Fields Memorial School
Parent and Student Handbook
2023-2024

8 Bozrah Street Extension
Bozrah, CT 06334
Tel. (860)887-2561
Fax (860)889-2715
www.fmsbozrah.org

School Hours
Grades K-8 8:25 AM - 3:05 PM
Preschool 8:25 AM - 11:25 AM, 12:00 PM - 3:05 PM

August 2023

Dear Parents and Students:

We are delighted to welcome you to Fields Memorial School. Our goal is to 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 endeavor by being his/her best.

Parents are a strong part of our school community. We encourage you to be our partners in education. We are confident that with your support, each child will develop to his/her potential in our school.

Please read our student handbook together. Your familiarity with our policies will help our school run efficiently and effectively.

Thank you for your continued support.

Denise Grant	Ian Polun	Laura Zurell
Superintendent	Principal	Director of Student Services

TABLE OF CONTENTS

MISSION **4**
VISION **4**
OUR CORE VALUES **4**
PARENT PLEDGE **5**
STUDENT PLEDGE **5**
BOARD OF EDUCATION **6**
HISTORY OF FIELDS MEMORIAL SCHOOL **6**
SCHOOL DIRECTORY **7**
ADMINISTRATIVE STAFF 7
OFFICE STAFF 7
CLASSROOM TEACHERS 7
SPECIAL EDUCATION STAFF 7
SPECIALTY STAFF 7
SUPPORT STAFF 8
CAFETERIA 8
CUSTODIAL STAFF 8
GENERAL INFORMATION **9**
SCHOOL CALENDAR 2023-24 9
EARLY DISMISSALS & STAFF PROFESSIONAL DAYS 10
SCHOOL HOURS 10
STUDENT DROP-OFF AND PICK-UP LOCATION & PROCEDURES **11**
DROP OFF 11
PICK UP 11
EARLY PICK-UP 11
WALKING OR BIKING TO SCHOOL 12
EARLY SCHOOL CLOSINGS 12
SCHOOL EVACUATION SITES 12
ATTENDANCE POLICIES **12**
ABSENCE PROCEDURE 12
EXCUSED ABSENCES 13
UNEXCUSED ABSENCES 13
ABSENCES AND ATHLETICS OR EXTRACURRICULAR ACTIVITIES 14
VACATION ABSENCES 14
TARDINESS 14
HOME AND SCHOOL COMMUNICATION **14**
PARENT SQUARE 14
STUDENT FORMS 14
GRADE REPORTING 15

FIELDS MEMORIAL SCHOOL PTO 15
SCHOOL BEHAVIOR 16
PHILOSOPHY 16
DISCIPLINE PROCESS 16
SCHOOL CONSEQUENCES 17
BEHAVIOR EXPECTATIONS 18
DRESS CODE 20
ELECTRONIC DEVICES 21
BUS TRANSPORTATION AND CONDUCT 21
CHEATING/PLAGIARISM/ACADEMIC DISHONESTY 21
TECHNOLOGY USE, CARE, & RESPONSIBILITY 21
ACADEMIC AND EXTRACURRICULAR INFORMATION 23
HOMEWORK 23
FIELD TRIPS 23
ATHLETICS 24
CLUBS & PERFORMING GROUPS 24
DANCES & SOCIAL EVENTS 24
PERSONAL ITEMS 24
FOOD CELEBRATIONS 25
PARTY INVITATIONS 25
BACKPACKS 25
SUPPORT SERVICES 26
COUNSELING SERVICES 27
AMERICAN WITH DISABILITIES ACT & SECTION 504 OF THE REHABILITATION ACT OF 1973 27
CAFETERIA SERVICES 29
My School Bucks Logo 29
HEALTH SERVICES 30
COVID Guidance 32
NOTICES 33
Advertising 33
AIDS Curriculum 33
Notice oF Intent to Release Directory Information without Prior Consent 33
Notice of Right to Request Teacher Certification Status 34
Sexual Abuse Prevention & Education Curriculum 34
Psychotropic Drug Use Notice 34
Contacts for Grievances Based on Civil Rights or Discrimination 35
BOARD OF EDUCATION POLICIES 36
NOTICE OF LIMITS AND POSSIBLE AMENDMENTS TO HANDBOOK 41

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.

Please help us promote a positive school experience for all of our students and staff by accepting the parent and student pledges below.

PARENT PLEDGE

- I will nurture a spirit of cooperation and respect between school and home.
- I will encourage consistent attendance and personal well-being through good nutrition, rest and exercise, and good physical, social, and emotional health.
- 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.
- I will create a learning environment at home that reinforces and enhances skills and concepts taught at school.
- I will try to volunteer for at least one activity related to the school community, and I will also help my child contribute to home, school, and community.

STUDENT PLEDGE

- I will be cooperative and respectful with all adults and with my peers.
- I will attend school regularly and on time to the best of my ability.
- I will take responsibility for my well-being with healthy behaviors.
- I will treat my school building and property with respect.
- I will complete my assignments with my best effort.
- I will encourage and support my peers as I would want them to do for me.
- I will help keep my family informed about my progress in school.
- I will participate in class 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

BOARD OF EDUCATION

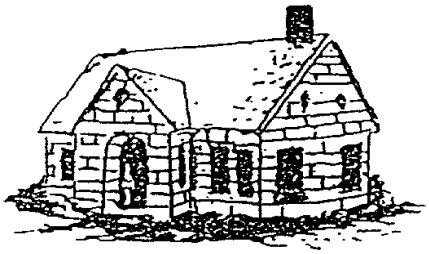
Board members are unpaid elected public officials with the responsibility for governance of the school district. The members of the Bozrah Board of Education are:

Chairperson:	Jonathan Gilman	jgilman@bozrah.org
Secretary:	Sharon Casavant	scasavant@bozrah.org
Members:	Lindsey Baah	lbaah@bozrah.org
	Thomas Finn	tfinn@bozrah.org
	Elin Hill	ehill@bozrah.org
	Lindsey LaFlash	llaflash@bozrah.org
	Nicholas Savoie	nsavoie@bozrah.org

The Board's main purpose is setting policy designed to improve student learning. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy that reflects community values and expectations. Please email Board of Education members with your thoughts and concerns and/or share your thoughts during the public comment portion of each regular board meeting.

HISTORY OF FIELDS MEMORIAL SCHOOL

Fields Memorial School (FMS) was one of seven small school houses scattered around Bozrah in the late 1800's. It was built in 1855 as part of Asa Fitch's "mill village" and was known as the Fitchville Primary & Grammar School. By the 1940's, all the other town schools had been closed and consolidated on the present site of FMS. To make room for incoming students, the building underwent six major addition and alteration projects. Palmer Brothers Mill paid to expand with a second classroom in 1905. The next building project started in 1938, opened in 1943, and was renamed the John F. Fields Memorial School. The other renovations occurred in 1954, 1959, 1968, and the current structure was finished in 1995. Three walls from the original 1855 Fitch schoolhouse were incorporated into the current entryway, reportedly giving FMS the distinction of being the oldest continuously operated schoolhouse in the state. Pictures and plaques noting each building addition are featured in the halls throughout the school.



