Items such as weekly and monthly lunch menus, event calendar, newsletters, bus routes, handbooks, and notices will be posted on the website.

Teacher Websites : All preK-6 teachers maintain their own webpages, which can be accessed through the STAFF DIRECTORY link of each school's webpage at www.rsd6.org, then clicking on the teacher's name.

WEEKLY SCHOOL NEWS (E-BLASTS)

Please register for our E-News to receive weekly information from the school principal. This is the schools' primary method of regular communication between home and school. To register, go to www.rsd6.org, and click on "E-NEWS" at the top-right of the screen.

REPORT CARDS

Report cards are sent home three times per academic year: December, March and June.

PARENT / TEACHER CONFERENCES

Twice a year, parents/guardians are given an opportunity to meet with their child's teacher to discuss progress. Parent/teacher conferences are typically held in October and March, with appointments scheduled on either one of two evenings or one afternoon. On conference days, **K-6 is dismissed at 1:20 P.M.**, and **Pre-K is dismissed at 10:30 A.M.**

Should it become necessary to close school early on a day when parent/teacher conferences are scheduled, these conferences will not be held and will be rescheduled for a later date.

CONTACTING A TEACHER

So as to avoid surprises, both parents/guardians and staff are encouraged to communicate as frequently as each deems appropriate. Due to the schedule and pace of the typical school day, teachers are generally not

available to take phone calls during school hours. Parents/Guardians may leave a message for a teacher with the office, and the teacher will return the call at their earliest convenience.

Email is another sound option for home-school communication. Please note, however, that teachers are not always able to check their email during school hours. Therefore, urgent messages, including changes in dismissal plans, should be delivered via a telephone call to the office. Email is often ideally suited for non-urgent messages. Staff check their e-mails daily and will respond to parent questions within 24 hours, as long as it is not a weekend, holiday or vacation. **Confidentiality** is always a priority and therefore email may not always be the most appropriate method of communication for certain situations.

If a parent/guardian wishes to meet with a teacher, he or she should call the main office and leave a message for the teacher to return the call, or email the teacher with the request for an appointment and some dates and times that work. Generally, the best time to meet with teachers is before school (e.g. 8:30 A.M.) or after dismissal (e.g. 3:30 P.M.). Unscheduled visits to classrooms are not permitted.

LINES OF COMMUNICATION

If you have a question or concern about...

- Your child's academic performance
- Your child's behavior or socialization
- Classroom activities and concerns
- Your child's teacher
- Homework
- School events

- Parent involvement in the school

- School discipline policy
- School safety
- General school questions
- Attendance
- Health issues/concerns
- Special Education
- PTO business

Please contact the...

Classroom teacher
 Classroom teacher
 Classroom teacher
 Classroom teacher
 Teachers' web pages
 Website, classroom teacher
 or main office
 Classroom teacher, main office,
 or PTO
 Principal
 Principal
 School Secretary
 School Secretary
 School Nurse
 Special Education teacher
 PTO officers

ACADEMICS

TRIMESTER DATES

1st Trimester:	September 2 to November 25 Dec. 5 - Report Cards Go Home
2nd Trimester:	November 26 to March 13 March 20 - Report Cards Go Home
3rd Trimester:	March 14 to Last Day of School Report Cards Go Home Last Day of School

SPECIAL SERVICES

A full range of Special Services is offered to children with diagnosed needs. Programs include speech therapy and language instruction, physical therapy, special support for hearing impaired, learning disabled, and children with emotional needs.

HOMEWORK GUIDELINES

Homework is an integral part of the educational process, as it allows students to follow through on their personal commitment to learning and to practiced skills introduced in class. Homework should be meaningful and help students develop useful skills. The Board of Education of Regional School District No. 6 recognizes that a reasonable amount of study and preparation is necessary for the scholastic growth of students. It is also aware that the amount of preparation should increase as the child progresses through the grades. It should be understood that each grade level serves as the foundation for the next.

The amount and type of homework are determined at the discretion of the teacher using the recommended guidelines and depends largely on the students in the class. The Board of Education of Regional School District No. 6 also recognize that activities may need to accommodate students with different learning and organizational difficulties, or those with other special needs.

Effective homework assignments are a matter of **quality**. Quality homework depends on teachers, students, and parents working together to make homework a meaningful exercise.

