

Challenge, Inspire, Achieve



TORRINGTON PUBLIC SCHOOLS

ELEMENTARY SCHOOLS FAMILY HANDBOOK

2019-2020

Forbes School Pre-school Grades 4 & 5	Southwest School Grades 4 & 5	Torrington School Grades K - 3	Vogel-Wetmore School Grades K - 3
500 Migeon Ave. (860)489-2500	340 Litchfield St. (860)489-2311	800 Charles St. (860)489-2300	68 Church Street (860)489-2570
Joanne R. Creedon, Principal	Mary Ann Buchanan, Ed.D., Principal	Kelly Galullo, Principal	Peter Michelson, Principal



Torrington Public Schools

SUSAN LUBOMSKI
SUPERINTENDENT

August 2019

Dear Parents, Guardians and Students,

At all Torrington elementary schools, we believe that all children come to school with natural curiosity, creativity, and potential. Our responsibility, as educators, is to provide experiences which support children to be readers, thinkers, problem-solvers and effective communicators with an understanding of personal and social responsibility.

We believe that all of us – the school and the community – must work together in an extended family environment to ensure success for all our students. Families are primary caregivers and educators of young children that are critical partners in all learning. Working together, we can empower children with the creative, intellectual and decision-making skills necessary for them to become academically, socially, physically and emotionally successful, responsible citizens.

We greet the whole child each and every day, making sure that along with academics, we incorporate movement, mindfulness and fun. Physical activity and fitness is celebrated with events such as Jump Rope for Heart, A.C.E.S. and a yearlong program that culminates in the Kids Marathon! Thanks to the efforts of our PTO, we have been able to plan field trips and enrichment activities; along with, “fun” events such as Family Bingo Nights and Field Day.

This past year, thanks to the generous support of our community partners, we provided extended learning activities presented by the Torrington Fire Department, Brooker Memorial, New England Air Museum, Nutmeg Symphony Orchestra, Susan B Anthony, Torrington Police Department, local business leaders (Junior Achievement) and ASAP (After School Arts Program).

We welcome you to visit, to learn along with us, to share your talents, interests, hobbies, or careers, and to join in our PTO activities. We welcome you to the Torrington family of learners!

Sincerely,

Elementary School Principals

ABSENCES

Please be sure to telephone the school office to report student absences as soon as possible. Please speak clearly and slowly. If we do not receive information regarding your child's absence, you will receive a call from our automated system reminding you to report your child's absence. Submit proper documentation upon the child's return to school. Absences remain unexcused until appropriate documentation is verified. All documentation must be submitted within 10 days of the absence. See Attendance Policy #6006 on district website.

ATTENDANCE

Connecticut state law requires parents to make sure that their children attend school regularly. Good attendance is a vital part of the educational process and is closely related to successful performance in school. Research tells us that students who are frequently absent in elementary school, continue to have poor attendance in middle school and high school. There is a strong correlation between dropout rates and high absenteeism. Excessive absences hamper the educational process. Frequent unexcused absences will be reported to the appropriate agencies. Refer to Board of Education Attendance/Ttruancy Policy #6006.

Any child who enters after the official start time must stop in the main office accompanied by a parent/guardian before proceeding to their classroom. The parent/guardian will be required to sign the child in to school.

BIRTHDAY RECOGNITION

In order promote healthy habits in line with our district Wellness Policy 5071 and to reduce the risk of food allergy exposure and food borne-illness, we do not permit food celebrations in the classroom. We will continue to recognize birthdays and holidays with creative ideas. Some suggestions include: a parent reading aloud to the class, special staff read aloud, show and tell, supply and teach a craft station, or small non-food giveaways (i.e., erasers, stickers, pencils). Delivery of balloons and flowers to school is not allowed since they are disruptive to the educational process. Birthday invitations may not be distributed in school unless every student in the class receives an invitation. Individual student information cannot be given out to parents.

BRINGING ITEMS TO SCHOOL

Games, trading cards, toys, electronics, or items of value are not permitted in school. The school will not be responsible if your child brings these items to school. Items we consider a safety hazard or disruptive to the educational process will be confiscated and returned to a parent or guardian.

BULLYING

See Safe School Climate/Positive Behavior; also see BOE Policy #6010.