"Original Schoolhouse 1855"

SCHOOL DIRECTORY

ADMINISTRATIVE STAFF

Grant, Denise	Superintendent	dgrant@bozrah.org
Polun, Ian	Principal	ipolun@bozrah.org
Zurell, Laura	Director of Student Services	lzurell@bozrah.org

OFFICE STAFF

Tracy, Abbey	Admin. Asst. to Superintendent	atracy@bozrah.org
Rondeau, Kristine	Admin. Asst. to Principal	krondeau@bozrah.org
Wallace, Donna	Admin. Asst. to Director of Student Services	dwallace@bozrah.org
Lopes, Michael	Business Consultant	mlopes@bozrah.org
Provost, Connor	Technology Coordinator	cprovost@bozrah.org
Roberts, Nancy	School Nurse, RN	nroberts@bozrah.org

CLASSROOM TEACHERS

Plourd, Alanna	Preschool	aplourd@bozrah.org
Conway, Cheryl	Kindergarten	cconway@bozrah.org
Skaff, Courtney	Grade 1	cmagario@bozrah.org
Lecy, Jillian	Grade 2	jlecy@bozrah.org
Bos, Alicia	Grade 3/4/5 - Math	abos@bozrah.org
Dempsey, Stacie	Grade 3/4/5 - ELA	sdempsey@bozrah.org
Mrakovcich, John	Grade 3/4/5 - Science and Soc. St.	jmrakovcich@bozrah.org
Hart, Joanne	Grade 6/7/8 Soc. St.	jhart@bozrah.org
Plante, Alexa	Grade 6/7/8 ELA	aplante@bozrah.org
Kelly, Janet	Grade6/7/8 Math	jkelly@bozrah.org
Fish, Joshua	Grade 6/7/8 Science	jfish@bozrah.org

SPECIAL EDUCATION STAFF

Dziadul, Roberta	Teacher, CLASS Connections	rdziadul@bozrah.org
Doucette, Jessica	Teacher, Special Ed	jdoucette@bozrah.org
Knight, Jocelyn	Speech/Language Pathologist	jknight@bozrah.org
Lage, Cheryl	Teacher, Special Ed.	clage@bozrah.org
Putre, Christine	School Psychologist	cputre@bozrah.org
Zurowski, Tracy	Teacher, Special Ed.	tzurowski@bozrah.org

SPECIALTY STAFF

Brown, Elizabeth	Teacher, Intervention	elizbrown@bozrah.org
James, Tara	Teacher, PE/Health	tjames@bozrah.org
Owen, Jamie	Teacher, Intervention	jowen@bozrah.org
Reyes, Kimberly	Teacher, Music	kreyes@bozrah.org
Sanquedolce, Karen	Librarian	ksanquedolce@bozrah.org
Smith, Kristi	Teacher, Art	ksmith@bozrah.org

SUPPORT STAFF

Caplet, Lisa	Paraprofessional	lcaplet@bozrah.org
Capps, Cynthia	Paraprofessional	ccapps@bozrah.org
Collins, Samantha	Paraprofessional	scollins@bozrah.org
Dolly, Daniel	Paraprofessional	ddolly@bozrah.org
Hendrix, Valerie	Paraprofessional	vhendrix@bozrah.org
Keenan, Barry	Registered Behavior Technician	bkeenan@bozrah.org
Krummel, Kaycee	Registered Behavior Technician	kkrummel@bozrah.org
O'Malia, Jennifer	Registered Behavior Technician	jomalia@bozrah.org
Silva, Maureen	Paraprofessional	msilva@bozrah.org
Tatro, Laurie	Paraprofessional	ltatro@bozrah.org

CAFETERIA

Dandurand, Paul	Cafeteria Manager	pdandurand@bozrah.org
Schoepfer, Kathy	Cafeteria Staff	kschoepfer@bozrah.org
Zieber, Lauren	Cafeteria Staff	lzieber@bozrah.org

CUSTODIAL STAFF

Johns, Keith	Head Custodian	kjohns@bozrah.org
Smith, Kenneth	Custodian	kensmith@bozrah.org
Wright, Tage	Custodian	twright@bozrah.org

GENERAL INFORMATION

SCHOOL CALENDAR 2023-24

Fields Memorial School | 2023-2024 CALENDAR

(BOE Approved: 2/7/2023

29 Professional Dev.
Back to School Night
30 Professional Dev.
31 First Student Day
Early Dismissal 1:10 pm

AUGUST '23						
S	M	T	W	Th	F	S
		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		

3 Faculty Days / 1 Student Days

4 Labor Day (No School)

SEPTEMBER '23						
S	M	T	W	Th	F	S
					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

20 Faculty Days / 20 Student Days

9 Indigenous Peoples Day
(No School)
18 Parent-Teacher Conferences
19 Parent-Teacher Conferences
Early Dismissal 12:35 pm
20 Early Dismissal – PD 12:35 pm

OCTOBER '23						
S	M	T	W	Th	F	S
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				

21 Faculty Days / 21 Student Days

6 Professional Dev. (No School)
7 Professional Dev. (No School)
10 Veterans Day Obs. (No School)
22-24 Thanksgiving Recess

NOVEMBER '23						
S	M	T	W	Th	F	S
			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		

18 Faculty Days / 16 Student Days

4 First Marking Period Closes
8 Report Cards Issued
22 Early Dismissal 1:10 pm
25-29 Holiday Recess

DECEMBER '23						
S	M	T	W	Th	F	S
					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						

16 Faculty Days / 16 Student Days

1 New Year's Day (No School)
2 Professional Dev. (No School)
12 Early Dismissal 12:35 pm
15 M.L. King Day (No School)

JANUARY '24						
S	M	T	W	Th	F	S
	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			

21 Faculty Days / 20 Student Days

FEBRUARY '24						
S	M	T	W	Th	F	S
				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		

7 Parent-Teacher Conferences
8 Parent-Teacher Conferences
Early Dismissal 12:35 pm
9 Early Dismissal – PD 12:35 pm
16 Early Dismissal 1:10 pm
19-20 Presidents' Day and
Winter Recess (No School)

19 Faculty Days / 19 Student Days

MARCH '24						
S	M	T	W	Th	F	S
					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						

15 Second Marking Period Closes
22 Report Cards Issued
28 Early Dismissal – PD 12:35
29 Good Friday (No School)

20 Faculty Days / 20 Student Days

APRIL '24						
S	M	T	W	Th	F	S
	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				

8-12 Spring Recess

17 Faculty Days / 17 Student Days

MAY '24						
S	M	T	W	Th	F	S
			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	

