

MYRTLE H. STEVENS ELEMENTARY SCHOOL

STUDENT HANDBOOK

2026-2027



Myrtle H. Stevens Elementary School
322 Orchard Street
(860) 258-7751

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Stevens families,

We are excited to welcome you and your child(ren) to another fantastic year at Stevens School! Our dedicated staff has been working diligently to prepare our school environment to ensure a smooth, engaging, and joyful start to the new academic year.

At Stevens School, we believe that a strong partnership between school and home is essential for student success. Our approach is holistic—supporting not only academic development but also the social, emotional, and personal growth of every student. We look forward to witnessing and celebrating your child's progress and accomplishments both in the classroom and throughout our community.

We deeply value parental involvement and view our families as vital partners in the educational journey. Our mission is to provide a welcoming, structured, and safe environment where every student feels supported and empowered to learn.

Every day, we aim to deliver exceptional learning experiences that help students build independence, responsibility, emotional intelligence, social skills, and strong academic foundations. These competencies are critical as students grow into lifelong learners and responsible global citizens.

At Stevens School, we are **PAWS**itively proud Huskies who:

Do our **P**ersonal best

Act kindly

Make **W**ise choices

Put **S**afety first

We encourage families to read through the Student Handbook and join us in our mission to provide an exceptional education for your children. We are dedicated to working closely with you to foster a love of learning in every student. After reviewing the handbook, [please click here](#) to acknowledge and sign that you have read the 2026-2027 Stevens School Student Handbook and reviewed this with your child(ren).

Thank you for joining us in making this year a successful and enriching experience for all.

Warm regards,

Bethany Calado, principal

Sarah St. Pierre, assistant principal / special education supervisor

The Stevens School Mission Statement

At Stevens School, we believe every child can grow, learn, and thrive in a safe and caring community. Together, we guide students to do their **personal best**, **act kindly**, make **wise choices**, and put **safety first**—every day, in every way. We are committed to nurturing responsible citizens and lifelong learners by building strong relationships, celebrating effort, and creating a place where everyone feels valued and supported.

To our Myrtle H. Stevens Students & Families:

We're so excited for another exciting and prosperous year for our school community. It is the mission of the PTO to support the staff of Myrtle H. Stevens School in every way we can.

The Parent Teacher Organization is a group of parents, guardians, family members, teachers and administrators working together throughout the year. We host many fun and beneficial activities, including Truck-O-Treat, Bake Sales, Book Fairs, Booster-Thon, a Someone Special Dance, and Staff Appreciation Week. We also fund scholarships for deserving students.

As a 501(c)3 nonprofit organization, we fundraise consistently throughout the year, while continuously reinvesting the dollars raised into initiatives to better our school, enrich the education of our students, and recognize the efforts of our teachers and support staff. We welcome your ideas and feedback at our meetings, held the first Tuesday of every month at 5:30 p.m. in the school library for approximately one hour.

We're happy to share that last year we raised upwards of \$20,000 that will be used to fund the purchase of basketball hoops, books to restock our vending machine and to support cultural assemblies, and other enrichment activities.

We're excited to see what efforts we can support this year to make Stevens the best environment possible for our staff to thrive, and our students to learn and grow. We couldn't do it without you!

Welcome to the '26-'27 school year. We can't wait to serve you!

-Your '26-'27 PTO Executive Board

Meet This Year's Executive Board:

President: Abigail Storale

Vice President: Adelina Belcher

Treasurer: Nicole Parmiter, Ernesta Vestergaard

Secretary: Tammie Mathurin

Membership: Kim Pontoja

ADMISSION TO THE PUBLIC SCHOOLS AT OR BEFORE AGE 5

Please refer to our website (www.rockyhillps.com) to view the Rocky Hill Public Schools Board of Education policy regarding [Admission to the Public Schools at or Before Age 5 \(Policy 5200\)](#).

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 a written request, the principal and an appropriate certified staff member shall assess such a 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.

ANNUAL DATA PRIVACY AGREEMENT PARENT NOTIFICATION

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 the Instructional Technology tab at the bottom of the page.

ANNUAL ENVIRONMENTAL HEALTH AND SAFETY NOTIFICATIONS

Asbestos

<https://content.myconnectsuite.com/api/documents/25efe0fa4c194ea6bfba00c7a72746f9.pdf>

Green Cleaning

<https://content.myconnectsuite.com/api/documents/44673861aee946688c83b36fa42245f8.pdf>

Pesticide Application

<https://content.myconnectsuite.com/api/documents/49da10e98aae445eaaafd5c0d6ab92fb.pdf>

ATTENDANCE REGULATIONS

Please refer to our website (www.rockyhillps.com) to view the Rocky Hill Public Schools Board of Education policy regarding [Student Attendance, Truancy, and Chronic Absenteeism \(Policy 5210\)](#).

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

However, if the absence is unavoidable on a given day, **a parent/guardian should report their student's absence directly in PowerSchool. Directions for reporting student absences can be found here: [Directions for Reporting Student Absences in PowerSchool](#).**

An automated phone call will be sent by 10:00 a.m. if we have not heard from parents. The phone call will occur regardless of parents calling the school to report an absence, it serves as an extra safety measure. Students may not participate in extracurricular or evening activities on the day(s) of absence unless permission is granted by administration.