BUS SAFETY

Your child's safety is paramount importance. Your child's school day starts at the morning bus stop. Frequently, behavior issues on the bus stem from issues at the bus stop prior to loading. Parent supervision is expected at the bus stop in order to ensure safety for all. State and federal laws prohibit a vehicle from passing a school bus while the lights are flashing. Please observe this law.

Bus safety tips:

- Be at the bus stop on time.
- Wait in a safe place.
- Do not play with sticks, rocks, in ditches, or on snow banks while waiting for the bus.
- Enter the bus in a single line, holding the handrail.
- Take your seat and stay seated at all times. Your back should be against the back of the seat at all times.
- Use talking voice.
- Keep the aisle clear.
- No food or drink.
- Never distract the driver.
- Always follow the driver's directions.

- Be kind to all children on the bus and respect each other's personal space.

Inappropriate bus behavior should be reported to the bus driver.

BUS SERVICE

Bus service is contracted through All-Star Transportation (860-489-3444) for all students. Children are assigned to a bus at the beginning of each school year. Due to space limitations and insurance, **children should not ride any bus other than the one assigned to them.** If your child will not be going home from school on the bus, please send a note to his/her teacher. If your child is going to a daycare or another destination within the school district, an Alternate Busing Form needs to be completed. Forms are available in the main office and on our school website. When submitting Alternate Busing Form, please allow time for the school district and bus company to communicate changes.

Kindergarten parents/guardians must be visible to the bus driver at the bus stop. If the driver does not see a parent, the student will be returned to school. If students are not picked up at school after a reasonable amount of time, the police will be called to make certain everything is okay at home.

Please use the bus transportation provided by the school district whenever possible. This helps to eliminate end-of-the-day confusion.

CLOTHING/PERSONAL ITEMS

Clothing and personal items should be identified with a child's full name. This includes backpacks, lunch boxes, and all outerwear. Found articles may be claimed in the lost and found.

COMMUNICATION

Notices, letters, memos, monthly lunch menus, calendars, community events etc., will be sent home via your child. Please make every effort to check your child's backpack daily. Please check the website regularly, under BACKPACK NOTICES and always feel free to contact us. There is a phone, text, and email notification system for schoolwide and districtwide information.

CONFERENCES

Formal parent/guardian/teacher conferences are held twice yearly. Please refer to the district calendar for specific dates this year. These dates are early dismissal days. A letter will be sent home providing directions on how to sign up for a conference. In addition to the formal conferences, parents/guardians are encouraged to contact the teacher any time they have questions regarding their child's progress. Our goal is to have 100% parent/guardian participation.

DELAYED OPENINGS/EARLY DISMISSAL

Depending on weather conditions or other unforeseen circumstances, there will be a two-hour or three-hour delay. No breakfast is served on delayed opening days.

If there is a need to initiate a two-hour delay the automated announcement system will be activated and you will receive a telephone call informing you of the decision. If there are changes to your telephone number during the school year, please be sure that you inform the school **IMMEDIATELY**.

When the weather appears threatening, you may also tune in to WTIC (1080 AM or 96.5 FM), local radio station WZBG (97.3 FM), TV stations WFSB channel 3, WVIT channel 30, WTNH channel 8 and Cable 5, for delayed opening information. It would be most helpful if parents/guardians would listen to the radio or watch TV rather than calling the school.

There are several scheduled "early dismissal" days throughout the school year. Please refer to the school district calendar. Lunch will be served on early dismissal days.

DISMISSAL

Any student who will **NOT** ride the bus at dismissal and will be picked up by a parent/guardian is considered a **"walker."** Students who will NOT be riding the bus need to bring a note to his/her teacher by noon on the day of the change. A list of student pick-ups (walkers) is generated each day. In order to ensure student safety, all notes must be written and signed. Emails and phone calls will not be permitted.

Walkers will be sent to a separate area for parent/guardian pick-up. To ensure students' safety, all students must be signed out. The adult that is picking up the child must have photo identification available if requested. If an adult other than the parent/guardian will be picking up a student, a note **MUST** be sent to the school and that person will need to show a photo ID.

Dismissals before the end of the school day should be for emergencies only. Appointments should be made after school hours or on school holidays, whenever possible. An early dismissal during school hours requires a note to the teacher/office. The student must be picked up at the main office and signed out. For safety and security reasons, children will not be allowed to meet parents/guardians in the parking lot. In order to support our efforts with safety and security, please make every effort to avoid picking up your child within 30 minutes of the official dismissal time.

