



Student Handbook

95 Cronin Drive • Rocky Hill, CT



Blue Ribbon School
1989-1990



School of Distinction
2016, 2019, 2022, 2023, 2024



Best Elementary Schools
2022, 2024, 2025



Outstanding School of the Year
2019-2020

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West Hill Elementary School

PK - Grade 3



Mrs. Cara Quinn, Principal

Ms. Cara Faucher, Assistant Principal/Special Education Supervisor

Dear West Hill Families,

Welcome to the 2025-2026 school year! We are thrilled to embark on this new year with you and are eager to continue building strong relationships with our community.

At West Hill School, your child's safety and success are our top priorities. Our dedicated staff – caring, attentive, and knowledgeable – work diligently to nurture and support each student. We hold high expectations for our students and encourage them to adhere to our three guiding principles: *Respect Yourself*, *Respect Others*, and *Respect the School*. By embracing these values and giving their best effort, students are sure to have a rewarding and enjoyable year.

The handbook provides essential information about school schedules, expectations, procedures, and Board of Education policies. Please be aware that the Rocky Hill Board of Education Policy Series is regularly updated to reflect the latest legal changes. In the event of any discrepancies between this Student Handbook and newly adopted Board policies, the latter will take precedence. Additionally, our Mustang eNewsletter is sent regularly to keep you informed about upcoming events and school news. To stay up to date, please ensure your email address is correct, as most notices will be distributed through ParentSquare.

If you have any questions or concerns, please don't hesitate to reach out to me. I also encourage you to contact your child's teachers and certified staff directly via email,

phone, or in-person meetings if you have questions about your child. We all share the same sincere commitment and care for your child.

Kindly,

Cara Quinn

Cara Quinn
Principal

95 Cronin Drive, Rocky Hill, Connecticut 06067 (Phone) 860-258-7761• (Fax)
860-258-7764

ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education (the “Board”), through its Superintendent, will adopt and maintain procedures to implement this policy. In addition, the Board takes seriously the issue of chronic absenteeism. To address this issue, the Board, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law. Please refer to our website: www.rockyhillps.com to view the entire [Student Attendance, Truancy and Chronic Absenteeism Policy \[5210\]](#). These policies and regulations are also available to students and their parents/guardians upon request.

ABSENCES & ATTENDANCE – Including Truancy, Make Up Work, and Vacations

On the day the student returns to school after any absence, **the child must bring a written excuse from the parent/guardian**. If a student is absent ten (10) or more school days consecutively because of illness, we must have a written statement from a physician certifying that the child is physically able to return to school.

We ask that you keep your child home for 24 hours after his/her fever of 100.5 degrees or more has subsided. Also, please keep your child home if he/she vomits during the night or in the morning before school (see information under HEALTH SERVICES beginning on page 13 of this handbook).

Please note that students who are absent from school may NOT participate in after school activities, clubs, programs, etc.

Mandatory School Attendance

Connecticut state law requires children living in the school district to attend public school “regularly during the hours and terms the public school ... is in session” unless they are “elsewhere receiving equivalent instruction in the studies taught in the public schools.” On June 27, 2012, the Connecticut State Board of Education adopted the following definitions for the purpose of reporting truancy, pursuant to subsection (c) of Section 10-220 of the Connecticut General Statutes.

- Excused Absences

A student's absence from school shall be considered excused if written documentation^^ of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 - 1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 - 2. student's observance of a religious holiday;
 - 3. death in the student's family or other emergency beyond the control of the student's family;
 - 4. mandated court appearances (additional documentation required);
 - 5. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
 - 6. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

- Unexcused Absences

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. the absence meets the definition for an excused absence (including documentation requirements); or
- B. the absence meets the definition of a disciplinary absence.

- Disciplinary Absences

Absences that are the result of school or district disciplinary action are excluded from these definitions.

^The Connecticut State Board of Education policy states that "A student is considered to be 'in attendance' if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent." A student not meeting the definition of 'in attendance' is considered absent.

^^Such documentation should include a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

Please note: If the school does not receive an explanation for the absence, it will be considered unexcused.

Truancy

Current law defines a “**truant**” as a child between the ages of five and sixteen who is enrolled in a public or private school and has four unexcused school absences in a month or 10 in any school year [CGS § 10-198a(a)].

When a student is identified as a truant, the Superintendent (or designee) will hold a meeting with the parent and appropriate school personnel to review and evaluate the reasons for the student’s truancy.

This meeting will occur not later than ten (10) school days after the child’s fourth (4th) unexcused absence in a month or tenth (10th) unexcused absence in a school year.

In reviewing and evaluating the reasons for the student’s truancy, the participants of the meeting will consider the appropriateness of referring the student to the school’s planning and placement team. At the meeting, school personnel shall be designated to coordinate services with and referrals of children to community agencies providing child and family services if appropriate.