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

Please refer to our website (www.rockyhillps.com) to view the Rocky Hill Public Schools Board of Education policy regarding [Transportation \(Policy 5780\)](#).

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 their 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.

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.

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

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.

CHILD FIND

In accordance with federal regulations, state statutes and local board of education policy, Rocky Hill assumes the responsibility for the location, identification and referral of all children requiring special education and/or related services from birth through age 22, including students who are in private schools, in religiously affiliated schools, migrant children, homeless children, and those who are in need of special education even though they are advancing from grade to grade. The district's child identification process is coordinated by the Pupil Services Department. If you have concerns regarding your child's development or would like more information regarding RHPS's special education policies and procedures, please visit our district website: [Rocky Hill Public Schools Special Education and Pupil Services](#)

CONCERNS

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

Please refer to our website (www.rockyhillps.com) to view the Rocky Hill Public Schools Board of Education policy regarding [Confidentiality and Access to Education Records \(Policy 5140\)](#).

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.

DELAYED OPENINGS, 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 2 hours later than the regular schedule. Please do not call the school. Phone inquiries should be directed to the dedicated "Weather Line" (860-258-7703). 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 the radio (WTIC, WDRC, WRCH) or TV (Channel 3 WFSB or Channel 30 WVIT).

Typical Delayed Opening Schedule	Start	End
Kindergarten-Grade 3	11:00 AM	3:40 PM

Typical Early Dismissal Schedule	Start	End
Kindergarten-Grade 3	9:00 AM	1:05 PM

It is very important that you discuss with your student any alternate plans for emergency and early closing days.

Breakfast will not be provided on delayed opening or early release days.

EARLY DISMISSAL REQUESTS FOR INDIVIDUAL STUDENTS

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 by 2:00PM the day of pick-up. 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.** Planned parent pick-ups at the end of the school day take place in accordance with the regular school dismissal procedure.

FIELD TRIPS

Transportation to and from school field trips will be arranged by the school. In the event that an adult family member attends the field trip and wishes to bring his/her child home, a release form must be signed.

GENERAL SCHOOL RULES

- No gum chewing.
- No hats worn in school.

- No toys in school.
- Flip flops are discouraged.
- Electronic devices, including cell phones, are not to be turned on or allowed to be within the student's reach during instructional time.
- Birthday invitations are not to be distributed in school.
- No running in school.
- Food at celebrations is prohibited.

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.

WHEN TO CALL THE SCHOOL

Parents must notify 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:
 - 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, foodstuffs, etc.
 - d. had surgery.
 - 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) and/or vomiting for 24 hours. **Parents should call the school office to report if a student will be absent.**

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.

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 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**. The medication authorization form can be found on the district website - [CLICK HERE](#) OR USE THE URL: <https://www.rockyhillps.com/healthservices>

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 the parent's/guardian's 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's, dentist's, advanced practice RN's, or physician assistant's written order for "authorization for self-administration."
- There is written authorization from the student's parent, including an agreement to supply the school nurse with backup 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.

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.

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.

HOMEWORK

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

How Much Time is Spent on Homework?

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

- Grade 1: 15 to 20 minutes
- Grade 2: 20 to 30 minutes
- Grade 3: 30 to 40 minutes

LATE ARRIVING STUDENTS

If you bring your child to school after 9:00 a.m., please bring your child to the school office. Late arriving students must be signed in by the family member accompanying the child to school. The school office staff will provide the child with a pass to enter the classroom and remove his/her name from the absence list.

LOST AND FOUND

Throughout the year we accumulate a number of abandoned items and pieces of clothing. The "Lost and Found" is located in the office area and is accessible for your perusal. Items unclaimed at the end of the year will be donated to a worthy organization.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

At Stevens School, we are committed to meeting the academic, behavioral, and social-emotional needs of every student. We use a Multi-Tiered System of Supports (MTSS) to provide high-quality instruction and targeted interventions based on each child's individual needs.

MTSS is a proactive, data-driven framework that includes three levels (tiers) of support. All students receive strong core instruction (Tier 1). Some students may need additional small-group support (Tier 2), and a few may require individualized interventions (Tier 3). Through ongoing monitoring and collaboration, our team ensures that every child has the support they need to learn, grow, and succeed.

NOTICE OF NON-DISCRIMINATION

Please refer to our website (www.rockyhillps.com) to view the following the Rocky Hill Public Schools Board of Education policies regarding non-discrimination:

- [Notice of Non-Discrimination \(Policy 5110\)](#)
- [Title IX Of the Education Amendments of 1972- Prohibition of Sex Discrimination and Sexual Harassments \(Students\) \(Policy 5120\).](#)
- [Policy Regarding Students and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans With Disabilities Act of 1990 \(Policy 5410\)](#)

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-Santiago, Interim Assistant Superintendent for Personnel and Student Services, 761 Old Main St., Rocky Hill, CT 06067, 860-258-7701. 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 1-800-421-348

PARENT PICK-UP PROCEDURE (AND WALKERS)

Parents picking up their children from school should enter the parent pick-up line at the far entrance to the parking lot (closest to Parsonage St.) Parents will be provided with a placard to place on the dashboard of their vehicle with their child's name and teacher. If you do not have the placard, staff will ask to see a license or identification for students. In addition, if your child is being picked up from 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. The office staff may ask to create a photo copy of the individual's driver's license if that individual is not known to the office staff.