DRESS CODE

Student's appearance has a direct impact on his/her pride, academic achievement, and safety. The district recognizes that each student has his or her own personal style of dress and grooming. As such, the rights regarding their appearance will not be interfered with except when their choice disrupts the educational process or creates disorder by containing offensive or obscene language or symbols oriented toward violence, sex, drugs, alcohol, tobacco, or degrades any gender, cultural, religious, or ethnic values. Students should be aware that the final decision regarding dress that interrupts the education process rests with the school administration. The following is a guide for parents, guardians, and students to utilize in making good decisions about what to wear to school. Parents may be contacted to provide a change of clothing as necessary.

Shorts and Skirts must allow the student to safely walk, sit, bend, ascend, and descend stairs without unintended exposure. The length of shorts and skirts must be appropriate as determined by administration.

Sneakers must be worn for physical education.

Shirts and Tops must cover backs, stomachs and shoulders at all times. Midribs must be covered. All pictures and writing on shirts must contain appropriate messages. Low-cut necklines are not acceptable.

Undergarments must be completely covered at all times.

Pants must be worn properly at the waist with a belt if necessary to prevent them from sagging. Tights may not be worn as pants.

Accessories/ Jewelry must not be worn that could be considered a safety risk or that depict inappropriate logos, emblems, or language. Students will be asked to remove any accessory that violates this policy.

Perfumes, colognes, and body sprays are not permitted to avoid allergy sensitivity.

Also not acceptable for school: transparent clothing, mesh clothing, clothing with excessive holes or tears, outdoor garments (jackets, hats, gloves, etc.), bandanas, sweatbands, pajamas, flip flops, sports sandals/slides or slippers. Footwear must be attached to the heel.

ELECTRONIC DEVICES (CELL PHONES)

Cell phones are permitted on school grounds and at school sponsored events **but may not be used, heard or displayed during the school day.** Cell phones are to be kept in backpacks at all times, **including while riding to and from school on the bus.** All other electronic devices are **not** permitted on school grounds or at school sponsored events. The school is not responsible for lost or damaged cell phones.

FIELD TRIPS

Educational field trips are used to enhance a unit of study, and are regarded as a valuable extension to classroom learning. Parents/guardians will be notified in advance of field trips. Written parental permission is required. Permission forms with specific medical data **MUST** be returned by the date specified or the child will not be allowed to participate.

These trips are arranged by the teacher with the approval of the principal and the superintendent. While on a trip, all students are considered to be in school. Students must follow all rules and regulations relevant to the specific trip as well as schoolwide expectations for appropriate behavior.

FORGOTTEN ITEMS

If you have to drop off something for your child, please ring the buzzer letting the office know you are leaving an item in the designated drop off area. Label all items with student's name and teacher. We will be sure your child gets the item. If an item is left at school at the end of the day, please refrain from returning to school to retrieve the item. The building is secure and the item will be available the next day. We are promoting student responsibility and independence.

HEALTH SERVICES

The school nurse's responsibilities include the care of immediate health problems, providing first aid, and keeping complete health records on every child. The nurse cannot diagnose an illness or injury. She can offer guidelines and recommendations to parents/guardians suggesting further medical attention.

The major purpose of the school health program is to maintain, improve and promote the health of each school child. The goal of good health is primarily the parent/guardian's responsibility. It is important that parents/guardians notify the nurse of any medical problem that may influence the student's performance at school or that may require the assistance of the nurse during the school day.

Public Act 91-327 specifies proof of immunization requirements for school entrance.

Screenings:

Vision – Grades K, 1, 3, 4 and 5

Hearing – Grades K, 1, 3, 4 and 5

Postural – Grade 5

Physical Exams:

Connecticut General Statutes, Section 10-206 requires that all students entering school for the first time in Connecticut have a Health Assessment that includes:

Height Weight BP Blood work Tuberculosis screening TB Risk Assessment

Students entering Kindergarten must complete the physical exam requirement before entry.

For students coming from out of state or country, the student will have to have a physical. The appropriate form will be given to you at registration. You have 30 days from the time of registration to complete this requirement. All mandated elements of the physical must be completed; they are indicated with an asterisk (*). This includes a risk assessment for Tuberculosis and a PPD if the student is considered high risk: coming from a high-risk geographical area or group home/outplacement.