Homework guidelines for **teachers** are:

- to post homework assignments on their teacher webpages;
- to explain the purpose of any given assignment;
- to give clear directions on the method and means of accomplishing the assignment;
- to insure availability of all necessary resources to carry out the assignment;
- to acknowledge receipt of homework and to evaluate it;
- to explain the method of evaluation of the homework assignment;
- to ensure that deadlines and penalties are understood and adhered to;
- to accept only high-quality work from each student, according to his or her abilities.

Homework guidelines for **students** are:

- to listen carefully when assignments are presented and discussed in class;
- to write down all assignments in the daily planner (grades 4-6);
- to ask the teacher for assistance when unsure of the directions, requirements, or expectations;
- to understand that effort, attention to detail, and appearance of all homework assignments are important;
- to complete homework on time and have it ready in class when due;
- to understand that homework often means studying – reviewing material and practicing skills that have already been taught and learned;
- to be open and honest with the teacher when homework is taking too long or seems too difficult.
- to talk with the teacher about work missed due to an absence;
- to read, and practice math skills nightly.

Homework guidelines for **parents** are:

- to understand the philosophy and guidelines of the Board of Education and school concerning homework;

- to cooperate with teachers by encouraging the high-quality completion of homework assignments;
- to assist students in budgeting their time;
- to encourage the student to contact the teacher in the event of questions or concerns;
- to be supportive of the homework policy as an integral part of the student's learning process;
- to understand and support when assignments are returned to the student to be improved;
- to encourage the student's independence, perseverance, and problem-solving skills when working on homework;
- to understand that the amount of time necessary to complete homework is likely to increase as students move from grade to grade;
- to understand that content, structure, and appearance of all written homework assignments are important; however, to also understand that teachers are not always expecting or looking at all three of these elements on each individual assignment.

Grades K-3 Homework

Reading, writing, and the learning and application of math facts should be the focus for homework in the primary grades. Students may be asked to complete work at home that was begun in the classroom. Most class work missed due to absences may be completed as homework. Special projects may be undertaken that require more time than the school can provide.

Grades 4-6 Homework

Homework in certain curricular areas may be assigned on a regular basis, especially in reading, writing, and mathematics. The homework should be meaningful and consistent with curricular objectives. Reading should be assigned every night and writing assigned frequently. Little or no homework will be assigned over weekends. Nightly practice of math facts may be assigned to individual students who have not yet demonstrated mastery. In general, students are expected to master their math facts (addition, subtraction, multiplication and division) by the end of fourth grade.

INSTRUMENTAL LESSONS

All students in grades 4, 5 and 6 will have the opportunity to participate in the instrumental music program and receive small group or individual weekly instruction. All instrumental students will participate in a Concert Band, which holds concerts and performs at school events throughout the year. Students may also audition for Jazz Band, which is open to 2nd and 3rd year players only, practices before school and can be joined through audition only. In late spring, our instrumental teacher demonstrates the various instruments to third grade students. Information on instrument rentals and lessons is sent home after this demonstration so that lessons can begin when school reopens in the fall. Students who chose to participate in instrumental lessons assume full responsibility for class work missed during lesson time.

GENERAL AND VOCAL MUSIC

In addition to teaching basic skills, general music classes teach an appreciation of music by introducing students to music theory, history, elements, and style. Students culminate their year by participating in one of a variety of performance-based activities.

VISUAL ARTS

Students in all grades are introduced to a variety of art mediums. They learn and practice a variety of art mediums, develop 21st-century skills of perception and reflection, as well as learn and practice the basic skills and techniques associated with the visual arts. Students also learn about famous artists and their

styles of art. We suggest students bring an old oversized T-shirt to school to be used as a smock during art class.

PHYSICAL EDUCATION

Physical education encompasses a wide variety of activities designed to increase activity levels and motor skills that will help each child remain active throughout his/her life. The programs are presented in a non-competitive environment that encourages individual development. **Lace-up or Velcro sneakers are required** for safety reasons.

WELLNESS

Our wellness program is focused on establishing healthy habits based on physical, social, and emotional well-being. Students engage in activities that use 21st-Century Skills to promote authentic, real world connections. Lessons vary between physical activity, hands-on experiences, research and reporting, as well as individual and group activities.

LIBRARY MEDIA CENTER

Students visit the library media center frequently to learn and utilize technology and discuss ideas. The library media center contains a large collection of materials that have been carefully selected to support the curriculum and spark students' interests. In addition to print materials, there are also many online resources available for student projects. Students are responsible for returning library books and covering the cost if lost or misplaced.

