

# Moser School

## Home of the Raptors



# Student Handbook

10 School Street • Rocky Hill, CT

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

This planner belongs to: \_\_\_\_\_ Teacher: \_\_\_\_\_

## **TABLE OF CONTENTS**

Mission Statement, Core Values & School Structure .....	2
A Message from the Principal .....	3
Attendance Regulations .....	4
Absences & Tardies.....	4
Bicycles.....	5
Bus Transportation Rules and Regulations .....	5
Bullying.....	5
Cafeteria.....	6
Confidentiality of Education Records.....	6
Deadly Weapons/Dangerous Instruments.....	7
Delayed Openings, Early Dismissal, School Cancellations, & Emergency Closing.....	7
Early Dismissal Requests.....	8
Field Trips .....	8
General School Rules .....	8
Health and Safety .....	8
Homework .....	10
Lost and Found .....	10
Parent Pick-Up Procedures.....	10
Parent/Teacher Conferences.....	11
Physical Education .....	11
Report Cards .....	11
School Hours.....	11
School Property .....	11
Sexual Harassment.....	11
Smoking .....	13
Student Attire .....	13
Student Behavior.....	13
Student Contact Information .....	14
Technology and Instruction .....	14
Visitors .....	15
Appendix A: School Behavior Expectations.....	16
Appendix B: Regular Master Schedule.....	17
Appendix C: Delayed Opening Schedule.....	18
Appendix D: Early Dismissal Schedule.....	19
Appendix E: Permission to Ride a Bike to School Form.....	20
Appendix F: Early Dismissal Transportation Form.....	21



# Moser School

## **Mission Statement**

The overarching goal of Moser School is to provide our students, staff, and families with an exceptional place to learn, to teach, and to visit. We will continuously strive to maintain a welcoming environment for our families and staff members, create an atmosphere of inclusion and acceptance for all who enter our building, and provide an enriching academic and social experience for our students. Moser students will leave with fond memories of 4<sup>th</sup> and 5<sup>th</sup> grade *and* be prepared to take on the challenges presented to them at Griswold Middle School in the years to come.

## **Core Values**

**Respect, Responsibility, Pride**

## **School Structure**

The school offers a full complement of academic and unified arts classes and combines various characteristics of both the elementary model and the middle school model. The offerings range from typical core classes that exist in all elementary schools, such as language arts and math, to classes that are offered in the typical middle school model, such as world language. Students also participate in the traditional specialty classes including art, music, instructional technology, and physical education and have the option of registering for classes such as band and chorus.

Students are assigned to a team of teachers. Students will travel with a cohort of classmates throughout the school day. In 4<sup>th</sup> grade, students remain primarily with one teacher while the 5<sup>th</sup> graders experience multiple classroom teachers in an effort to prepare them for middle school. Providing our students with an effective transition from elementary school to middle school is one of our primary goals.

## A MESSAGE FROM THE PRINCIPAL

Dear Families and Students,

It is with great pride that I write this letter to you as the new Principal of Moser Intermediate School. I am honored to have the opportunity to lead a school in a beautiful diverse community with rich traditions in and out of the classroom.

My core values are aligned with the vision and mission of Rocky Hill Public Schools. I have three core values:

- All decisions are made through a shared-leadership model that is focused on what is best for students;
- All students deserve quality instruction every day! We will do our best on the premise that:
  - What we are doing is important;
  - You can do it;
  - I am not going to give up on you;
  - I am going to engage you because it is the norm in my classroom;
- School business will be conducted with respect, integrity, transparency, and collaboration.

We are excited to welcome your student to an amazing school year. The entire staff is prepared to provide all of our students with a safe, inviting, and challenging learning environment. We have been preparing your classrooms for a year of exciting learning experiences. Your teachers will continue to work hard to make this a great year for your student. We will also have lots of fun along the way!

We expect students to work hard and follow our school rules. We believe that if students put forth their best effort and demonstrate **respect** and **responsibility**, and take **pride** in everything that they do, then they will have a successful school year.

I am looking forward to fostering strong relationships with all community stakeholders, especially our young raptors! At Moser, we look forward to fostering positive relationships with our students and families to cultivate a culture centered on community learning and development. Together, we can provide your student with the means for continuous growth to reach their highest potential. It is important that our families support this partnership, as we strive to collectively support your student's success. This is the essence of a school-home partnership!

Our Moser Student Handbook will provide you with additional information to best support our partnership.

I am here to support you, and your student. I look forward to a wonderful school year!

In partnership,

Dr. Diaz-Santiago

## **ATTENDANCE REGULATIONS**

A pattern of excellent attendance is one of the best indicators for success in school and in later years. However, if the absence is unavoidable on a given day, a parent/guardian should call the school by 8:15 a.m. - (860-258-7771-main office). An answering machine is available from 4:00 p.m. through 7:30 a.m. to record messages concerning your absence. If a phone call reporting absence is not received by 10:00 a.m., parents will be called at home or work to ascertain the student's safety. Students may not participate in extracurricular or evening activities on the day(s) of absence unless permission is granted by administration.