24 Early Dismissal 1:10 pm
27 Memorial Day (No School)

22 Faculty Days / 22 Student Days

JUNE '24						
S	M	T	W	Th	F	S
						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						

10 Third Marking Period Closes
11-13 Early Dismissal 1:10 pm
13 Last Student Day (ED 1:10 pm)
Report Cards Issued

6 Faculty Days / 6 Student Days

Fields Memorial School
8 Bozrah Street Extension, Bozrah, CT 06334
PH: 860-887-2561 FX: 860-889-2715

Hours:

- K-8: 8:25 am – 3:05 pm (Early Dismissal 12:35 pm or 1:10 pm)
- PK-AM: 8:25 am – 11:25 am
- PK-PM: 12:00 pm – 3:05 pm

Faculty Days: 186 **Student Days:** 181

EARLY DISMISSALS & STAFF PROFESSIONAL DAYS

- August 31st- 1:10 pm - First Student Day
- October 19th - 12:35 pm- Parent/Teacher Conferences
- October 20th - 12:35 pm - Professional Development Day
- November 6th - No School - Professional Development Day
- November 7th - No School - Professional Development Day - Election Day
- November 22nd - No School - Thanksgiving Recess
- December 22nd - 1:10 pm - Holiday recess
- January 1st - No School - New Years Day (Observed)
- January 2nd - No School - Professional Development Day
- January 12th - 12:35 pm - MLK Weekend
- February 8th - 12:35 pm- Parent/Teacher Conferences
- February 9th - 1:10 pm - Professional Development Day
- February 16th - 12:35 pm - Winter Recess
- March 28th - 12:35 pm - Professional Development Day
- May 24th - 1:10 pm - Memorial Day Weekend Dismissal
- June 11th - 1:10 pm - Dismissal
- June 12th - 1:10 pm - Dismissal
- June 13th - 1:10 pm - Tentative last day of school

SCHOOL HOURS

- Regular School Days
  - School hours are from 8:25 am until 3:05 pm each day.
    * Students should not arrive at school before 8:15 am
  - Morning Pre-K begins at 8:25 am and ends at 11:25 am
  - Afternoon Pre-K begins at 12:00 pm and ends at 3:05 pm
- Early Dismissal Days
  - School hours are from 8:25 am until 12:35 pm or 1:10 pm.
    - 12:35 if Norwich Free Academy (NFA) has a full day
    - 1:10 if NFA has an early dismissal
  - Morning Pre-K ends at 10:15 (12:35 pm dismissal) or 10:30 am (1:10 dismissal)
  - Afternoon Pre-K begins at 10:45 am (12:35 dismissal) or 11:00 am (1:10 dismissal)

STUDENT DROP-OFF AND PICK-UP LOCATION & PROCEDURES

DROP OFF

Parents arriving ***before*** 8:20 am should pull into the bus lane all the way to the end (blue line on diagram). At around 8:15 am, all cars parked along the sidewalk can unload students safely at the same time. Students will walk right into the cafeteria.

Parents arriving ***at or after*** 8:20 am, should use the parking lane. Students will cross at the crosswalk.

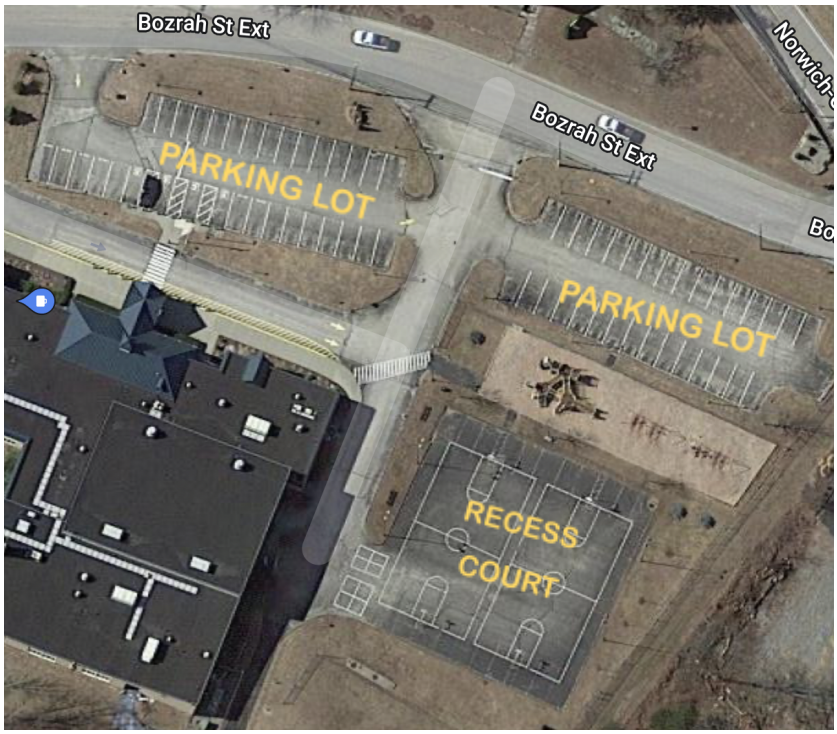
PLEASE DO NOT PASS CARS PARKED IN THE BUS LANE OR PARKING LANE.

PICK UP

Parents picking up students at the end of the day should pull into a space in the main parking lots or recess court and meet staff and students at the back door of the gym.

If a student will be picked up at the end of the day, we ask parents to provide notice to the office ***by 2:30 pm*** . The office will take note of students that will regularly be picked up so you will only have to provide notice once unless there is a change to the typical plan.

Students will be dismissed from the gym to parents or another designated adult.



If a parent/guardian is going to be late picking up a student, we ask that you notify the office so we can hold the student in the office until your arrival.

EARLY PICK-UP

Picking your child(ren) up early from school is discouraged. If it is unavoidable, advanced notice to the office is appreciated. Parents should sign students out in the main office.

WALKING OR BIKING TO SCHOOL

Please provide a note of permission if your child is going to walk/bike to school. This can be a general note to cover all year long or just individual instances.

EARLY SCHOOL CLOSINGS

In the event of cancellation, early dismissals, or delayed openings of school due to inclement weather or other emergency situations, families will be notified as soon as possible. All decisions will be based on the most current weather forecasts available and information about road or other safety conditions.

In most cases of delayed openings, school will begin two hours later than usual at 10:25 a.m. There will be no morning preschool program on those days.

Fields Memorial School will use ParentSquare to provide email,voice, and/or text notifications to families at the earliest possible time in the event of school cancellation, early dismissal, or delayed opening. Additionally, we will post information on the school website and the local radio and TV stations listed below.

WICH/WCTY (1310/97)	WTIC (1080)	WFSB -CBS	WTNH - ABC
WILI (1400/98.3)		WVIT - NBC	

SCHOOL EVACUATION SITES

In the event of an evacuation of the school, the Family Reunification Center is located at the Bozrah Fire House. In the event that students and staff need to be evacuated to a location outside of Bozrah, Lyman 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.