TECHNOLOGY and 21st CENTURY SKILLS

Region 6 has wireless technology throughout our school and each classroom is equipped with a SMART Board. Students have access to netbooks, Chromebooks and iPads, and teachers use these devices to provide students with digital-age learning experiences and assessments. In Region 6, we believe that all students need regular opportunities to utilize technology in order to develop skills that encourage creativity, critical thinking, productivity, and collaboration. Students at Region 6 regularly use technology to communicate their ideas and learning through classroom blogs and websites. They use web resources to conduct research and evaluate information and create presentations, animations, and videos using a variety of media-rich web tools and resources. Students also use digital technology to collaborate with teachers and peers and to demonstrate the safe and cooperative use of these tools.

In order for students to use the Internet and technology equipment at school, each student and his or her parent/guardian must sign an acceptable-use policy indicating they will use the Internet and equipment properly and follow school guidelines while doing so. This contract is sent home at the beginning of each school year.

FIELD TRIPS

Parents will be notified in advance of all field trips. A permission form must be signed by a parent or guardian and received by the classroom teacher before a student is allowed on a field trip. For short walking trips, such as visiting the Town Library, parents will be asked to sign a "Walking Permission" form.

VOLUNTEERING FOR FIELD TRIPS

In accordance with District policy, chaperones are asked to fill out an **application** and provide a copy of a **photo ID** *prior to* volunteering. Background checks are run on chaperones of overnight events.

ASSESSMENT

Assessment is an integral part of effective teaching. At the elementary level, we use the following types of assessments to measure student growth and achievement:

- **Formative assessment** is a process used by teachers and students during instruction that provides feedback to adjust ongoing teaching and learning to help students meet the intended learning targets or goals. Examples include teachers observing or meeting with individuals or small groups to listen and take notes on students' thoughts; reviewing classwork to determine students' proficiency in the skill practiced; providing descriptive feedback to students during the lesson; students self-reflecting on their level of understanding of specific concept or skill.
- **Summative assessment** is a process of looking back at students' performance with a unit of taught concepts, skills and/or content. These results are often used to determine and, at times, report students' overall understanding or mastery as well as determine the effectiveness of the curriculum and programming. Examples include graded unit tests and quizzes, graded projects and presentations, and scored final-drafts of writing pieces.
- **STAR Assessments** are used as a universal screening to monitor student progress toward grade level benchmarks. Teachers review students' performance on this computer-based assessment, which is administered for both reading and math at least 3 times per year, in order to plan appropriately, based on students' collective and individual levels of proficiency.
- **Smarter Balanced Assessment Consortium (SBAC)** is the next-generation testing system used by the state of Connecticut for students in grades 3-8 and grade 11. This computer-based assessment is aligned with the Connecticut Core Standards and replaces the Connecticut Mastery Test for math and literacy. SBAC tests measure students' progress toward college and career readiness.

OPPORTUNITIES FOR PARENTS/GUARDIANS

PARENT / TEACHER ORGANIZATION

The PTO serves the school community through its funding of school programs, events, supplies and equipment outside those provided through our Regional budget process. PTO is also a forum for discussion between parents and teachers and a great way to be involved in your child's education. Every parent is encouraged to attend PTO meetings and take part in PTO fundraising. PTO meetings are generally scheduled for the third Monday of the month at 7:00 PM.

2014-2015 PTO Officers

President	Tina Torizzo
Vice-President	Marcella Olson
Secretary	vacant
Treasurer	Kara Harlow

VOLUNTEERS and CHAPERONES

Goshen Center School welcomes volunteers! Volunteers provide valuable resources to the school by contributing to improved instruction, enriched curriculum, and increased school and community relations. Please call your child's teacher if you wish to volunteer.

Examples of opportunities for volunteering include:

- Facilitating a recess activity
- Working with students on handwriting
- Working with students on math facts
- Speaking with students about a your real-world connection/application of curricular skills
- Chaperoning at field trips
- Co-facilitating a hands-on activity

In accordance with District policy, volunteers are asked to fill out an **application** and provide a copy of a **photo ID** *prior to* volunteering. Background checks are run on chaperones of overnight events.

ROOM PARENTS/GUARDIANS

At the beginning of the school year, classroom teachers may ask for volunteers to serve as "room parents/guardians". The responsibilities of this role vary from classroom to classroom. However, in general, these individuals work directly with the teacher to organize and facilitate various classroom activities and events.