The Board of Education discourages, and would prohibit if it could, the departure of students for any reason while school is in session. In those situations where there is no alternative, you are allowed one school day for each day you are absent to make up work. If the absence is planned and will extend beyond one day, a letter to the principal is required.

In keeping with the Connecticut State Board of Education Policy 10-198b: 5113:

**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:

- For absences 1 – 9, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation;
- For the 10<sup>th</sup> absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  - student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of length of absence);
  - student's observation of a religious holiday;
  - death in the student's family or other emergency beyond the control of the student's family;
  - mandated court appearance;
  - 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);
  - extraordinary educational opportunities pre-approved by district administrators and in accordance with CT State Department of Education guidance.
- 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.

**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); and B.) the absence meets the definition of a disciplinary absence.

Parents who choose to drive their children to school are responsible for ensuring that the student arrives to school on time. Parents will be notified near the end of each trimester if students are excessively tardy.

**Tardiness to School:** Arrival begins at 8:00 a.m. Students who arrive to school after 8:15 a.m. must report to the main office. A parent/guardian must accompany their tardy student into the main office and sign him/her in. The school office staff will provide the student with a pass to enter the classroom and remove his/her name from the absence list to the tardy list.

**Please be aware that excessive absences and/or tardies could result in administrative action.**

## **BICYCLES**

Students wishing to ride a bicycle may request permission to do so by completing a form available from the school office. The form is signed by the parent and then given to the principal for authorization. Students permitted to ride bicycles to school must park them immediately upon arrival. Bicycle riding on the school grounds is not permitted. Students should use locks to secure the bicycle to the rack.

The school is not responsible for bicycles brought to school, and the family of the student assumes all liability for the child's safety. The privilege of riding a bicycle may be revoked at any time per the decision of the principal.

## **BUS TRANSPORTATION**

No student may take a school bus unless he/she has been assigned to that bus. Exceptions will be made in an emergency, but a student who is assigned to a particular bus may not switch to another bus to visit a friend, go to a party, etc. Any request for change must be sent in advance no later than the start of the school day in written form by the parent or guardian. (Requests should include the name and classroom of the student, the trip number of the bus(es) in question, and contact information of the parent or guardian). We ask that you avoid calling the school later in the day as we want to ensure all of our students are being transported home in the correct way and to the correct location far in advance of dismissal time.

**School Bus Rules and Regulations:** Safety and efficient operation of the bus requires the cooperation of all families and the enforcement of the following regulations:

1. At all times the bus driver is in full charge of the bus and of all students riding therein;
2. The bus driver is empowered to enforce all rules;
3. Students must take a seat as soon as they enter the bus and remain seated until the bus has reached its designated stops;
4. Students may not change their seats while the bus is in motion. The behavior of the students on the bus should be substantially the same as that in the classroom. Reasonable conversation is permitted;
5. Yelling or indecent language is forbidden;
6. Fighting, pushing, or shoving is also forbidden;
7. Unnecessary conversation with the bus driver is discouraged;
8. Students must not throw unwanted items on the floor of the bus;
9. Students must assist the drivers in keeping buses clean by adhering to reasonable standards of accountability;
10. Upon entering or leaving the bus, all students are to behave in an orderly manner. Crowding or tripping is not permitted;
11. Students are not permitted to leave the bus without permission from the bus driver;
12. Students must be on time at their stops. Bus drivers will not wait for students;
13. Students must not stand or play on the traveled part of the roadway while waiting for the bus;
14. After being discharged from the bus, students will cross the road in FRONT of the bus while traffic is stopped in both directions. The bus driver will keep his red lights flashing and not start the bus until students are safely across the roadway;
15. Students must not extend head or arms out of an open window;
16. Students are not to mar or deface the interior or exterior of the bus. Students who violate this rule above shall be liable for the damage;
17. Students who wish to ride a bus other than the one to which they are assigned, may do so if authorization has been received from the principal;
18. Students not adhering to the bus rules risk having their bus transportation privileges revoked.

## **BULLYING BEHAVIOR IN THE SCHOOLS:**

We promote a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited.

We believe that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. We aim to foster an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.

Please refer to the Rocky Hill Public Schools' Website: [www.rockyhillps.com](http://www.rockyhillps.com) for the complete policy.

Policy # 5310 & # 5320 – Bullying Prevention and Intervention Policy & Safe School climate Plan

### **CAFETERIA**

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

Cash is no longer accepted during meal service. Payment options include:

1. Setting up a Meal Payment Account at [www.MypaymentsPlus.com](http://www.MypaymentsPlus.com). With this account, parents can view balances, set up low balance reminders, and monitor their child's meal purchasing decisions;
2. You may send in a check to be deposited into your child's account. Checks should be made out to "Rocky Hill School Lunch". Please record your child's name on the memo line;
3. You may send in cash in a sealed envelope. Your child's name, grade, and homeroom teacher must be clearly written on the sealed envelope. Please note that change will not be returned but will be applied to your student account.