If the parent of a child who is truant fails to attend the meeting or fails to otherwise cooperate with the school in attempting to solve the truancy problem, the Superintendent will file a written complaint with the Superior Court pursuant to Connecticut General Statutes §46b-149, alleging that the acts or omissions of the child are such that his/her family is a family with service needs.

Tardy/Late Arriving Students

If you bring your child to school after 9:00 AM, please bring your child to the school office. Late arriving students must be signed in by the parent/guardian accompanying the child to school. The school secretary will then send the child, with a pass, to the classroom and remove his/her name from the absence list. Kindergarten students will be escorted to class by school staff. Students who accumulate 5 or more tardies, will serve an office detention.

Make Up Work

Students who are absent from school will have one day to make up work for each day they are absent. Class assignments/homework will be made available to students who are absent for an extended illness beginning at 4:00 PM on the **third consecutive absence from school**.

If a child leaves school early due to illness or any other reason, it is possible that the child may leave without that night’s homework assignment. This is because some staff do not assign/review homework until the end of the day. Teachers are not expected to stop teaching in order to prepare homework for students leaving early as this is disruptive. Children can make up the work when they get back to school.

Vacations

The school/administration **does not** grant permission for students to miss school. In addition, teachers are not expected to provide extended assignments for children who are out of school for such reasons. As referenced above, children are allowed one day to make up work for each day they are absent from school. Please keep in mind that effective July 1, 2012, the Connecticut Board of Education adopted definitions for both excused and unexcused absences for the purpose of reporting truancy.

ADMISSION TO THE PUBLIC SCHOOLS AT OR BEFORE AGE FIVE

The Rocky Hill Board of Education (the “Board”) complies with its legal obligation to cause each child five years of age and over and under eighteen years of age who is not a high school graduate and is residing within the Board’s jurisdiction to attend school in accordance with Connecticut General Statutes § 10-184. The Rocky Hill Public Schools (the “District”) shall be open to resident children five years of age and over who reach age five on or before the first day of September of any school year. For children who will not reach the age of five on or before the first day of September of the school year, the child’s parent or guardian may submit a written request to the principal of the school in which the child would be enrolled based on District residency and attendance area requirements seeking early admission to the District. Upon receipt of such written request, the principal and an appropriate certified staff member shall assess such child to determine whether admitting the child is developmentally appropriate. For decisions relating to early admission to the District, the decision of the principal and appropriate certified staff shall be final. The Superintendent or designee shall be responsible for developing administrative regulations in furtherance of this policy. Such regulations shall identify procedures for the receipt and processing of requests for early admission to the District and for assessing whether early admission of a child is developmentally appropriate. Please refer to our website: www.rockyhillps.com to view the entire [Admission to the Public Schools at or Before Age Five Policy \[5200\]](#). These policies and regulations are also available to students and their parents/guardians upon request.

BIRTHDAY CELEBRATIONS

The school recognizes student birthdays during morning announcements and individual classes may recognize students in other ways as well (crowns, buttons, etc.). Parents may also send in goody bags for students in the classroom. However, due to safety concerns, no food items are allowed to be distributed to children in school.

Birthday party invitations are also not to be distributed at school.

BUS TRANSPORTATION

No child may take a school bus unless he/she has been assigned to that bus. Exceptions may be made in an **emergency**, *with permission of the principal*, but a child who is assigned to a particular bus may not switch to another bus to visit a friend, go to a party, etc. Students will be required to take their assigned bus without fail.

Bus Conduct

Students will be advised that they may be suspended from transportation services and subject to any other disciplinary action for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

1. Students must take a seat when they enter the bus and remain seated at all times while the bus is in motion.
2. Indecent or profane language, smoking, rowdiness, loud talking, card playing, or unnecessary conversations with the driver are expressly prohibited.
3. Students must not throw any object in or out of the bus.

4. Students must not, at any time, extend their arms or heads out of the bus window.
5. Students must not open bus windows without permission from the driver.
6. Students shall enter and leave the bus only by the front door except in cases of emergency.
7. Students must be on time and at all times must cooperate in keeping the bus on schedule.
8. Students must not stand on the traveled portion of the highway while waiting for a bus.
9. Students must cross the highway, if necessary, only in front of the stopped bus, being careful to see that traffic is halted.
10. Students keep the aisle clear of books, bags, instruments and other possessions.
Suspendable behavior, such as fighting, destruction of property, etc. will be handled according to Board policy covering suspension and expulsion. In addition, students and their parents shall be held liable for any damage or abuse caused by them. Serious first or second offenses may result in immediate loss of riding privilege, as well as suspension from school.

CAFETERIA

While in the cafeteria, students are expected to exhibit good manners and appropriate behavior. Students who do not abide by the rules established in the cafeteria may be removed from the cafeteria.