ATTENDANCE POLICIES

ABSENCE PROCEDURE

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

Students who are absent from school are required to have a parent/guardian verify the absence by one of the following methods:

- submitting a written note
- calling the main office at 860-887-2561 (please leave a voicemail if no one answers)
- sending a ParentSquare message to Mrs. Rondeau
- sending an email to attendance@bozrah.org

If written documentation is required to verify an excused absence, then such documentation should be sent with the student or sent in as soon as possible.

All absences are considered unexcused until verification and/or documentation above is received.

EXCUSED ABSENCES

The only ***excused*** absences that the State of Connecticut allows are:

Reason	***Documentation***	***Limit***
Any reason that the student's parent or guardian approves.	Parent email, phone call, or note	9
Student illness	Note from a licensed doctor or determination by the school nurse	Unlimited
Student's observance of a religious holiday.	None, but a religious calendar may be requested	Unlimited
Death in the student's family or other emergency beyond the control of the student's family.	Parent email, phone call, or note. Additional documentation may be requested	Unlimited
Mandated court appearances	Documentation from the court is required	Unlimited
The lack of district-provided transportation	None	Unlimited
Extraordinary educational opportunities pre-approved by district administrators	Parent email, phone call, or note. Additional documentation may be requested	Unlimited

UNEXCUSED ABSENCES

All absences not listed above are considered ***unexcused***.

TRUANCY: A student who has four (4) unexcused absences within a month or ten (10) during the school year is considered truant. If a student is determined to be truant, a PPT meeting will be scheduled with the family to investigate any possible qualifications for special education and to make a plan for regular attendance by the student. Additional resources including our school psychologist, and Connecticut Department of Children and Families (DCF) may be contacted to provide support and accountability for improvement in the student's attendance.

CHRONICALLY ABSENT: A student that is absent from school for 10% of the school year or more, is considered chronically absent. In this case it does not matter if the student's absences are excused or unexcused. This data is reported to the Connecticut Department of Education annually.

Please note: Students that are truant or chronically absent may be considered for grade retention based on student performance and readiness for the next grade.

ABSENCES AND ATHLETICS OR EXTRACURRICULAR ACTIVITIES

In order to participate in any athletic or extracurricular activity, students must be in school for a minimum of four (4) hours on the day of the activity (three hours on a shortened day).

VACATION ABSENCES

Parents/guardians are urged to arrange family vacations during school vacations to avoid absences for their child. Students that miss school often struggle with delayed understanding of concepts and skills and the work-load from trying to catch up.

Please also note that classwork and homework assignments, when requested, may not be provided prior to the absence.

TARDINESS

Tardiness interferes with instructional time and is a disruption to the learning environment. Any student who arrives at school after 8:25 should be signed in at the office by an adult.

HOME AND SCHOOL COMMUNICATION

PARENT SQUARE

Our primary form of communication happens through the ParentSquare online platform. ParentSquare allows school personnel and parents to communicate through email, text, phone, and the mobile app all at the same time.

ParentSquare is organized a little like Facebook, with posts and messaging available. Anything posted on to ParentSquare is automatically sent via email and/or text message and can be read on the mobile app as well. Teachers and staff will regularly message parents through ParentSquare and it is often the easiest way to communicate back with staff.

We encourage you to become familiar with the platform and to make sure your preferences are set to best meet your family's needs. An invitation to join Parent Square will be sent to you. Our staff and tech department are here to help if you have any questions or difficulties with ParentSquare.

STUDENT FORMS

We appreciate parents completing all school forms so that we have up-to-date and accurate contact information for all of our students. If there are any changes in your home, work, cell, or emergency phone numbers and/or addresses, please notify the school immediately. The nurse should also be made aware of any changes to student health concerns, including allergies.

Your phone's caller ID should read "FMS" when receiving a call from school, but it might be helpful to add our phone number, (860) 887-2561, to your contacts so you know to answer if receiving a call from school.

GRADE REPORTING

Report Cards will go home with students three (3) times a year, after each marking period. The district calendar includes the dates for the end of each marking period and when report cards will be issued. Upon receiving report cards, parents are asked to:

- review the information provided on the report card with their child(ren)
- discuss any goals for the new marking period
- sign and return the envelope only

Progress Reports may be issued to students in the middle of each marking period. Progress reports are intended to provide notice to parents that there has been some significant improvement over some period of time or that there are concerns that should be addressed before the marking period closes. These reports allow for teachers to communicate progress to parents if anything other than what is expected has occurred.

Parent-Teacher Conferences are an opportunity for more in-depth discussion about a student's performance. Times are set aside in the middle of the first two marking periods for conferences so that every parent can learn more about their child(ren)'s progress. However, teachers are always available to make other arrangements if those times are not convenient or if a conference is needed outside of those scheduled dates.

FIELDS MEMORIAL SCHOOL PTO

The PTO at FMS is a vibrant group of dedicated parents, teachers, and community members that supports our students and staff in every way possible. Among many of its endeavors, the PTO plans special events for community engagement and provides teachers with valuable resources through mini-grants. Fundraising to support these programs is run by the PTO, and your family's support is appreciated.

The PTO at FMS meets monthly and all parents and teachers are invited to join, participate, and lend their expertise to the group.

PTO Webpage: http://www.fmsbozrah.org/fms_pto

PTO Facebook Page: https://www.facebook.com/FMSPTOBozrah

SCHOOL BEHAVIOR

PHILOSOPHY

The Bozrah Board of Education, along with the faculty and staff of Fields Memorial School, is working toward school policies and practices that are restorative rather than punitive. As a result, the rules and regulations at FMS have been updated to reflect these restorative practices and our guiding principles:

Take Care of Yourself, Take Care of Others and Take Care of Our School

As a school, we believe that all incidents of misbehavior are learning opportunities. All children are at different points in their emotional development and need us to help nurture their ability to manage their responses to emotional stimuli. We expect minor misbehavior, mistakes, and poor choices, which is why we believe so strongly in a restorative approach to discipline.

DISCIPLINE PROCESS

In any discipline matter, there is a process we follow to address an incident and move forward. Teachers and staff try to manage most situations at their level. Students with repeated minor misbehavior will be noted to the principal and other school support personnel. Major infractions will almost always be handled by the principal and other support personnel to allow the teacher to focus on the other students in the classroom. Regardless of the infraction, the four steps in our process are:

1. De-Escalate
2. Investigate
3. Respond
4. Restore

Our first concern is always to de-escalate any situation to avoid or minimize harm and disruption. This often comes in the form of removal to a safe space for the student(s) to calm and reflect on the matter at hand.

Only after the situation is de-escalated can any investigation begin. All students are afforded due process and should be given an opportunity to provide an accounting of what happened. The extent of the investigation will vary based on the severity of the infraction and the witnesses available.