A student who does not have money in their account and purchases a lunch will be placed on the school's "Indebted List". It is expected that the School Lunch Program will be reimbursed on the next regular school day. The School Lunch Program Publication lists the prices, menus, and other information pertaining to the program. (Please also reference Board of Education Policy regarding our School Lunch Program and/or click on the "Food and Nutrition" link on our district's website.) If lunch and snack are sent from home, please consider making it a healthy one. Under no circumstances are students allowed to share food or borrow money from other students.

### **CONFIDENTIALITY OF EDUCATION RECORDS**

Any item of information directly related to an identifiable student which is maintained by the school district or required to be maintained by an employee in the performance of his/her duties, whether recorded by handwriting, print, disk, tapes, student gathered within or without the school system and maintained within the school district, regardless of the physical form in which it is maintained. Any information which is maintained for the purpose of review by a second party is considered a student record.

- Student records shall not include informal notes related to a student compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute.
- Substitute: a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of notes in his or her position. Medical records are not open to public inspection.

### **Types of Records**

The school district shall maintain only the following three categories of records:

1. Mandatory Permanent Student Records are those records which are maintained for fifty years after they become inactive and which schools have been directed to compile by statute, regulation, or authorized administrative directive. Such records shall include the following:

- Legal name of student;
- Date of birth;
- Method of verification of birth date;
- Sex of student;
- Place of birth;
- Name and address of parent of minor student;
- Address of minor student if different from the above;
- An annual verification of the name and address of the parent and the residence of the student;
- Entering and leaving date of each school year and for any summer session or other extra session;
- Subjects taken during each year, half year, summer session, or quarter;
- If marks or credits are given, the mark or number of credits toward graduation allowed for work taken;
- Verification or exemption from required immunizations;
- Date of high school graduation or equivalent;
- Immunization Records (could be a copy)

Please refer to the Rocky Hill Public Schools' Website: [www.rockyhillps.com](http://www.rockyhillps.com) for the complete policy.

Policy # 2100 & # 5140 - Retention of Electronic Records and Information & Confidentiality and Access to Education Records (FERPA)

#### **DEADLY WEAPONS/DANGEROUS INSTRUMENTS**

Deadly weapon means "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switch blade knife, a gravity knife, billy, blackjack, bludgeon, or metal knuckles" and fire arm means "any sawed-off shotgun, machine gun, rifle, shot gun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot may be discharged."

"Dangerous instrument" means any "instrument, article, or substance which, under the circumstances in which it is used, or attempted, or threatened to be used, is capable of causing death or serious physical injury, and includes a 'vehicle' as defined in subdivision (8) of section 53 a-3 of the Connecticut General Statutes."

If a student has in his possession a weapon or a dangerous instrument, the suspension/expulsion procedure will be implemented. The Board shall submit to the commissioner of education such information on expulsions for the possession of weapons as is required for purposes of the Gun Free Schools Act of 1994, 20 U.S.C. Section 8921, et seq.

#### **DELAYED OPENINGS, EARLY DISMISSAL, CANCELLATIONS, & EMERGENCY CLOSINGS**

The alert announcement system is designed to make phone calls alerting both families and staff members to schedule disruptions caused by weather and other unforeseen incidents. Additionally emergency/storm closings will be announced on radio stations in and around Hartford starting at approximately 6:30 a.m.

On delayed opening days, the schedule will typically begin two hours later than the regular schedule. Parents are asked not to bring students to school until 15 minutes prior to the announced opening time when there is a delayed opening, as there will be no supervision for students until that time.

In the event of an all-day closing or early dismissal because of bad weather, all evening activities scheduled for the schools will be postponed automatically unless announced otherwise on local radio and television stations.



**Delayed opening schedule** run as follows:

**All Students and Grades..... 10:15 am – 3:05 pm.** It is very important that you discuss with your student any alternate plans for emergency and early closing days.

**Planned early dismissal schedule** runs as follows:

**All Students and Grades.....8:15 am — 12:05 pm.** On scheduled early dismissal days, students in all grades will be dismissed at 12:05 pm. Lunch will NOT be served on those days.

### **EARLY DISMISSAL REQUESTS**

All requests for early dismissal for individual students must be made in written form by the parent or legal guardian and must be submitted to the school office.

In an emergency, telephone requests for early dismissal may be approved. Upon the arrival of the family or a designee, the student will be called from class for dismissal. **The family member or designee must sign the student out from the school office and present a photo I.D.**

For students who normally take the bus, a note is needed prior to the end of the school day; if a note is not received prior to the end of the school day, the student will be dismissed to the bus.