Note: Cash will no longer be accepted at the register during meal service. Payment options include:

1. Setting up a Meal Payment Account at www.MypaymentsPlus.com. With this account parents can view balances, set up low balance email reminders, and monitor their child's meal purchasing decisions.
2. You may send in a check to be deposited into your child's account. (There is no fee for this method of payment.) Checks should be made out to Rocky Hill School Lunch. Please record your child's name in the memo line.
3. You may send in cash in a sealed envelope. Your child's name, grade, and classroom number/teacher's name, must be clearly written on the sealed envelope. Please note that no change will be returned but will be applied to your student account.

A student who has forgotten their money or whose lunch account has been depleted will be provided with a lunch by the cafeteria personnel. It is expected that the School Lunch Program will be reimbursed on the next regular school day. The School Lunch Program calendar lists the prices, menus, and other information pertaining to the program. **Under no circumstances should students share food, ask for, or borrow money from other students.**

The following prices have been established for student meals during the **2025-2026** school year:

Full Paid Breakfast	\$1.70	Reduced Breakfast:	FREE
Full Paid Lunch:	\$3.10	Reduced Lunch:	FREE
		Milk (a la carte):	\$0.70

CHANGES IN ADDRESS, PHONE NUMBERS, AND OTHER CONTACT INFORMATION

For the safety of the children, it is vitally important to keep student information up to date.

Changes in Address

If you move during the school year, even within the town of Rocky Hill, you must notify the town Residency Specialist, Tom Kennison, at Central Office. His phone number is (860) 258-7701 x31177.

Phone Numbers and Other Contact Information

Home, cellular and business/work phone numbers, as well as other contact information, (i.e., email) should be updated by parents via the Parent Portal. If you need to make changes to phone numbers and contact information after the start of the school year, please notify the main office as well as your child's teacher.

CONCERNS/COMPLAINTS

In the event that a parent/guardian has a concern or complaint involving instruction, discipline, learning materials, or some other aspect of the school program, the proper channeling is as follows:

1. Teacher
2. Principal/ Assistant Principal
3. Superintendent
4. Board of Education

Exceptions are complaints that concern board actions or board operations only.

CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS

The Rocky Hill Board of Education ("Board") complies with the state and federal laws and regulations regarding confidentiality, access to and amendment of education records maintained by the Rocky Hill Public Schools (the "District"). The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance. Please refer to our website: www.rockyhillps.com to view the entire [Confidentiality and Access to Education Records \[5140\]](#). These policies and regulations are also available to students and their parents/guardians upon request.

DIRECTORY INFORMATION

Directory information or class lists of student names and/or addresses, and telephone lists shall not be distributed without the consent of the parent or legal guardian of the student or by the student who has attained status as an eligible student. (An eligible student or former student is someone who has reached eighteen years of age or who is attending an institution of post-secondary education or is an emancipated minor.)

"Directory information" means one or more of the following items: student's name, address, telephone number, date and place of birth, major field(s) of study, participation in officially recognized activities and

sports, photographic, computer and/or video images, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, including honor roll publication, and the most recent previous public or private school attended by the student, parent's name and/or e-mail address.

A student's Social Security Number or student ID number is prohibited from designation as directory information. However, student ID numbers and other electronic personal identifiers used to access or communicate in electronic systems may be disclosed only if the identifier is not used by itself to authenticate identity and cannot be used to gain access to education records.

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent. The Board of Education shall notify parents of the option to make such a request and shall comply with any request received.

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.

DRUG AND ALCOHOL USE BY STUDENTS

The Rocky Hill Board of Education (the "Board") is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the unlawful use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in Connecticut General Statutes Section 21a-240, or alcohol on or off school property or during any school-sponsored activity is prohibited. Please refer to our website: www.rockyhillps.com to view the entire [Drug and Alcohol Use by Students Policy \[5630\]](#). These policies and regulations are also available to students and their parents/guardians upon request.

EARLY DISMISSAL REQUESTS

All requests for early dismissal must be made in writing by the parent or legal guardian and submitted to the principal's office. As a general rule, students are not dismissed during the last 30 minutes of the school day. In an **emergency**, telephone requests for early dismissal may be approved by the principal. In order to minimize a loss of instructional time, students will be called to the office once the parent/guardian arrives. A parent and/or guardian must sign their child out in the main office.

FIELD TRIPS

All students will be provided transportation to and from a school field trip (even if the parent attends as a chaperone).

GENERAL SCHOOL EXPECTATIONS

- No gum chewing without permission of the teacher and principal
- No hats worn in school
- Electronic devices are not allowed in school (except where permission is granted from the principal)
- Birthday invitations are not allowed to be distributed in school
- No toys should be brought to school

- No laser pens of any kind are allowed

HEALTH SERVICES

The health and safety of the students in school is of utmost concern to all of us, requiring close cooperation between parents, teachers and the school nurse. Understanding and constant communication are vital in helping the schools render the best possible care and protection to your child. Your assistance in following the instructions below will help us greatly in providing proper health services.