SCHOOL COMMITTEES

Those individuals looking to work closely with the building principal may attend any of the **Principal's Coffee Hours**. These meetings are scheduled at various points during the school year, and are designed to encourage open communication between the principal and parents. Please contact the principal for more information.

Parent representatives are also welcome to participate on **SPARK** (Goshen Positive Behavior/Anti-bullying Team). This committee includes administrators, teachers, and parents. The focus of the work

is on developing a positive school culture within which students can thrive and learn. This team meets once per month from 8:25-9:15 AM. Please contact the principal for more information.

BEHAVIORS and DISCIPLINE

DISCIPLINE PROCEDURES

Students are expected to exercise good citizenship at all times while in school. This includes respect for the rights of others and regard for personal and school property. Students should strive to contribute to the climate of the school by being courteous and well mannered.

All school district employees share responsibility for supervising the behavior of students to help them meet standards of conduct established by the Board of Education or the school administration. Discipline problems are normally dealt with at the level at which they occur (e.g. classroom, cafeteria, playground, bus, etc.) and include a discussion with the child about other choices that could have been made. Typically, parents/guardians will be notified in the event of a disciplinary issue via a phone call, referral note home, or email.

All supervising staff shall have the authority to impose a logical consequence for an infraction. For example, a student who misbehaves in the cafeteria may be sent to an assigned seat for the remainder of lunch, whereas, a student who misbehaves at recess may be assigned to a designated area of the playground for a short time.

Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the education process within the classroom. A student may be given in-school suspension, out-of-school suspension, or be subject to expulsion for one or more of the following behaviors or actions on school property, at school activities, or off school grounds:

- Conduct that endangers persons or property or is seriously disruptive of the educational process or is a violation of publicized board policy;
- Open defiance, including verbal abuse, obscene or profane language or gestures, of the authority of any teacher or person having authority over the student;
- Fighting;
- Knowingly using or copying the academic work of another and presenting it as his/her own without proper attribution;
- Other serious misconduct determined by the school principal.

Please refer to <http://www.policy.cabe.org/region6/> for additional details.



All students at Goshen Center School are expected to follow these School-wide Expectations:

Goshen Center School School-wide Expectations and Setting Matrix

	ROUTINE/SETTING					
	Hallway	Cafeteria	Playground	Bathroom	Bus	Pick Up/Drop Off
Safe	We walk slowly on the right side of the hallway. We face forward. We stay in our personal space.	We walk up and down the stairs. We keep our feet on the floor and under the table. We eat our own food.	We keep our hands and feet to ourselves. We use the equipment safely and appropriately. We tell an adult if someone is not being safe.	We keep our feet on the floor. We wash our hands with soap. We flush the toilet. We let an adult know if the bathroom is not safe/working.	We sit in our seat with our feet on the floor. We face forward on the bus. We keep the aisles clear. We sit "seat to seat" and "back to back".	We wait quietly. We walk in the building when we are called to the classroom. We walk out to the car when called.
Proud	We keep the hallway clean.	We clean up our personal space.	We clean up our sport equipment/toys on the playground. We stomp our feet to clean them before coming inside.	We clean up all trash.	We keep our bus clean.	We keep our belongings with us.
Accountable	We walk directly to our destination. We monitor our own behavior.	We bring what we need to the cafeteria, and leave what we need for recess by the coats. We eat first, talk later. We request permission before leaving our seats.	We line up as soon as the teacher calls. We make good choices. We make sure we bring in all of our belongings.	We ask our teacher before going to the bathroom. We use the bathroom promptly and return to class.	We walk to and from the building. We monitor our own behavior. We keep track of all of our belongings.	We listen for our name to be called at pick up. We monitor our own behavior.
Respectful	We are quiet. We keep our hands to ourselves. We walk in a single file line.	We are accepting of others' food choices. We are immediately quiet and attentive when the signal is given.	We are immediately quiet and attentive when the signal is given. We share and take turns. We are good sports.	We put all paper towels in the trash. We keep our hands, feet and objects to ourselves.	We immediately follow the bus driver's directions. We use our inside voices. We keep our hands, feet and objects to ourselves.	We are respectful of other people's space in line. We immediately follow the adults' directions. We keep our hands and feet to ourselves.
Kind	We smile and quietly wave when passing others. We hold the door open for the person behind us.	We allow others to sit by us. We use table manners. We use a quiet voice.	We all play together. We use appropriate language on the playground.	We are polite and patient while waiting. We use appropriate language.	We use appropriate language. We allow others to sit by us.	We use appropriate language. We use inside voices while waiting.