### **FIELD TRIPS**

Transportation to and from school field trips will be arranged by the school. All behavioral codes of conduct apply during field trips. Attendance on field trips is optional. Financial assistance may be provided to qualifying families.

### **GENERAL SCHOOL RULES**

- No gum chewing;
- No hats worn in school;
- No toys in school;
- Birthday invitations are not to be distributed in school;
- No running in school;
- Flip flops are discouraged;
- Food at celebrations is prohibited;
- Electronic devices, including cell phones, are not to be turned on or allowed to be within the student's reach during instruction time. They are to be off and in lockers.

### **HEALTH AND SAFETY**

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.

**Driving safely:** 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 any time including 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, it is necessary to abide by these laws.

**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;
- temperature of 100 degrees or over;
- suspected communicable diseases, e.g., chicken pox, etc.;

- vomiting

**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 insure 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/she will remain until the parent arrives;
- In a life-threatening emergency the student will be transported by ambulance to the nearest hospital;
- We very much appreciate your attention and cooperation in these important matters. Please do not hesitate to call your school nurse if you have any questions.

**Safety drills:** School safety drills are conducted once a month to ensure that all staff and students are familiar with safety procedures and protocols. Students are expected to be on their best behavior during the drill.

**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 is located on RHPS website. 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 (from \_\_\_ to \_\_\_\_);
- doctor's signature

This form, must include parents/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:

- they present a physician/dentist/advanced practice RN/physician's assistant's written order for "authorization for self- administration;"
- there is written authorization from student's parent including an agreement to supply the school nurse with back-up medication;
- there is a signed statement of understanding from the student;
- 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.

**When to call the school:**

1. To report if a student will be absent from school;
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 if the student has:
  - been diagnosed with a long-term disorder, e.g., diabetes, seizures, etc.;
  - been placed on daily medications;
  - had severe, known reactions to allergens, e.g., bee stings, foodstuffs, etc.;
  - had any surgery;
  - had a physical examination (forms will be provided for the examining doctor to complete in order to bring school records up to date);
  - had hearing or sight tested, and the results of these tests;
  - had any update of immunizations ( e.g. DT, MMR);
  - 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) and/or vomiting for 24 hours. **Parents should call the school office to report if a student will be absent.**

**Yearly health screenings:** In an effort to promote a maximum level of wellness and in keeping with CT Gen. Statute 10-214, at a minimum will provide annually:

- Each pupil in kindergarten, grades 1, 3, 4, 5 a vision screening;
- Each pupil in Kindergarten, grades 1, 3, 4, 5 an audiometric screening for hearing;
- Postural screening for (1) each female pupil in grades 5, 7 and (2) each male pupil in grade 8 or 9.

**HOMEWORK**

Although homework is an activity which requires active monitoring and involvement on the part of the parent/guardian, you should bear in mind that the final responsibility for its completion belongs to your student. Homework is assigned to meet these objectives:

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

Every student is expected to spend the following daily minimum estimated amount of time completing homework assignments:

- **GRADE 4:** 40 to 50 minutes
- **GRADE 5:** 50 to 70 minutes

**LOST AND FOUND**

Throughout the year we accumulate a number of abandoned items and pieces of clothing. Periodically throughout the school year, unclaimed items will be donated to a worthy organization or disposed of. The "Lost and Found" is located in the cafeteria and is accessible for your perusal upon request.

**PARENT PICK-UP PROCEDURE**

All students who are being picked up by an adult after school will need to report to the gym lobby doors at 3:05 pm. At about 3:10 pm, you will be welcomed into the gymnasium where you will be required to present a photo ID, and sign your child out.

In addition, if your child is being picked up by someone other than a parent or legal guardian, the office requires a note written by the parent or legal guardian authorizing this individual to pick up the student. ID will be required to release the student.

### **PARENT/TEACHER CONFERENCES**

In addition to the scheduled conference days that are indicated on the district calendar, families are encouraged to contact the teacher or the school regarding concerns about student progress or other matters. These issues can often be clarified through communication such as a phone call or conference with your child's teacher. Other acceptable means of contacting the teachers include email or notes sent in with the student. Teachers shall not leave the classrooms while they are with their class, but may be available at other times. Communication provides a link which will promote mutual understanding. When a concern arises, please address the matter with the teacher, as she/he is oftentimes closest to the concern.

### **PHYSICAL EDUCATION**

Physical education, like any other subject area is an integrated part of the curriculum. Therefore, it is important that your child participate in every class in order to derive the full benefits of the program. The physical education program attempts to provide the families of students' flexibility in providing clothing which must be worn by their children to physical education classes and still maintain satisfactory student safety standards. The clothing requirements for children in the physical education program in grades 4 & 5 are as follows:

- well-fitted sneakers (no backless or platform);
- comfortable fitting slacks or shorts;
- minimal jewelry;
- short-sleeved shirt which allows freedom of movement;
- sweater or sweat shirt;
- socks.