Once a determination has been made about the situation, steps are taken to respond appropriately. This can come in the form of parent notification, disciplinary sanction, and/or other natural consequences. It's important to understand that these sanctions and consequences in isolation do not teach a lesson; it is the restorative process of conversation and reflection that happens with staff and families that make that connection for kids.

The final step in our process is to restore the relationships that were harmed. This means that students have to try and fix what may have been broken and try and make things right with the other people involved. This step in the process allows everyone to move forward with an understanding of how to get along together as much as needed.

In the case of most minor infractions this process is completed in a minute or two. The process gets more intense as the seriousness of the misbehavior increases. In the case of major infractions, parents will be informed of the issue. Continued infractions will lead to team meetings involving parents to develop a plan to address the behavior.

Examples of major infractions may include:

- Unsafe behavior including possession of items that may cause harm to oneself or others
- Possession of weapons or copies of weapons
- Inappropriate or disrespectful language, threats, behavior, or gestures towards others/self
- Fighting or any physical confrontation
- Damage to property
- Repeated classroom disruptions that are not reduced despite best efforts by the teacher

SCHOOL CONSEQUENCES

When students do not follow the classroom and school rules, a range of sanctions/consequences may be issued. These may include:

- Loss of class or school privileges (i.e.: alternate recess and/or lunch, loss of privileges such as participation in a special event or use of technology)
- Time in the office completing work and reflecting on behavior
- Appropriate written assignments, and/or
- Behavior plans

More severe consequences, such as *after-school detention*, *suspension*, and *expulsion* will be applied as warranted by the infraction or state guidelines.

In any of the events listed below, the local authorities may be contacted in addition to any school-based consequences. By law, FMS is obligated to follow state and district policies and consequences related to:

- Bullying and cyberbullying
- Threatening or harassing other students or school personnel
- Possession of weapons of any kind
- Sending inappropriate electronic communications is a major infraction 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.

"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

BEHAVIOR EXPECTATIONS

General school-wide expectations can be found posted throughout the building and here:

	Arrival & Dismissal	***Hallways***	***Cafeteria***	***Recess***	***Bathrooms***	***Assemblies***
Take Care Of Yourself	• Be prepared and organized - make sure you have everything • Be on time • Watch where you are going	• Walk calmly • Watch where you are going	• (K-2) Raise your hand to get up • Walk safely	• Be positive • Play safely • Ask an adult if you need help	• Be quick • Be neat • Wash your hands	• Get the most out of the experience • Listen
Take Care Of Each Other	• Give friendly greetings and goodbyes • Have a positive attitude • Use a quiet voice • Always walk • Hold doors for each other	• Respect "Quiet Zones" • Let others work and learn without disruption • Use a quiet voice • Walk quietly • Keep hands by your side • Give each other space • Stay on the right side of the hall	• Use a quiet voice • Refrain from touching others' food, beverages, and stuff • Invite others to sit with you • Ask an adult for help with conflicts	• Include everyone • Keep hands to yourself • Take turns • Use kind words • Play fairly and be a good sport • Ask an adult for help with conflicts • Ask an adult for help with lost equipment • Hold doors for each other	• Give each other privacy • Report messes and needed supplies to an adult	• Move around safely and quietly • Give your attention to the speaker • Allow others to enjoy the presentation • Participate when asked • Show appreciation politely
Take Care Of Our School	• Clean up from any accidental messes • Follow all adult directions	• Clean up from any accidental messes • Be responsible with lockers • Look at things without touching • Follow all adult directions	• Clean your table and dispose of trash properly • Clean up from any accidental messes • Follow all adult directions	• Clean up from any accidental messes • Put equipment away	• Use only the toilet paper that you need • Flush • Clean up from any accidental messes • Throw away paper towels • Refrain from writing or etching on the walls	• Represent our school positively • Clean up from accidental messes

Additional expectations for our school community include the following:

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 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 wear clothing consistent with the dress code (see page 21) and appropriate 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

Take Care of Others

- Keep hands and feet to yourself at all times.
- Treat others kindly. If you cannot address another student kindly, ask for help from an adult.
- Due to the threat of unknown allergies, students wishing to sell any items as part of a fundraiser (both food and non-food) in school must receive prior approval from the principal.
- Throwing any object (stone, wood chip, marble, snowball, or food item) is not permitted.

Take Care of Our School

- Students are responsible for the proper care of all books, supplies, technological devices, and property of the school. Students who do not demonstrate proper care of materials/equipment or who otherwise damage school property will be required to pay for the damage or replace the item.
- Students are expected to clean up after themselves in the classroom, cafeteria, the hallway, and the library.
- Gum chewing is prohibited unless it is authorized by the administration. Placing used gum anywhere other than a trash can presents a risk of spreading germs or causing damage.

DRESS CODE

Students should dress in a manner that reflects pride and respect for themselves, their school, and their community. The responsibility for student dress and general appearance shall rest with individual students and their parents/guardians. However, students are required to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. We also reserve the right to require specific clothing, footwear, and safety equipment for the protection of students in specialized programs such as Art, Physical Education, Education Technology, and Science.

The following serves as a guideline for appropriate dress, but is not intended to be an all-inclusive list:

- Tops should be worn in a manner that is not too revealing.
- Shorts, skirts, and pants must be worn at the waist and must be of a reasonable length, meaning not so short to be too revealing.
- Undergarments must be concealed at all times.

The following types of clothing are prohibited:

- Apparel that poses a safety risk
- Apparel or accessories that have a sexual connotation, depict gang affiliation or violence, promote drug, tobacco or alcohol use, or contain inappropriate language
- Apparel or accessories that promote discrimination
- See-through or ripped clothing that reveals the abdomen, chest or any undergarments
- Sunglasses indoors
- Footwear that might damage floors or is a safety hazard
- Hats, headwear, and hoods

The administration reserves the right to make final judgment on questionable attire.

Nothing in these regulations is intended to interfere with the constitutional or legal rights of any student, as long as students do not create a threat to the good order of the school or cause the disruption of any recognized school function.

School procedure for dealing with questionable student attire:

1. A staff member will speak to the student in private and the student will have the opportunity to address the concern to fall within the above-stated guidelines.
2. If the student is unable to appropriately address the concern, the administration will work with the student and student's family, in private, to address the dress code violation. The following are potential options:
    - If available, the school may offer a change of clothes for the rest of the day.
    - If possible, a family member may drop off an appropriate change of attire for the day.
3. Continued intentional violations of the dress code will result in disciplinary action.

ELECTRONIC DEVICES

As a matter of respect for the classroom teacher and the learning of others, cell phones and other personal electronic devices should remain off and put away during the school day. Teachers and other staff members may determine limited exceptions when devices may be used.

If a student does not follow these rules, then:

FIRST – The student will be asked to bring his/her phone to the office for the remainder of the day. The student can pick up the phone from the office at dismissal.

If the student does not follow those directions, then:

SECOND – The student's parent/guardian will be called and asked to come pick up the phone.