This state form should also indicate any restrictions for physical activity or clearance for full participation in school programs. The results of this physical exam must be recorded on the blue Connecticut Health Assessment Form, which will be provided to you. **Students will not be allowed to begin school without proof of the required immunizations.**

Medicine:

Students are NOT ALLOWED to bring medications to school. This includes inhalers and over-the-counter medications. If a student requires medication, a Medical Authorization Form obtained from the Health Office must be completed and signed by your doctor. **The completed form and medication must be brought to school by a parent/guardian and given directly to our nurse or principal.** The office staff is not authorized to accept medications.

Cough drops will be treated as medication and parents/guardians are responsible for bringing these to school with a note giving permission for the child to have cough drops in school. The child **MUST** be sent to Health Office to have a cough drop.

Accidents

When a child suffers a serious accident, the parent/guardian will be notified immediately. In case of an emergency, it is the parent/guardian's responsibility to transport the child for proper medical treatment. If parents/guardians cannot be reached, the nurse and/or principal will arrange for the child to receive the needed medical attention.

Communicable Diseases

All infectious diseases (e.g. Chicken Pox, Strep Throat, Scabies, Ringworm, etc.) should be reported to the school nurse. The nurse will discuss the protocol for return to school for your child. These protocols are established with the advice of our School Medical Advisor and on recommendations from the Red Book of Infectious Diseases.

Head Lice

Head Lice is common among children. All Torrington public schools follow a "no head lice" policy, but no longer a "no nit" policy. Students found to have live head lice will be excluded from school and not allowed to return until they are lice-free. Students will be re-examined in 14 days to confirm that they have remained lice-free. Students with nits and no evidence of live head lice will not be excluded from school. Please contact the school nurse if your child has head lice. All children must be rechecked by school nurse before returning.

Illness

If your child is ill at home or shows signs of becoming ill, he/she should not be sent to school. If a child becomes ill at school, parents/guardians will be notified and will be expected to provide transportation. When a child will not be attending school due to illness the school office MUST be notified. Students who have a temperature of 100 degrees or higher will be dismissed from school and should not return until their temperature is normal for 24 hours without medication. Students who are vomiting or have diarrhea will be dismissed from school as well. Students should be symptom free for 24 hours before returning to school.

IMMUNIZATIONS

Parents/guardians must comply with Public Law 80-440 regarding immunization of school children. Every child's medical record must be complete and current.

Public Act 91-327 specifies immunization requirements for school entrance as follows:

DTP 4 doses of diphtheria, pertussis, and tetanus, vaccine with the last dose given on or after the 4th birthday.

POLIO 3 doses of polio vaccine with the last dose given on or after the 4th birthday.

MEASLES, MUMPS, RUBELLA (MMR) 2 doses of Measles, Mumps, and Rubella vaccine the first dose given after the 1st birthday with a second dose before entry into Kindergarten.

HEMOPHILUS INFLUENZA (HIB) 1 dose of HIB vaccine given after the 1st birthday if a child will NOT be 5 years old before school entry.

HEPATITIS B (HBV) All children born January 1, 1994 and after must have completed the 3 dose series before school entry.

VARICELLA All children born January 1, 1997 and after must have medical proof of Varicella vaccine or proof of Varicella disease (Chicken Pox).

TUBERCULIN SCREENING All students entering the school system must show evidence of either a recent TB screening or proof of Risk for TB Evaluation.

Students may not start school without proof of the required immunizations.

CONTAGION

CHICKEN POX, HERPES SIMPLEX OR ZOSTER: Excluded from school until the lesions are crusted or gone.

CONJUNCTIVITIS: May return after using medication properly for 24 hours.

ERYTHEMA INFECTIONOSUM (5TH DISEASE): After rash appears child is no longer contagious

HEPATITIS A: Excluded the first 2 weeks of illness. Excluded until 7 days after the resolution of Jaundice.

HEPATITIS B: Excluded the first 2 weeks of illness. Excluded until 7 days after the resolution of Jaundice. Blood and body fluid precautions until disappearance of HbsAG (until Antigenemia resolves).

IMPETIGO: After treatment with medication for 24 hours and lesions are no longer draining.

INFECTIOUS MONONUCLEOSIS: May return when the personal physician certifies.

MEASLES: May return 5 day after appearance of rash.

MUMPS: May return 9 days after the onset of swelling.

RUBELLA: May return 7 days after the appearance of rash.

PERTUSSIS: To be excluded from the beginning of the catarrhal stage through the 3rd week after onset of paroxysms or until 7 days after start of effective therapy.