Walkers will be dismissed from the main entrance. Parents must present their placard in order for the child to be released. A student may only walk home without an adult if the school has written permission from a parent or guardian allowing them to walk home. Students without written permission on file will not be allowed to leave the building on their own.

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 your student's 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 e-mail 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 between school and home 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

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 K-3 are as follows:

- a) well-fitted sneakers (no backless or platform);
- b) comfortable fitting slacks or shorts;
- c) minimal jewelry, please

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.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

At Stevens School, we use a school-wide Positive Behavioral Interventions and Supports (PBIS) framework in combination with restorative practices to promote a culture of kindness, accountability, and mutual respect. Our **PAWS** (Personal Best, **A**ct Kindly, **W**ise Choices, and **S**afety First) values guide daily expectations and are supported through consistent teaching, modeling, and celebration. By combining PBIS with restorative approaches, we cultivate a strong sense of responsibility, belonging, and pride throughout our school.

RECESS AND PLAY-BASED LEARNING

Please refer to our website (www.rockyhillps.com) to view the Rocky Hill Public Schools Board of Education policy regarding [Recess and Play Based Learning \(Policy 5520\)](#).

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, a "school employee" is defined as (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in the district schools, or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the district schools pursuant to a contract with the Board.

REPORT CARDS

Report cards are issued three times a year. Dates will be provided in the newsletter, and they will be sent digitally.

RESTORATIVE PRACTICES

Please refer to our website (www.rockyhillps.com) to view the Rocky Hill Public Schools Board of Education policy regarding [Restorative Practices \(Policy 5500\)](#).

The Rocky Hill Board of Education (the "Board") 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 (the "District") 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.

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 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.

In addition, if entering the building between the hours of 9:00 a.m. — 3:25 p.m., you will need to press the security buzzer in order to enter the building. You are required to report directly to the school office. If you plan to stay, you need to sign in and wear a visitor's badge.

SEARCH AND SEIZURE

Please refer to our website (www.rockyhillps.com) to view the Rocky Hill Public Schools Board of Education policy regarding [Search and Seizure \(Policy 5740\)](#).

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.

Lockers, desks and other storage areas provided by the school system for use by students are the property of the school system. Such storage areas are provided for the temporary convenience of students only. The Board of Education (the "Board") authorizes the administration and/or law enforcement officials to search lockers and other school property available for use by students for the presence of weapons, contraband or the fruits of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

SCHOOL CLIMATE POLICY

Please refer to our website (www.rockyhillps.com) to view the Rocky Hill Public Schools Board of Education policy regarding [Connecticut School Climate \(Policy 5320\)](#).

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.

SCHOOL HOURS

Regular School Day	Start	End
Kindergarten-Grade 3	9:00 AM	3:40 PM

At 8:45 a.m. students may enter the building. **Supervision of students is not provided until 8:45 a.m. Therefore, students should not arrive before that time.**

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.

SMOKING

The Rocky Hill Board of Education prohibits 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

Please refer to our website (www.rockyhillps.com) to view the Rocky Hill Public Schools Board of Education policy regarding [Student Dress \(Policy 5750\)](#).

In order to maintain an environment conducive to the educational process, the Rocky Hill Board of Education (the "Board") prohibits the following from wear during the academic school day. Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

STUDENT DISCIPLINE POLICY

Please refer to our website (www.rockyhillps.com) to view the Rocky Hill Public Schools Board of Education policy regarding [Student Discipline \(Policy 5510\)](#).

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.

STUDENT 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.

STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY

Please refer to our website (www.rockyhillps.com) to view the Rocky Hill Public Schools Board of Education policy regarding [Students Use of the District's Computer Systems and Internet Safety \(Policy 5760\)](#).

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The Rocky Hill Board of Education (the "Board") has installed computers and a computer network(s), including Internet access and electronic messaging systems on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, Smartwatches, network access devices, tablets, laptops, personal gaming systems, Bluetooth speakers, e-readers, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board's computers, computer network, electronic devices, Internet access, and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the Rocky Hill Public Schools (the "District").

These computer systems are business and educational tools. As such, they are made available to students in the District for education-related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education-related purposes. The District will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and other online communication sites and cyberbullying awareness and response. Additionally, the District will implement a technology protection measure designed to block or filter Internet access to visual depictions that contain material that is obscene or obscene as to minors or contains child sexual abuse material, and designed to ensure that such filtering technology is operative during computer use by minor students to the extent practicable when such students are using Board-owned computers or devices and Board-provided Internet access.

VISITORS

All visitors need to sign in at the main office and are required to provide picture identification. Visitors will be permitted to enter the building with a visitors pass that needs to remain visible.