If a student consistently struggles to follow these procedures, then the student's phone will be dropped off in the office upon arrival and remain there until dismissal.

Students who have been found using social media to send inappropriate or threatening messages, no matter when or where, will not be permitted to have their device on school grounds.

BUS TRANSPORTATION AND CONDUCT

The driver is in charge of the bus and of all students riding therein at all times. Rules that have been put in place for student behavior and interactions with others apply to the bus environment as well.

Bus transportation privileges may be suspended or revoked if a student demonstrates unsafe or disrespectful behavior toward him/herself, peers or the driver. Such decisions will be made on a case-by-case basis.

A parent/guardian must be available to receive a Pre-K, 1st, and/or 2nd grader from the bus. If no adult is present, First Student Bus Company will call the school, and the school will contact the home. In the event there is no one available at the home, the child will be returned to the school. The parent/guardian will be notified and be responsible for arranging the student's pick-up from the school.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Students are expected to complete their school work with integrity and honesty. Cheating and plagiarism are not acceptable. The misrepresentation by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work are forms of cheating and/or plagiarism.

Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidents require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

TECHNOLOGY USE, CARE, & RESPONSIBILITY

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.

Student Agreement For Computer Use & Internet Access

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 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)

ACADEMIC AND EXTRACURRICULAR INFORMATION

HOMEWORK

The purpose of homework is to help students become self-directed, independent learners, and it serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; and acquaint parents with the student's work in school.

Appropriate and recommended homework expectations by grade:

Grade	Reading Time (in minutes)	Other Homework Time (in minutes)	Total Homework Time (in minutes)
K-1	10-15	5-10	Up to 20
2	10-15	10-15	Up to 25
3	10-15	15-20	Up to 30
4	15-20	20-30	Up to 50
5	20-25	20-30	Up to 50
6	20-30	30-40	Up to 60
7	20-30	30-40	Up to 70
8	20-30	30-40	Up to 70

In order for homework to be an effective support for learning, a partnership among the school system, the student, and their parents/guardians must be present. We recognize that families have many obligations outside of the school day, and teachers will do their best to limit assignments to what they believe is necessary. We appreciate your partnership in making time for homework activities at home and supporting their completion in a timely manner.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or extracurricular purposes. They are designed to supplement different aspects of the classroom curriculum. Any expenses (e.g., entrance fees, bus fees, food/refreshments, etc.) of field trips will be the responsibility of parents/guardians unless otherwise indicated on field trip permission forms. Parents are encouraged to attend and/or chaperone field trips as available and appropriate.

Unless there is an extenuating circumstance, students are expected to attend scheduled curricular field trips to be considered in attendance at school. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be "in school." This means that conduct and dress standards apply for the field trip activity.

ATHLETICS

Athletics are considered an integral part of the school's educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self discipline, and cooperation. The list of anticipated activities is based on interest, typical participation, coaching/advisor availability, and other supports necessary to provide student athletes a safe opportunity to develop their skills, bodies, and minds.

Student athletes may not participate in any intramural or interscholastic activity unless the student athlete and his/her parent/guardian completes the concussion education plan and signs the informed consent form. The concussion education plan may consist of written materials, online training/videos, or in person training. The consent form includes a summary of the school/district's concussion education plan and applicable school board concussion policies.

Student interscholastic activities are governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Eligibility for participation is governed by state law as well as the regulations of the CIAC. Team coaches may establish rules of conduct for participants that may be stricter than those of non-athletes.

Any student athlete who has not reported to school by 11:30 am, leaves before 12 pm, or is absent from school will not be permitted to practice or play that afternoon or evening.

CLUBS & PERFORMING GROUPS

Student clubs, performing groups, and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general.

Please note: Sponsors of student clubs and performing groups may establish standards of behavior, including consequences for misbehavior, provided they are in adherence with Bozrah Board of Education policies.

DANCES & SOCIAL EVENTS

School dances may be scheduled periodically during the school year. Only enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. Students are expected to follow the school dress code for all dances unless otherwise stated by the administration.

Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance.

PERSONAL ITEMS

The decision to bring valuables to school is 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 items. The use of electronic devices is limited to educational purposes only. Articles of value that are turned in to the office will be held until the end of each month. Unclaimed items will be disposed of or donated to charity.

FOOD CELEBRATIONS

In consideration of the school wellness policy and student allergies, we ask that parents do not send in food to school to be shared unless specific items are requested by the teacher or staff member. If you want to celebrate your child's birthday or some other special event, you may be able to coordinate a special treat with the cafeteria manager.

PARTY INVITATIONS

Any invitations for a student's personal party may only be distributed at school if every child in the class is receiving one. Otherwise, we ask parents to use other methods for distributing party invites.

BACKPACKS

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

SUPPORT SERVICES

The staff at FMS is focused on helping every child realize his/her fullest potential as a student and become 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, students, and parents 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 to any concerns 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 Fundations 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.

Assessments and data are a key to determining which children are struggling with a specific skill, concept, or a broader subject area. FMS has identified 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. 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.

If a student does not make not make the expected progress a referral to special education services may be made. A referral to special education services can be made at any time. The SRBI process is not a prerequisite to a referral. Please see the "Special Education Manual" on the district website regarding Special Education Procedures at www.fmsbozrah.org/student_services.

When a student is exited from special services through a PPT decision, 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.

COUNSELING SERVICES

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

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

AMERICAN WITH DISABILITIES ACT & SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

It is the intent of the District to provide a free and appropriate public education to each Section 504/ADA qualified and eligible student with a disability within its jurisdiction, as defined in 28 CFR, Parts 35 and 36, of the Amendments to Americans with Disabilities Act, Title II and Title III.

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity in which that person is involved receives federal funding directly.

All individuals who are disabled or "handicapped" are protected under Section 504. However, individuals who have been determined to be "handicapped" under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, while Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed individual education programs are planned for each student by Individualized Education Program (IEP) teams. Under Section 504, students with "handicaps" are entitled to special accommodations to ensure that they can participate in and benefit from public education and programs, and a 504 accommodation plan is designed for each student according to individual needs.

Section 504 is not an aspect of special education. Rather, it is a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)] a person is considered to have a disability if that person:

1. Has a physical or mental impairment which substantially limits one or more of such a person's major life activities.
2. Has a record of such an impairment, or
3. Is regarded as having such an impairment

While Section 504 provides a means for preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Rather, 504 plans offer a means for focusing on students' strengths, for capitalizing on what students bring to the instruction process - not on what they lack.
Students with disabilities, pursuant to Section 504 and/or ADA will be provided a free appropriate public education that may include, but is not limited to, providing a structured learning environment; repeating and simplifying instructions about in-class and homework assignments; supplemented verbal instructions with visual instructions; adjusting class schedules, modifying test delivery; computer-assisted instructions; using modified textbooks and tailoring homework assignments.
Should you have any questions regarding Section 504, please call Mrs. Laura Zurell, Director of Student Services, for the Bozrah School District at 860-887-2561.