WHEN TO CALL THE SCHOOL:

Parents must notify the school office/nurse:

1. To report if a student will be absent from school. (Schools will explain absence reporting system)
2. To designate a responsible adult who is to be notified in case of emergency should a parent be unavailable.
3. To inform the **school nurse** if the student has:
 - a) been diagnosed with a long-term disorder, e.g., diabetes, seizures, etc.
 - b) been placed on daily medications.
 - c) had severe, known reactions to allergens, e.g., bee stings, food, etc.
 - d) had any form of surgery or will have one soon.
 - e) had a physical examination (forms will be provided for the examining doctor to complete in order to bring school records up to date).
 - f) had hearing or sight tested, and the results of these tests.
 - g) had any update of immunizations (e.g. DT, MMR)
 - h) has a communicable disease (e.g. strep throat, chicken pox)

WHEN TO KEEP THE STUDENT HOME: Parents are responsible for keeping students home when an illness is evident and are advised to keep a student home when a rash is detected. Nurses are not allowed to diagnose an illness or rash. Students should be kept home until they have been free of fever (temp below 100.4) and/or vomiting for 24 hours without the use of medication. **Parents should call the school nurse to report if a student will be absent due to illness.**

LENGTHY ABSENCES: Parents whose child has been absent from school because of illness or injury for a period of ten school days or longer must secure their doctor's approval for the student's readmission to school. Please discuss this with the school nurse.

EXCLUSION FOR CERTAIN HEALTH CONDITIONS: Students will be excluded from school for the following conditions:

- any undiagnosed rash (MD approval for re admission to school or resolution of rash)
- any untreated eye infections
- diarrhea(defined as 3 or more loose stools per day)
- temperature of 100.4 degrees or over
- suspected communicable diseases, e.g., chicken pox, etc.

- vomiting

STUDENTS ON CRUTCHES:

- Must have a Physician order stating crutches are needed in school.
- Parents need to report to the school nurse prior to returning to school
- Do not send your student to school on the bus without permission from the school nurse.

STUDENTS ON MEDICATION: Students who require medication, including over the counter medication, during school hours may do so provided they have WRITTEN AUTHORIZATION FROM A PHYSICIAN/ DENTIST/ ADVANCED PRACTICE REGISTERED NURSE/ PHYSICIAN'S ASSISTANT. MEDICATION FORM LOCATED ON RHPS WEBSITE -

[CLICK HERE](https://goo.gl/pnn3Gd) OR USE THE URL: <https://goo.gl/pnn3Gd>

THE MEDICATION AUTHORIZATION FORM **MUST** INCLUDE THE FOLLOWING:

- DATE OF DOCUMENT
- STUDENT'S NAME, ADDRESS, AND BIRTHDATE
- CONDITION FOR WHICH THE MEDICATION IS BEING ADMINISTERED
- NAME OF DRUG, AMOUNT OF DRUG, TIME OF ADMINISTRATION, RELEVANT SIDE EFFECTS, AND DURATION TO BE ADMINISTERED (date from__to__)
- DOCTOR'S SIGNATURE AND PHONE NUMBER

THIS FORM, MUST INCLUDE PARENT'S/GUARDIAN AUTHORIZATION SECTION COMPLETED, AND BE PRESENTED TO THE NURSE PRIOR TO ANY DRUG BEING ADMINISTERED, ACCORDING TO CONNECTICUT STATE LAW.

Students who are able to self administer their asthma inhalers and/or medication for the emergency treatment of severe allergic reactions and/or medication while on an overnight field trip, may do so provided:

- 1) THEY PRESENT A PHYSICIAN/ DENTIST/ ADVANCED PRACTICE RN/ PHYSICIAN'S ASSISTANT'S WRITTEN ORDER FOR "AUTHORIZATION FOR SELF- ADMINISTRATION"
- 2) THERE IS WRITTEN AUTHORIZATION FROM STUDENT'S PARENT INCLUDING AN AGREEMENT TO SUPPLY THE SCHOOL NURSE WITH BACK-UP MEDICATION
- 3) THERE IS A SIGNED STATEMENT OF UNDERSTANDING FROM THE STUDENT
- 4) THE SCHOOL NURSE HAS EVALUATED THE SITUATION AND DEEMED IT TO BE SAFE AND APPROPRIATE. IF THE NURSE DETERMINES THAT THE MEDICATION CANNOT BE SAFELY ADMINISTERED, THE PHYSICIAN AND PARENT WILL BE NOTIFIED. IF THE SITUATION CANNOT BE RESOLVED, THE SCHOOL MEDICAL ADVISOR WILL DETERMINE IF THE STUDENT CAN SELF- ADMINISTER MEDICATION.