BULLYING

Bullying behavior by any student in the schools in Regional School District No. 6 is strictly prohibited, and any such conduct by a student may result in disciplinary action, including suspension and/or expulsion from school.

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

- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. Please refer to our website <http://www.policy.cabe.org/region6/> for the complete policy.

SEXUAL HARRASSMENT (Policy 5145.5)

Regional School District #6 has a sexual harassment policy that is available upon request.

WEAPONS AND DANGEROUS INSTRUMENTS

Students shall NOT possess firearms, facsimiles of firearms, weapons, or dangerous instruments of any kind including martial arts weapons, on school grounds, school buses or in the school building. Students shall not possess any of the above mentioned at any school related or sponsored activity away from the school facility. Students who violate this policy will be subject to appropriate disciplinary measures according to Regional School District No. 6 policy, as well as possible law enforcement intervention.

HEALTH

ADMINISTRATION OF MEDICINE

- ✓ Connecticut State Law, Public Act No. 723 dictates that **NO medication, prescription or over the counter (i.e. aspirin, Tylenol, etc.)** can be given at school without a doctor's written order AND written permission from the parent or guardian.
- ✓ **Students must NEVER carry any medication** to or from school. All medication must be delivered to the nurse's office, school office or principal by a **parent or other responsible adult**.
- ✓ All medication must be delivered in and dispensed from the **original container**, with the label containing the student's name, medication name and strength, dosage, prescribing doctor's name, date of original prescription, and directions for administration.
- ✓ A parent or guardian must pick up unused medication within one week after school closes in June, or it will be disposed of by the school nurse.
- ✓ An **"Authorization for the Administration of Medication"** form can be obtained from the nurse's office or online from our website. We suggest a copy or two be kept in your car in case a visit to the doctor becomes necessary during the school year.
- ✓ **Injuries** – If your child sustains an injury that limits one or more school activities (i.e. P.E., recess, etc.) or requires the use of a walker, crutches or wheelchair, a doctor's written orders clearly listing limitations and procedures must be on file in the nurse's office.
- ✓ **Fevers / Vomiting** – Children sent home with a fever must be **fever-free (without the use of Tylenol or other fever-reducing medication) for 24 hours** before returning to school. This 24-hour rule applies to vomiting as well. Children who are sick during the night should not be sent to school the following morning.
- ✓ **Coughs** – Children with persistent coughs may be sent home from school. Coughing is disruptive and interferes with all students' abilities to concentrate on class work. In some cases, with parental permission only, students will be allowed to have a cough drop to relieve a temporary cough.

IMPORTANT REMINDER! Please notify the school office (860-491-6023) whenever there is a change in address, home phone number, cell number or emergency contact number.

PETS IN SCHOOL

Due to an increasing number of children with pet allergies and asthmatic/respiratory conditions, students may no longer bring "fur-bearing" pets to school for a visit. In accordance with BOE policy, no student shall bring any live animal, whether pet or wild, to any classroom without prior consent of the teacher and the Principal, in order to protect both the animal and the students. Teachers may bring and maintain goldfish or tropical fish in suitable bowls or tanks, but turtles, birds, snakes, or other animals which might present a health hazard shall not be allowed without the approval of the Principal, and then only for class observation and study for a limited period of time.

ASBESTOS

The Asbestos Hazard Emergency Response Act (Title 40 CFR Part 763.93 (g)(4)) requires written notification that the James Morris School has a Management Plan for the safe control and maintenance of asbestos-containing materials if present in the school building. This management plan is available and accessible to the public in the school office.

GREEN CLEANING PRODUCTS

In accordance with Public Act No. 09-81: AN ACT CONCERNING GREEN CLEANING PRODUCTS IN SCHOOLS, no parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect. A guidance document, Green Cleaning Information for School Administrators, Staff and Parents, that provides more information can be found on the DPH School Environmental Health web page at:

http://www.ct.gov/dph/lib/dph/environmental_health/eoha/pdf/green_cleaning_info_for_staff_parents_final.pdf.

SCHOOL RECORDS

Student records may be inspected and reviewed by a parent or guardian with a written request. No student information can be released or made public without written consent from the parents or guardian.

NON-DISCRIMINATION STATEMENT

Regional School District No. 6 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Contact

Christine Fenn, Counselor

98 Wamogo Road, Litchfield, CT 06759

860-567-7400

Section 504 Contact

Jody Lambert

98 Wamogo Road, Litchfield, CT 06759

860-567-7400