Please note that children in Grade 5 will change into clothing which will be left in lockers between laundering.

**Gym exclusions:** There may be times when a child is unable to participate in physical education class. If that is the case, a note from the child's doctor should be sent to the school nurse. The note should indicate an estimated time of absence. Any modifications/adaptations in physical education participation by the student upon return to class should be indicated as well.

### **REPORT CARDS**

Report cards are issued three times a year. Dates will be provided.

### **SCHOOL HOURS**

**All Students and Grades..... 8:15 am – 3:05 pm.**

At 8:00 a.m. students may enter the building. Supervision of students is not provided until 8:00 a.m. Therefore, students are not to arrive before that time (See also Delayed Opening and Early Dismissal).

### **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, the students, and their families by extension, shall be responsible for the cost of replacement. You will be billed for the items not returned. If they are found and returned at a later date, the money will be refunded.

### **SEXUAL HARRASSMENT**

Sexual harassment is unwanted and unwelcome behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings. Harassment may be student to student, teacher to student, student to teacher, or teacher to teacher.

### **What are my responsibilities and rights related to sexual harassment?**

Students are legally protected against sexual discrimination and sexual harassment by Title IX of the Education Amendments of 1972, a federal law prohibiting discrimination in schools on the basis of sex. Sex discrimination is also addressed by Connecticut state law. Students have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. Each person has a responsibility not to engage in behaviors that are unwelcome or offensive to others.

### **How do I know when sexual harassment may be occurring?**

Am I being harassed? Am I harassing someone?

#### **Ask yourself the following questions:**

- Can the behavior be interpreted as being of a sexual nature?
- Is it possible that the behavior would be unwelcome by anyone involved?
- Does the behavior make you or appear to make any other person feel uncomfortable?
- Does the behavior appear to interfere with the ability of another to learn or to enjoy school or classroom activities?
- Does the behavior involve one person trying to have some kind of power over another person?
- Is the behavior part of a pattern of recurring behavior?
- Would you want this behavior to be directed toward a member of your family or toward a friend?

### **What are the differences between flirting and harassment?**

<b>Flirting</b>	<b>Harassment</b>
Welcome	Unwelcome/Unwanted
Wanted	Use of power
Two-sided	One-sided
Feels good	Feels uncomfortable
Equal Participation	Embarrassing or humiliating

### **What are some examples of behaviors that may be considered sexual harassment?**

- Staring or leering at parts of someone else's body;
- Comments, gestures, or jokes of a sexual nature;
- Displaying of sexual pictures or objects;
- Spreading sexual rumors or commenting about sexual behavior;
- Repeated pressuring for dates or unwanted sexual activity;
- Touching, grabbing, pinching;
- Asking for sexual favors in exchange for grades, promotions, or participation in school activities;
- Physical sexual assault.

### **What should I do if I believe I am being sexual harassed?**

- Whenever possible, tell the harasser verbally or in writing the specific behaviors that you find offensive. Request for this behavior to stop;
- Report the offensive behaviors to a teacher, counselor, Title IX coordinator (contact information below) or school administrator;
- Keep a detailed record of the harassing behavior to share with school officials who investigate your report;
- If you are not satisfied with the resolution of your concerns, contact the district administration or the Connecticut Commission on Human Rights and Opportunities at (800) 477-5737, <http://www.ct.gov/chro/site/default.asp>.

Please refer to the Rocky Hill Public Schools' Website: [www.rockyhillps.com](http://www.rockyhillps.com) for the complete policy.

## Policy # 5120 – Sexual Discrimination and Sexual Harassment (Students)

### **SMOKING**

We prohibit the use of or possession of tobacco-related products by students irrespective of age and the use of all tobacco products on all school system property by anyone else.

### **STUDENT ATTIRE**

Families should monitor the appropriateness of students' clothing. Moderation in dress and appearance is always a reasonable guide. Students arriving to school with clothing including 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 which are difficult to remove.

### **STUDENT BEHAVIOR**

Students are expected to behave in an appropriate manner at all times in the classroom, cafeteria, playground, and on the school bus. All students have the right to receive an education in an atmosphere that is free from disturbing influences. We expect students to be courteous toward adults and their classmates, to respect the rights, feelings, and property of others, to abide by the rules, and to act in a way that is appropriate to the activity or class. Please review Moser School Behavior Expectations in Appendix A with your student.

If a student is disruptive, the family will be notified by a staff member or principal either by phone or email or a disciplinary referral. Disruptive behaviors will be addressed in a restorative manner. Recurrent disruptive behavior will be cause for progressive discipline. The behavior and discipline of students is a shared responsibility between the home and school. With your action and support, we will be able to minimize the reoccurrence of poor behavior and strive to improve the student's self-control and self-esteem.