ANY MEDICATION MUST BE IN A PROPERLY LABELED BOTTLE FROM THE PHARMACY. IT IS TO INCLUDE THE STUDENT'S NAME, DATE, MEDICATION NAME, FREQUENCY OF ADMINISTRATION, AND THE DOCTOR'S NAME. THE MEDICATION, EXCEPT THOSE APPROVED FOR TRANSPORTING BY STUDENTS FOR SELF MEDICATION, MUST BE DELIVERED TO THE NURSE BY A PARENT, GUARDIAN, OR OTHER RESPONSIBLE ADULT. NO MORE THAN A 90 DAY SUPPLY OF MEDICATION MAY BE BROUGHT IN.

IN THE EVENT OF ACCIDENT OR ILLNESS: Parents are responsible for contacting the school to keep updated telephone numbers and individuals responsible for transporting ill students. Nurses and teachers make every effort to ensure immediate care, comfort, and protection for students during any emergency which may occur at any school activity. The following procedures apply in all schools:

- * School personnel will administer first aid only (reasonable and prudent) to a student whose illness or injury occurs on school premises during school hours or supervised school sponsored activities.
- * Parents, or an individual designated by the parents, are responsible for transporting an ill

student to his home or to the physician.

- * If a parent cannot be reached in an emergency, the student will be transported to the nearest hospital (or the hospital of choice listed in Power School if appropriate), where he will remain until the parent arrives. In a life-threatening emergency the student will be transported by ambulance to the nearest hospital.

HOMEWORK

Guidelines

These homework guidelines represent the philosophy and standards of the school district regarding homework in the elementary grades. Administrators and faculty worked cooperatively to arrive at what we considered a fair and proper amount of work to be accomplished at home.

Central to our mission as an educational system is the development of academic skills and independence in learning; homework is an important tool in that mission.

Although homework is an activity that requires active monitoring and involvement on your part, you should bear in mind that the final responsibility for its completion belongs to your child.

Why is Homework Assigned?

Homework is assigned in kindergarten through grade three to meet these objectives:

- supplement classroom work
- provide practice to reinforce and apply specific skills taught
- complete work not done because of absence
- develop initiative, independence, self-direction, & responsibility
- foster good study habits

Note: Kindergarten homework is optional. Students in grades one, two, and three are expected to complete homework assignments regardless of extra-curricular activities.

How Much Time is Spent on Homework?

Every student is expected to spend time studying and completing homework assignments in order to develop good habits and self-discipline. A general rule of thumb is 10-15 minutes of homework per night, per grade level. For example, students in second grade would be expected to complete 20-30 minutes per evening.

LOST AND FOUND

Throughout the year we accumulate a number of items and pieces of clothing. The “lost and found” is located in the cafeteria and the main office. Your child should check both locations should they lose

something. Items unclaimed during mid-year and at the end of the year will be donated to a worthy organization.

NOTICE OF NON-DISCRIMINATION

The Rocky Hill Board of Education prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military or veteran's status, national origin, ancestry, sexual orientation and past or present learning disability, physical disability or mental disorder. The Rocky Hill Board of Education provides equal access to the Boy Scouts and other designated youth groups. The Rocky Hill Board of Education guarantees compliance under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1973, section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1991 and Connecticut General Statutes 46a-60.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Anabelle Diaz

Interim Assistant Superintendent for Personnel and Student Services

761 Old Main St.

Rocky Hill, CT 06067

PH: 860-258-7705

For further information on non-discrimination, visit:

<http://www.hhs.gov/ocr/office/about/rgn-hqaddresses.html> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Please refer to our website: www.rockyhillps.com to view the entire [Non-Discrimination Policy \[5110\]](#). These policies and regulations are also available to students and their parents/guardians upon request.

TITLE IX - PROHIBITION OF SEX DISCRIMINATION AND SEXUAL HARASSMENT

It is the policy of the Rocky Hill Board of Education (the "Board") for the Rocky Hill Public Schools (the "District") that any form of sex discrimination or sexual harassment is prohibited in the Board's education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations ("Title IX") and Connecticut law not to discriminate in such a manner. Discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation. Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of students, employees and third parties. Any student or employee who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including expulsion or termination, respectively. For conduct to violate Title IX, the conduct must have occurred in an education program or activity of the Board; the conduct must have occurred within the United States of America; and the complainant must be participating in or attempting to participate in the education program or activity of the Board. Conduct that does not meet these requirements still may constitute a violation of Connecticut law or another Board policy. Please refer to our website: www.rockyhillps.com to view the entire [TITLE IX - PROHIBITION OF SEX DISCRIMINATION](#)

[AND SEXUAL HARASSMENT\[5120\]](#). These policies and regulations are also available to students and their parents/guardians upon request.