CAFETERIA SERVICES

mySchoolBucks®

At FMS, we use the service mySchoolBucks to pay for school lunches and a la carte items. To use this service, you need to register an account at mySchoolBucks.com.

On the mySchoolBucks site you can deposit funds into your child's cafeteria account online. There is a $2.75 convenience fee for depositing money online, but your account will be credited with one free lunch for every $50 deposit you make to offset this convenience fee. Placing deposits in multiple accounts will not result in additional convenience fees if they are made during the same online transaction.

You can also deposit funds into your child's account by sending cash or check to school. Please remember to check your child's balance at myschoolbucks.com on a regular basis.

With your mySchoolBucks account, you can also view your child's cafeteria transactions for the last 30 days. You are not required to make deposits online for this feature to be available to you.

If you wish to sign up for mySchoolBucks you will need to know your child's student number. Many children know their lunch ID which is four digits. They use the same number to check out library books. Adding a 1 in front of the Lunch ID will give you the number you need to sign up with mySchoolBucks. If you need assistance with this number please contact the main office.

Parents/Guardians who use the mySchoolBucks mobile app, please call 855-832-5226 or email parentsupport@myschoolbucks.com if you need assistance or have questions.

SCHOOL BREAKFAST PRICES

Breakfast Type	Price
Full	$1.75
Reduced	$0.30
A La Carte Item	**Price**
English Muffin	$0.50
Muffin	$0.75
Cereal	$0.50
Graham Crackers	$0.50
Bagel	$0.75
Milk	$0.55
Juice	$0.25
Fruit	$0.75
Yogurt	$0.50
Breakfast Bars	$0.75
Pancakes / Waffles	$1.00
PBJ	$1.00

SCHOOL LUNCH PRICES

Student Lunch Type	Price
Full (milk included)	$3.30
Reduced	$0.40
A La Carte Item	**Price**
Extra Entree	$2.00
Milk	$0.55
Ice Cream	$1.00
Chips	$0.75
Cookies	$1.50
Water	$1.00, $0.75, $0.50
Canned Fruit Juice	$1.50
Fruit & Vegetables	$0.75

HEALTH SERVICES

General Information

The health office provides health and emergency services to students. If an emergency arises 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 needs to be sent home. A student with a temperature of 100°or greater, 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.

Guidelines for Childhood Illness

The following guidelines are designed to help us provide a healthy environment for your child(ren) in school. Regular school attendance is necessary for optimal learning. However, a mere presence at school does not ensure effective learning. A child must be feeling well to maximize the learning experience. In addition, a child who is sick and comes to school may spread the illness to other students and staff.

A child should remain home if any of the following conditions are present:

- cold symptoms with fever, malaise, cough, discolored nasal drainage
- diarrhea and/or vomiting
- eye drainage (profuse and/or thick)
- fever of 100° or greater
- rash (undiagnosed - not seen by doctor)
- sore throat with positive culture - until 24 hours after antibiotics started
- when your child feels too sick to take part in the school day

Your child may return to school when:

- Temperature is normal for 24 hours after stopping Tylenol or Ibuprofen
- Diarrhea and/or vomiting has stopped for 24 hours
- Rash has been seen by doctor (the child must bring note to school nurse)

When a child returns to school, he/she should be able to participate in all school activities, including physical education. Remember, it is an extremely long day for a child who is sent to school ill. Not only is it difficult to concentrate and learn if repeatedly coughing or blowing your nose, but it also creates disruption in the classroom and affects the concentration and learning of your child's classmates.

Please do not send your child to school with instructions for the school nurse to determine if they are sick or injured. As a parent, you are the best judge of your own child's wellness and medical needs. You know your children best. If they don't seem well, they probably aren't. If necessary, keep them home and consult a healthcare professional.

Please note:

- Children unable to participate in PE class and/or recess because of injury (wearing a cast, splint, or using crutches) or illness, ***must bring a note to the nurse from the child's doctor indicating restrictions and the duration of those restrictions***.

- If the doctor writes “until further notice” or does not give a date for a return to PE class, we will need a second doctor’s note stating your child may return to class.
- Children who have been treated for an injury, have had surgery, or have been hospitalized (even overnight), must bring a note to the nurse from the child’s doctor stating they may return to school and indicating any restrictions.
- The school nurse reserves the right to send home any student who displays signs of ill health or injury that, in the nurse’s judgment, may jeopardize the welfare of the student and/or the class.
- If your child requires a prescription or any over-the-counter medication during the school day, you must follow the procedures required by the *CT General Statutes, Sec. 10-212a Ct Administrative Regulations, Sec. 10-212a-1 through 10-212a-7*

No medicines, even cough drops or inhalers, should be carried by a student in school unless the nurse is aware and the procedure below has been followed.

Procedure for Requesting Medication Administration

- For each medication that must be administered daily or on an as-needed basis, the parent must obtain a written prescription from an authorized prescriber (doctor, dentist, APRN, or PA). The authorized prescriber must fully complete the Authorization of Medicine by School Personnel Form (available from the nurse and on our website), and a parent/guardian must sign the Parent/Guardian Authorization portion. A new form is required each year, and a parent/guardian must bring the form to the school nurse.
- The authorized prescriber must complete the information requested on the form, including: name of medication; condition/diagnosis for the use of this medication in school; dosage and route of administration for the medication; potential side-effects of the medication; time of day the medication is to be administered; and the frequency for PRN(as needed) medications; duration or length of time the medication is to be administered in school (up to 12 months from July 1 through June 30th of the same school year); if applicable and developmentally appropriate, authorization for self-administration in school.
- The medication must be packaged in the original pharmacy container, clearly labeled with the student’s name, the authorized prescriber’s name, and the prescription.
- Over-the-counter medication, such as ibuprofen, tylenol, or cough drops, can be administered by the nurse to students at least 10 years old with documented parent authorization.
- Over-the-counter medications must be in a new and unopened container.
- No more than a 90 day supply of medication may be stored at the school.
- At the end of the school year, any unused medication will be destroyed if not picked up by a parent/guardian by the end of the last day of school.
- If your child takes regular medications or has a severe food allergy, asthma, diabetes, or other condition that may require an emergency care plan in school, please schedule a meeting with the school nurse for required paperwork. It may be helpful to take a medication authorization form with you to your healthcare provider in case medication is prescribed for your child.
- All medication must be delivered to the school nurse by a parent or guardian. Students MAY NOT transport medications themselves.

There will not be any completed action/emergency plan in place for any child unless proper, ANNUAL notification to the school is provided.

When Do We Need A Doctor's Note?

- If your child has been absent more than a week.
- If your child has had a contagious illness.
- If your child cannot participate in PE.
- If your child has been treated for an injury, had surgery, or was hospitalized

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, 1, 3, 4, and 5
- Hearing – Students in Grades K, 1, 3, 4, and 5
- Scoliosis – Girls in Grades 5 and 7; Boys in Grade 8

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

Additional Guidelines

At the beginning of the school year, the main office will request that each family complete and/or update a student data form and health questionnaire. Please list all available numbers where you can be reached (home, work, cell phones) as well as persons to contact if you are not available, and any medical or health changes the school should be aware of. Please notify the school of any changes that occur during the school year.