**Removal from class:** Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process within the classroom, provided that no student shall be removed from class more than twice in one week unless such student is referred to the building principal, or his/her designee, and granted an informal hearing as set forth in Section IV—C of this policy.

Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal against whom such disciplinary action was taken and the cause of it.

**Suspension and expulsion:** Any student whose conduct endangers persons or property or whose conduct on or off school grounds is seriously disruptive to the educational process, or is in violation of any Board policy, may be subject to suspension or expulsion. The following behaviors shall be considered cause for suspension or expulsion:

- Conduct causing injury or a threat of injury to others;
- Use of physical force against another person which is not reasonably necessary for self defense;
- Bullying, hazing or harassing comments or behavior;
- Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
- Willfully causing, or attempting to cause, damage to school property;
- Unauthorized occupancy of any part of any school or school premises or other building owned by any school district, and failure to promptly leave such location after having been directed to do so by the principal or other person then in charge of such building or facility;
- Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;

- Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or any kind of facsimile thereof;
- Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
- Possession or transmission of any firearm, knife, explosive, deadly weapon, or other dangerous instrument or any kind of facsimile thereof;
- Using or copying the academic work of another and presenting it as his/her own without proper attribution;
- Possessing or consuming tobacco products or possessing smoking paraphernalia or any kind of facsimile thereof;
- Open defiance of the authority of any teacher or person having authority over students;
- Intentional and successful incitement of truancy by other students;
- Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community;
- Violation of any Board policy or rule dealing with conduct, including conduct on school buses.

**Notification to parents or guardian:** The family of any minor student against whom disciplinary action is taken under this policy shall be given notice of such disciplinary action within 24 hours of the time the student was excluded.

**Special education students:** Students requiring special education and related services shall be subject to discipline consistent with state and federal law. The provisions of this section shall not apply to students requiring special education who are described in Subdivision (1) of sub-section (e) of Connecticut General Statutes 10-76a.

Please refer to the Rocky Hill Public Schools' Website: [www.rockyhillps.com](http://www.rockyhillps.com) for the complete policy.

Policy # 5510 – Student Discipline

### **STUDENT CONTACT INFORMATION**

The purpose of acquiring student information is to provide the school staff with a quick means of contacting students' families in the event of sudden illness/injury. In a serious or life-threatening situation requiring immediate medical attention, every effort will be made to contact family members in a timely manner. The needs of the student will be attended to first. In a non-life-threatening situation which requires student dismissal, the nurse will make a judgment and call the contacts on the card beginning with the family contacts. Please update these student cards at any time. A note to the school with the family's preferences, changes in telephone numbers, contacts, and addresses will be processed with confidentiality.

It is vitally important to keep student information accurate. If you move during the school year, even within the town of Rocky Hill, you must notify our district's Residency Officer, Mr. Tom Kennison, at the Board of Education Office. He can be reached at 860-258-7701 ext. 31177.

### **TECHNOLOGY & INSTRUCTION:**

**Acceptable use of computer network:** Rocky Hill students should acquire the skills, knowledge, and values that will allow them to function comfortably as a productive citizen in a technology-oriented society. Technology literacy is expected to be accomplished over a number of years in a planned and systematic program through 12<sup>th</sup> grade. Continuous evaluation of progress toward this goal is to be conducted by the superintendent and school district staff.

We are aware that the Internet is an unregulated communication environment in which information changes constantly and that some of this information is inappropriate for users, based on age and/or developmental levels. The Rocky Hill Public School system has taken precautions such as installing "filter" software to restrict

access to inappropriate material. Although guidelines cannot totally eliminate the possibility of inadvertent or unintentional access to objectionable data, we believe we can significantly limit such possibilities.

The Rocky Hill network and internet access has been designed to provide a vehicle for communication with staff and students in Rocky Hill Public Schools. All of the guidelines and expectations for responsible use of the Internet also pertain to use of email and other communication systems.

We will take an active role in ensuring that students and their parents are aware of the responsibility required in using the Internet in an ethical and educational manner. Our goal is to provide “users”, anyone who has access to the computer network of the Rocky Hill Public Schools, with the understanding and skills needed to use the Internet appropriately to ensure educational learning. All student conduct policies of the Board of Education will also govern students’ use of district technology.

Please refer to the Rocky Hill Public Schools’ Website: [www.rockyhillps.com](http://www.rockyhillps.com) for the complete policy and regulations on acceptable use of the computer network.

Policy # 6142 – Technology and Instruction: Acceptable Use of the Computer Network

Policy #5760-R – Student Use of the District’s Computer Systems and Internet Safety

### **VISITORS**

All visitors are required to ring the security buzzer system and state their name and reason for visiting. An office staff member will process the request and determine access into the building. Visitors are required to sign in at the main office and wear a visitor’s badge. Please note, only the visitors who have previously scheduled a visit with staff will be allowed into the building proper. Staff and student safety remains our top priority.