SECTION 504 OF THE REHABILITATION ACT OF 1973 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA (“collectively, “Section 504/ADA”), an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment. In order to fulfill its obligation under Section 504/ADA, the Rocky Hill Public Schools (the “District”) recognize a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs, which may require reasonable modifications to such policies and practices. In this regard, the District prohibits discrimination against any person with a disability in any of the services, programs or activities of the school system. Please refer to our website: www.rockyhillps.com to view the entire [SECTION 504 OF THE REHABILITATION ACT OF 1973 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990 \[5410\]](#). These policies and regulations are also available to students and their parents/guardians upon request.

PARENT PICK-UP PROCEDURE

All students who are being picked up by an adult will report to the cafeteria (K-1) or gym (2-3) after school to be signed out. Parents need to enter and exit through the cafeteria/gym doors near the ball field. You need to send your child to school with a note when you plan on picking up your children, otherwise they will be sent home on the bus. We ask that you write a note ahead of time as last-minute changes can be disruptive to the classrooms. However, we realize that there are emergencies that arise and we will make every effort to accommodate such requests.

In addition, if your child is being picked up from someone other than a parent or legal guardian, the office requires a written note stating permission for this individual to pick up your child. The office will ask to see/copy their driver’s license if we are not familiar with the person.

PARENT/TEACHER CONFERENCES

In addition to the scheduled conference days that are indicated on the district calendar, you are welcome to call or schedule an appointment with your child’s teacher at any time. If you have concerns about your child’s progress or other matters, clarify this through a phone call or conference with your child’s teacher. Teachers cannot leave the classrooms while they are with children, but they are available at other times. Communication provides a link that will promote mutual understanding.

When a concern arises, please address the matter with the teacher, as s/he is usually closest to the concern. The principal welcomes your concerns but oftentimes must gather information before being able to respond. As a matter of Board of Education policy, concerns should be addressed and resolved as close to their origin as possible.

PHYSICAL EDUCATION

The physical education (PE) program attempts to provide parents with flexibility in providing clothing that must be worn by their children in PE classes while still maintaining satisfactory student safety standards.

The clothing requirements for children in the physical education program in grades K-3 are:

- sneakers (no unlaced, no heeled, no wedged, and they must not be too large/loose on their feet);
- comfortable fitting slacks or shorts on the days they are scheduled for PE (no pants that are too big);
- please make sure your child's name is marked on the sneakers; and
- minimal jewelry, please.

Gym Exclusions: Only doctors can excuse a child from gym class. Notes from parents excusing their child from gym class *will not* be accepted. Even for obvious reasons, a note from a doctor is required. Notes from the doctor should include how long the student will remain out of gym class and when he/she may return. Any modifications/ adaptations in physical education should be indicated as well.

RECESS AND PLAY-BASED LEARNING

It is the policy of the Rocky Hill Board of Education (the "Board") to promote the health and well-being of district students by encouraging healthy lifestyles and mental health wellness, including promoting physical exercise, activity and play as part of the school day within the Rocky Hill Public Schools ("District"). For purposes of this policy, "recess" means the time during the regular school day for each student enrolled in elementary school that is devoted to physical exercise of not less than twenty minutes in total pursuant to Conn. Gen. Stat. § 10-221o. Please refer to our website: www.rockyhillps.com to view the entire [Recess and Play Based Learning \[5520\]](#). These policies and regulations are also available to students and their parents/guardians upon request.

REPORT CARDS

Report cards are issued three times a year to students in grades PK-3.

RESTORATIVE PRACTICES

The Rocky Hill Board of Education is committed to identifying strategies to improve school climate, including, but not limited to, by responding to challenging behavior and implementing evidence and research-based interventions, including restorative practices. Restorative practices may be implemented by school employees for incidents of challenging behavior, bullying, and/or harassment in the school environment, or other forms of student conflict that is nonviolent and does not constitute a crime. Restorative practices shall not include the involvement of a school resource officer or other law enforcement official unless such challenging behavior or other conflict escalates to violence and/or constitutes a crime. In addition, the Rocky Hill Public Schools shall address challenging behavior, bullying, and harassment in accordance with the Board's Student Discipline policy and any other applicable Board policy, administrative regulations, and/or school rules. Please refer to our website: www.rockyhillps.com to view the entire [Restorative Practices Response Policy \(5500\)](#). These policies and regulations are also available to students and their parents/guardians upon request.

SAFE SCHOOL CLIMATE PLAN

All schools must support and promote teaching and learning environments where all students thrive academically and socially, have a strong and meaningful voice, and are prepared for lifelong success. Implementation of the following set of guiding principles and systemic strategies will promote a positive school climate, which is essential to achieving these goals. This policy sets forth the framework for an effective and informed school climate improvement process, which includes a continuous cycle of (i) planning and preparation, (ii) evaluation, (iii) action planning, and (iv) implementation, and serves to actualize the Connecticut School Climate Standards, as detailed herein. The Board recognizes that improving school climate is contextual. Each school needs to consider its history, strengths, needs, and goals. Furthermore, this policy will support and promote the development of restorative action plans that will create and sustain safe and equitable learning environments. Please refer to our website: www.rockyhillps.com to view the entire [Connecticut Safe School Climate Policy \(5320\)](#). These policies and regulations are also available to students and their parents/guardians upon request.