COVID Guidance

The State Department of Education guidance for COVID infection this year remains the same as last year.

- COVID positive staff/students should remain out of school for 5 days after the onset of symptoms.
    - For example, a student who feels sick on Monday and tests positive two days later on Wednesday, begins their 5 day count on Tuesday as day one of isolation.
- Students can return to school after 5 days as long as they are symptom-free and wear a mask in school for the next 5 days.
    - If a student cannot or will not wear a mask properly for 5 days, they can return without a mask after 10 days out of school.

Regardless of a student's diagnosis, we encourage parents to avoid sending students to school when they are clearly sick with the potential of spreading their illness to others.

NOTICES

Advertising

The Bozrah Public School District maintains careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

AIDS Curriculum

It is the policy of the Board of Education to provide during the school day, planned, ongoing, systematic instruction on Acquired Immune Deficiencies Syndrome (AIDS). Parents who wish to have their child excused from such instruction shall communicate this request to the principal in writing or by email.

Notice oF Intent to Release Directory Information without Prior Consent

The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent:

- Student's name; Address; Telephone number; Grade Level
- Date and place of birth;
- Participation in officially recognized activities and sports;
- Photograph;
- Dates of attendance;
- Degrees, recognitions and awards received, including honor roll publication;

Directory information may also be released to the following:

- Federal, state, and local governmental agencies
- Representatives of the news media
- Employers or prospective employers
- Nonprofit youth organizations

A parent of an eligible student may refuse to allow school officials to designate any or all of the above listed types of information as directory information. A parent or eligible student may also request that school officials not release the student's name, address, and telephone listing to military recruiters or an institution of higher education without the prior written consent of the parent of the eligible student. Any such request must be made in writing to and received by the Superintendent or his/her Designee.

A student's Social Security Number or student ID number is prohibited from designation as directory information. However, student ID numbers, user ID, or other electronic personal identifiers used by a student to access or communicate in electronic systems may be disclosed only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticates the user's identity such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

No information may be released to a private for-profit entity other than employers, prospective employers and representatives of the news media. Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

Public Notice

The District will give annual public notice to parents/guardians of students in attendance and students eighteen years of age or emancipated. The notice shall identify the types of information considered to be directory information, the District's option to release such information and the requirement that the District must, by law, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents/guardians or eligible students request the District withhold this information. Such notice will be given prior to the release of directory information.

Exclusions

Exclusions from all directory categories named as directory information or release of information to institutions of higher education must be submitted in writing to the Principal by the parent/guardian, student of eighteen years of age or emancipated student within fifteen days of the distribution of the annual handbook.

Notice of Right to Request Teacher Certification Status

Parents/guardians of students in Title I schools have the right to request information about whether their child's teacher has met state qualifications and licensing criteria for the subject areas in which the teacher provides instruction; is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived; and is teaching in the field of discipline of the certification of the teacher. The qualifications of services provided by paraprofessionals may also be requested.

Sexual Abuse Prevention & Education Curriculum

Students in grades K-8 will be involved in a prevention-oriented child sexual abuse program that teaches students age-appropriate techniques to recognize child sexual abuse and how to report it. Parents/guardians may permit their child to opt out of the awareness program in full or any part of it by notifying the school in writing of such a request.

Psychotropic Drug Use Notice

The Board of Education prohibits all school personnel from recommending the use of psychotropic drugs for any student enrolled within the school system. For purposes of this policy, the term "recommend" shall mean to directly or indirectly suggest that a child use psychotropic drugs.

Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression and thought disorders and includes, but is not limited to stimulant medications and anti-depressants.

However, school health or mental health personnel, including school nurses or nurse practitioners, the

District's Medical Advisor, school psychologists, school social workers, and school counselors *(note: The Board may also include other school personnel it has identified as the person responsible for communication with a parent or guardian about a child's need for medical evaluation*, *such as the district's director of special services/special education.)* may recommend that a student be evaluated by an appropriate medical practitioner.

The District shall follow procedures for identification, evaluation, placement and delivery of services to children with disabilities or suspected disabilities provided in state and federal statutes that govern special education.

Contacts for Grievances Based on Civil Rights or Discrimination

For prompt and equitable resolution of student and employee grievances based on civil rights or other forms of discrimination, please contact one of the following people:

- Americans with Disabilities (ADA) or Special Education
    - Laura Zurell, Director of Student Services
- Section 504
    - Laura Zurell, Director of Student Services
- Title VI, Title VII, Title IX
    - Ian Polun, Principal

In cases where a concern involves one of the people listed above, the superintendent of schools can be contacted in place of that individual.

BOARD OF EDUCATION POLICIES

Attendance & Truancy (5042)

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.

Excused Absence
As per Connecticut state law, absences one through nine are considered excused when the student's parent/guardian approves the absence and submits a written excuse when the student returns to school. Beginning with the tenth absence and thereafter, students receive an excused absence 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.

Visitors Policy (1250)

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 generated through the Raptor visitor management system. 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!

FMS Safe School Climate (5006.1)

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 support through behavior plans and other measures that assist specific children in developing self-control and positive choices.

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 cyberbullying 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 suspected bullying. Written reports of suspected 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, Mr. Ian Polun, 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.

Restorative Practices

In an effort to institute restorative practices, the administration, faculty and staff at FMS have been trained in restorative practices. Restorative practices is a 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 takes responsibility and makes amends to the person or group harmed. Restorative practices *does not* mean there are no consequences. 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 (5040)

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:

too personal a conversation sexual rumors pulling at clothing

sexual name calling	verbal comments	touching
jokes/cartoons/posters	cornering/blocking	suggestive facial expressions

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 Mr. Ian Polun (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 (5028)

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 Mr. Ian Polun, Title IX Coordinator for the Bozrah Public Schools, PO Box 185, Bozrah, CT 06334 (860 887-2561).

FMS Wellness 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 snacks 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. A list of available foods and beverages from our cafeteria are available on our website, on request, and in the office.

Please discuss these options with your child's teacher prior to coming to school.

Pesticide Application (1002)

At the beginning of each school year, schools must send notification to parents of the policy for applying pesticides with a description of the prior year's applications. We will post any pesticide applications during the school year on ParentSquare.

Last year, the following pesticides were used at Fields Memorial School:

- Suspend (ants)
- Nic Dust (Natural Pesticide- bees)

NOTICE OF LIMITS AND POSSIBLE AMENDMENTS TO HANDBOOK

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

This handbook is not exhaustive of all policies. Administration reserves the right to make additional rules/policies not already stated in the handbook. Policies are subject to change and parents will be notified of such changes.