## Moser School Behavior Expectations



Moser Expectations	Classroom	Bus	Bathroom	Cafeteria	Hallway/ Stairway	Playground	Technology	Arrival/ Dismissal Areas
<b>Respect</b>  <b>I Will....</b>	<ul style="list-style-type: none"> <li>Be a good listener</li> <li>Keep hands, feet, and objects to self</li> <li>Encourage others</li> </ul>	<ul style="list-style-type: none"> <li>Be polite</li> <li>Keep hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Give others privacy</li> <li>Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Bring everything I need to cafeteria</li> <li>Eat healthy</li> <li>Speak politely to others</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Walk at all times</li> <li>Close locker doors quietly</li> </ul>	<ul style="list-style-type: none"> <li>Be polite</li> <li>Include everyone</li> <li>Use self control</li> </ul>	<ul style="list-style-type: none"> <li>Be polite when interacting digitally</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Remain in classroom</li> <li>Walk at all times</li> <li>Keep all materials in backpack</li> </ul>
<b>Responsibility</b>  <b>I Will....</b>	<ul style="list-style-type: none"> <li>Be ready to learn</li> <li>Have all needed materials for class</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated</li> <li>Make good choices about where I sit</li> <li>Listen to the bus driver</li> </ul>	<ul style="list-style-type: none"> <li>Return to class when done</li> <li>Flush the toilet</li> <li>Wash hands with soap and water</li> </ul>	<ul style="list-style-type: none"> <li>Lights off, voices off</li> <li>Remain seated and raise hand</li> <li>Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet or no voices</li> <li>Walk on the right side of the hallway</li> <li>Hold doors for others</li> </ul>	<ul style="list-style-type: none"> <li>Line up quickly</li> <li>Make good choices about who I'm playing with</li> <li>Use equipment correctly</li> </ul>	<ul style="list-style-type: none"> <li>Handle all devices with care</li> <li>Visit only appropriate sites</li> <li>Maintain privacy of myself and others</li> </ul>	<ul style="list-style-type: none"> <li>Listen silently to announcements</li> <li>Follow directions</li> <li>Be on time</li> </ul>
<b>Pride</b>  <b>I Will....</b>	<ul style="list-style-type: none"> <li>Give my best effort</li> <li>Use materials appropriately</li> <li>Keep self organized</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to the bus driver</li> <li>Keep bus clean</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to an adult</li> <li>Keep the bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>Clean up my space</li> <li>Throw my trash away</li> <li>Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to an adult</li> <li>Keep hands/feet to myself and away from walls and artwork</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to an adult</li> <li>Return equipment to bin</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to an adult</li> <li>Stay on sidewalk</li> </ul>

## Appendix A

## Appendix B



# Moser School

Master Schedule	GRADE 4			GRADE 5		
	Team 4-1	Team 4-2	Team 4-3	Team 5-1	Team 5-2	Team 5-3
Homeroom 8:15-8:20	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
1 8:22-9:04	Specials Team	Specials Prep	ELA	ELA/Math	ELA/Math	ELA/Math
2 9:06-9:48	Specials Prep	Specials Team	ELA	ELA/Math	ELA/Math	ELA/Math
3 9:50-10:32	Math	Sci./SS	Flex	Specials Team	Specials Prep	ELA/Math
4 10:34-11:16	Math	Flex	Sci./SS	Specials Prep	Specials Team	ELA/Math
5 Lunch/Recess 11:18-1:37	Lunch 11:18-11:48	Per. 5 11:18-11:59 ELA	Recess 11:18-11:38	Lunch 11:18-11:48	Per. 5 11:18-11:59 Sci./SS	Recess 11:18-11:38
	Recess 11:50-12:10	Lunch 12:01-12:31	Per. 5 11:40-12:21 Specials/Team	Recess 11:50-12:10	Lunch 12:01-12:31	Per. 5 11:40-12:21 Specials/Prep
	Per. 5 12:12-12:53 Sci./SS	Recess 12:33-12:53	Per. 6 12:23-1:05 Specials/Prep	Per. 5 12:12-12:53 Flex	Recess 12:33-12:53	Per. 6 12:23-1:05 Specials/Team
6	Per. 6 12:55-1:37 Flex	Per. 6 12:55-1:37 ELA	Lunch 1:07-1:37	Per. 6 12:55-1:37 Sci./SS	Per. 6 12:55-1:37 ELA/Math	Lunch 1:07-1:37
7 1:39-2:21	ELA	Math	Math	ELA/Math	ELA/Math	Flex
8 2:23-3:05	ELA	Math	Math	ELA/Math	Flex	Sci./SS
Dismissal 3:05	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