STUDENT DISCIPLINE

It is the policy of the Rocky Hill Board of Education (the “Board”) to create a school environment that promotes respect of self, others, and property within the Rocky Hill Public Schools (the “District”). Compliance with this policy will enhance the Board and the District’s ability to maintain discipline and reduce interference with the educational process that can result from student misconduct. Pursuant to this policy, the District shall promote the utilization of consistent discipline practices, both within and across schools in the District, while also promoting the consideration of individual circumstances arising in each student disciplinary matter. Where appropriate, the District implements strategies that teach, encourage and reinforce positive student behavior that do not require engagement with the discipline system. Please refer to our website: www.rockyhillps.com to view the entire [Student Discipline Policy \[5510\]](#) . These policies and regulations are also available to students and their parents/guardians upon request.

SCHOOL HOURS

Regular School Day

	Start	End
Kindergarten – Grade 3	9:00 AM	3:40 PM
Bright Beginnings AM (Mon-Thurs)	8:45 AM	11:30 AM
Bright Beginnings PM (Mon-Thurs)	12:45 PM	3:30 PM

Delayed Openings, Cancellations, & Emergency Closings

Emergency/storm closings will be announced on local radio stations starting at approximately 6:30 A.M. In addition, the district will continue to utilize SchoolMessenger to notify families. *It is very important that you discuss with your child alternate plans for emergency and early closing days.*

In the event of an all-day closing or early dismissal due to inclement weather, all evening activities scheduled for the schools will be postponed automatically unless announced otherwise on the radio (WTIC, WDRC, WRCH) or TV (Channel 3 WFSB or Channel 30 WVIT).

Lunch will be served every day school is in session *including* the last day of school.

Delayed Opening Times

On delayed opening days, the schedule will begin 2 hours later than the regular schedule. **Please do not call the school.** Parents are asked not to bring students to school before 10:45 AM when there is a delayed opening, as there is no supervision until that time.

	Start	End
Kindergarten – Grade 3	11:00 AM	3:40 PM
Bright Beginnings AM (Mon-Thurs)	No Class	No Class
Bright Beginnings PM (Mon-Thurs)	12:45 PM	3:30 PM

Early Dismissal Times

Early dismissal times are as follows:

	Start	End
Kindergarten – Grade 3	9:00 AM	1:05 PM
Bright Beginnings AM (Mon-Thurs)	8:45 AM	11:30 AM
Bright Beginnings PM (Mon-Thurs) *	No Class	No Class

Note: The only *scheduled* early dismissal days for Bright Beginnings are December 3rd, December 4th, March 18th, and March 19th.

SCHOOL PROPERTY

Students are issued textbooks and other materials to use in the education program. Students are responsible for returning texts, library books, etc., in satisfactory condition at the proper time. If such materials are lost, you and your child are responsible for the cost of replacement. You will be billed for the items not returned. If they are found at a later date, the money will be refunded. Report cards will be held until the child's account is paid in full.

SCHOOL SAFETY REGULATIONS

It is against the law to pass a school bus with flashing lights. Do not drive past the school bus during loading and unloading at the beginning of the day or at dismissal time. The bus loading area is also a fire lane with parking or stopping prohibited during the school day. For the safety of all students, please abide by these rules.

When entering the building, please do so **ONLY** through the main office doors. You will need to press the security buzzer in order to enter the building. All visitors must sign in and wear a visitor's badge.

At 8:45 AM students will be allowed to enter the building and proceed to their classroom. Supervision of children is not provided until 8:45 AM. Therefore, students should not be left unattended before that time.

SEARCH AND SEIZURE

Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. A student and his/her effects may be searched if there are reasonable

grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The way the search is conducted should be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Please refer to our website: www.rockyhillps.com to view the entire [Search and Seizure Policy \[5740\]](#). These policies and regulations are also available to students and their parents/guardians upon request.

STUDENT DRESS

Parents should monitor the appropriateness of their child's clothing. Moderation in dress and appearance is always the best guide. Students arriving at school with clothing with suggestive pictures or writings will be asked to call home for a change of clothing.

Students are not allowed to wear boots or shoes with carbon-based black soles. This is a school district regulation for all schools. This type of shoe makes black marks that are difficult to remove. For student safety, flip-flops and open-toed shoes are not allowed in school. The principal may make exceptions for special events (concerts, pictures, etc.). Please refer to our website: www.rockyhillps.com to view the entire [Student Dress Policy \[5750\]](#). These policies and regulations are also available to students and their parents/guardians upon request.