## Appendix C



# Moser School

## DELAYED OPENING (2 HOURS)

Master Schedule	GRADE 4			GRADE 5		
	Team 4-1	Team 4-2	Team 4-3	Team 5-1	Team 5-2	Team 5-3
Homeroom 10:15-10:25	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
1 10:27-10:56	Specials  Team	Specials  Prep	ELA	ELA/Math	ELA/Math	ELA/Math
2 10:58-11:27	Specials  Prep	Specials  Team	ELA	ELA/Math	ELA/Math	ELA/Math
3 11:29-11:58	Math	Sci./SS	Flex	Specials  Team	Specials  Prep	ELA/Math
4 12:00-12:29	Math	Flex	Sci/SS	Specials  Prep	Specials  Team	ELA/Math
5, 6, & Lunch 12:31-2:02	Lunch 12:31-1:00  Per. 5 1:02-1:31 Sci./SS  Per. 6 1:33-2:02 Flex	Per. 5 12:31-1:00 ELA  Lunch 1:02-1:31  Per.6 1:33-2:02 ELA	Per. 5 12:31-1:00 Specials/Team  Per. 6 1:02-1:31 Specials/Prep  Lunch 1:33-2:02	Lunch 12:31-1:00  Per. 5 1:02-1:31 Flex  Per. 6 1:33-2:02 Sci./SS	Per. 5 12:31-1:00 Sci./SS  Lunch 1:02-1:31  Per.6 1:33-2:02 ELA/Math	Per. 5 12:31-1:00 Specials/Prep  Per. 6 1:02-1:31 Specials/Team  Lunch 1:33-2:02
7 2:04-2:33	ELA	Math	Math	ELA/Math	ELA/Math	Flex
8 2:35-3:05	ELA	Math	Math	ELA/Math	Flex	Sci/SS
Dismissal 3:05	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Appendix D



# Moser School

## EARLY DISMISSAL SCHEDULE

Master Schedule	GRADE 4			GRADE 5		
	Team 4-1	Team 4-2	Team 4-3	Team 5-1	Team 5-2	Team 5-3
Homeroom 8:15-8:20	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
1 8:22-8:48	Specials Team	Specials Prep	ELA	ELA/Math	ELA/Math	ELA/Math
2 8:50-9:16	Specials Prep	Specials Team	ELA	ELA/Math	ELA/Math	ELA/Math
3 9:18-9:44	Math	Sci./SS	Flex	Specials Team	Specials Prep	ELA/Math
4 9:46-10:12	Math	Flex	Sci/SS	Specials Prep	Specials Team	ELA/Math
5 10:14-10:40	Sci./SS	ELA	Specials Team	Flex	Sci/SS	Specials Prep
6 10:42-11:08	Flex	ELA	Specials Prep	Sci./SS	ELA/Math	Specials Team
7 11:10-11:36	ELA	Math	Math	ELA/Math	ELA/Math	Flex
8 11:38-12:05	ELA	Math	Math	ELA/Math	Flex	Sci/SS
Dismissal 12:05	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

## Appendix E

### Permission to Ride a Bike to School

Students wishing to ride a bicycle may request permission to do so by completing the form below. The form must be signed by a parent/guardian and then given to principal for authorization. Upon arrival on school grounds, the bike must be walked to the bike rack and secured. Bicycle riding on school grounds is NOT permitted. Students should use locks to secure the bicycle to the rack and a helmet is advisable when riding. At dismissal, the bike is to be walked until the student is completely off of school grounds.

The school is not responsible for bicycles brought to school, and the family of the student assumes all liability for the child's safety. The privilege of riding a bicycle may be revoked at any time per the decision of the principal.

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Please complete the form below and return it to the main office.  
Retain the above portion for your reference.

Student Name: \_\_\_\_\_ School Year: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent/Guardian Name (printed): \_\_\_\_\_

By signing below, I am permitting my child to ride his/her bicycle to school. I understand the school regulations as outlined above and assume all liability for my child's safety and for the security of the bike.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix F

### Please complete the following form **ONLY** if your child's transportation from school to home will change on Early Dismissal Days.

School year 2022-23

Dear Parent(s)/Guardian(s),

To ensure that all of our students are transported home in the correct manner, we are asking that you provide the following information below **ONLY IF YOUR CHILD'S TRANSPORTATION HOME WILL BE DIFFERENT ON EARLY DISMISSAL DAYS**. Please mail this form back to our school as soon as possible or drop it off to our main office.

If your child's transportation home on early dismissal days is the same as regular school days, **you do NOT need to complete this form.**

Thank you,

Dr. Diaz

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#### Moser School **EARLY DISMISSAL** Transportation Form

STUDENT NAME: \_\_\_\_\_ Grade: \_\_\_\_\_

Please indicate how your child will **arrive home** ON EARLY DISMISSAL DAYS. Please check **one**:

- Parent will pick up...Name of pick-up parent/guardian: \_\_\_\_\_
- Student walks home (Home address must be within the "Walker Zone".)
- Student is bussed to Daycare.....Name & Address of Daycare: \_\_\_\_\_

Other important transportation information:

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_