STUDENT DISCIPLINE

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West Hill School Behavioral Guidelines			
	TIER 1	TIER 2	TIER 3
Examples	<ul style="list-style-type: none"> • Not following directions • Out of seat • Talking out • Not completing work • Distracting others • Crawling/laying on floor • Whining/crying • Tattling 	<ul style="list-style-type: none"> • Inappropriate language • Unkind behavior • Inappropriate contact: pushing, shoving, tripping etc. • Throwing items (undirected) • Climbing in bathroom • Looking under stalls • Argumentative behavior • Being dishonest • Mistreating property • Repeatedly not following directions 	<ul style="list-style-type: none"> • Inappropriate gestures/language resulting in a major disruption • Repeated or severe unkind behavior • Credible threat to injure person/property • Harrassment • Serious physical contact where injury may occur • Major disruptive behavior • Stealing • Self-injury • Leaving school grounds • Technology violation • Vandalism/property damage • Weapons/illegal substances
Interventions	Restorative Practice led by Staff Member: <ul style="list-style-type: none"> • Redirect • Reminder • Reteach • Restorative conference • Reflection • Logical consequences • Parent/Guardian Contact 	Restorative Practice led by Staff Member and Support Staff: <ul style="list-style-type: none"> • Redirect • Reminder • Reteach • Restorative conference • Reflection • Logical consequences • Parent/Guardian Contact 	Restorative Practice Led by Administration: <ul style="list-style-type: none"> • Incident Report • Conference with student, staff member and/or family • Logical consequences • Parent/Guardian contact • Documentation in PowerSchool • Case review • MTSS Referral

TECHNOLOGY & INSTRUCTION/INTERNET SAFETY

Technology is used to support the curriculum on a daily basis. A list of approved instructional apps, websites, and software can be found on the [Rocky Hill Public Schools Approved Technology List](#) along with vendor privacy policies and data privacy agreements for any program that uses student data. When using technology at school, students are able to access the Internet in a safe way because of teacher supervision and the district's Internet filter, *GoGuardian*. For more information about safeguarding children's Internet usage at home, please visit our [Curriculum website](#) and click on Instructional Technology on the left.

(1) Each local and regional board of education shall maintain and update, as necessary, an Internet web site with information relating to all contracts entered into pursuant to this section. Not later than five business days after executing a contract pursuant to this section, a local or regional board of education

shall post notice of such contract on the board's Internet web site. The notice shall include the contract and (A) state that the contract has been executed and the date that such contract was executed, (B) provide a brief description of the contract and the purpose of the contract, and (C) state what student information, student records or student-generated content may be collected as a result of the contract.

(2) On or before September first of each school year, the board of education shall electronically notify students and the parents or legal guardians of students of the address of the Internet web site described in this subsection.

Please refer to our website: www.rockyhillps.com to view the entire [Student Use of the District's Computer Systems and Internet Safety Policy \[5760\]](#). These policies and regulations are also available to students and their parents/guardians upon request.

THURSDAY FOLDERS

Handouts go home on Thursdays in the students' West Hill School folders. However, there are some occasions where notices are sent home on other days of the week, so please check your child's folder regularly for notices, teacher notes, corrected homework/class work, discipline referrals, or other forms of communication from the school. In an effort to become more environmentally friendly, many notices will be placed in our *Mustang eNewsletter* and sent out via ParentSquare. Parents may access this information through a link on the school's website as well as through their email.

VISITORS

In order to promote a safe and productive educational environment for all students and staff, the Board requires all visitors to receive prior approval from the school principal or designee before being permitted to visit any school building. The Board, through the administration, reserves the right to limit visits in accordance with administrative regulations.[[SERIES 1000 – COMMUNITY/BOARD RELATIONS](#)]

The Board, through the administration, reserves the right to limit visits in accordance with administrative regulations. Upon arrival, all visitors and observers must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors/observers have authorized access, refraining from engaging with students and/or staff except as permitted by the school officials and consistent with the purpose of the visit in question, and complying with directives of school officials at all times. All visitors and observers permitted into school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening or personal protective equipment ("PPE") protocols. Visitors will also have to sign a Confidentiality Agreement.

In the event that a federal immigration authority appears in person at a school in the District or otherwise contacts a school to request information, in accordance with applicable law and pursuant to the Guidance to K-12 Public Schools Pertaining to Immigration Activities developed by the Connecticut State Department of Education ("CSDE") or any subsequent applicable CSDE guidance, such authority shall be directed to communicate with the administrator designated for such interactions, who will follow the

protocols outlined in the school's Security and Safety Plan. For purposes of this policy, a "federal immigration authority" means "any officer, employee or other person otherwise paid by or acting as an agent of the United States Immigration and Customs Enforcement or any successor agency thereto or any division thereof or any officer, employee or other person otherwise paid by or acting as an agent of the United States Department of Homeland Security or any successor agency thereto who is charged with enforcement of the civil provisions of the Immigration and Nationality Act."