RINGWORM: May return after 1 full day of treatment.

SCABIES: May return 24 hours after completion of treatment. Excluded until treated.

SHINGLES: Excluded until lesions are dry and crusted.

STREPTOCOCCAL PHARYNGITIS: May return after 1 full day (24 hours) of treatment.

SCARLET FEVER & SCARLATINA: May return after 36 hours.

MOLLUSCUM CONTAGIOSUM: There is no isolation/exclusion from school but the affected individual should be excluded from contact sports.

FEVER: Remain at home for 24 hours after temperature returns to normal

COMMON COLD: Common colds can be serious and for this reason, no child with acute respiratory symptoms (runny nose, watery eyes, significant cough) should be sent to school

PEDICULOSIS: Head Lice is common among children. Parents who suspect head lice are urged to contact the school nurse to help prevent the spread of head lice. The nurse can give advice on treatment. Nits must be removed from the hair after treatment and the student must be brought to school and checked by the school nurse before they will be allowed to return to class.

PHYSICAL EXAMS Any student entering the Torrington Public School System for the first time must show evidence of a complete physical. State of Connecticut Blue Forms will be provided to you. School records from other school districts will be checked and, if there is no evidence of a recent physical, you will have 30 days in which to complete this requirement.

Physical exams must show evidence of: height, weight, blood pressure, blood work and indicate any restrictions for physical activity or clearance for full participation in school programs. Parents/guardians should complete the front of the blue form. Students who do not adhere to legal requirements will be excluded from school. The objectives of the school health program are to reduce the obstacles to learning caused by poor health and to contribute to education in healthful living. The regular program of health assessments carries out these objectives: health screening with referral and follow-up, the maintenance of cumulative health records for all students, and a comprehensive program of health education.

The health services department and the Torrington Board of Education, in compliance with Public Law 80-440, will provide screening for your child/ren in the following areas using procedures recommended by the State Board of Health and Education:

1. Vision – Grades K-5
2. Hearing – Grades K-3 and 5
3. Postural – Grade 5
4. Periodic Head Lice checks as necessary

HOMEWORK POLICY

Please refer to Board of Education Policy #6110. **It is our hope that students will not miss school due to family vacation; but if this is the case, missed schoolwork and homework will be made up upon the student's return.**

Please do not ask for assignments prior to your vacation, as the school cannot legitimize absences for vacation by giving work in advance.

LEGAL CUSTODY

When a child's parents are separated or divorced, the issue of custody often becomes a matter of concern for the school. In order to protect the child and the rights of the custodial parent, it is important that the school be given a photocopy of the custodial agreement. Without this document in our files, we must legally release a child to either parent. If there are changes to a custodial agreement during the school year, a copy of the changes must be provided to the school for our files. It is important for the custodial parent to inform his/her child's classroom teacher if a custodial agreement exists.

LIBRARY/MEDIA

You will be billed for any lost or damaged items borrowed from the library.

LOST AND FOUND

Students and parents/guardians are encouraged to check frequently for missing items. Parents/guardians are requested to label all articles of clothing and lunch boxes. Unclaimed items are donated at the end of the year.

LUNCH PROGRAM

PRICES

Elementary

Breakfast-\$1.35 - Reduced price \$.30

Lunch-\$2.75 – Reduced price \$.40

Middle School

Breakfast- \$1.85 - Reduced price \$.30

Lunch- \$2.85 - Reduced price \$.40

High School

Breakfast-\$1.85 - Reduced price \$.30

Lunch- \$2.95 - Reduced price \$.40

LUNCH PROGRAM

Using the “My School Bucks” computer system for lunch money collection, allows parents/guardians to bank lunch money payments for their children. In other words, you can pre-pay any amount you choose. This money will be placed in the child’s account and will be drawn from, like a checking account, as your child buys lunch. Using a standard white envelope, parent/guardians should fill out the front of the envelope and send a check in the sealed envelope. Whatever money sent in will go into your child’s account. **NO CHANGE WILL BE GIVEN.** Please fill out the front of the envelope with the following information:

- “Lunch Money”
- Student name
- Amount enclosed
- Teacher’s Name

Without this information payments will not be accepted or credited.

Myschoolbucks.com is another option which allows payment by credit/debit card.

BREAKFAST: Available every morning with the exception of late openings.

FREE/REDUCED LUNCH:

The federal government “Lunch Application” form for **“Free/Reduced Lunch”** is distributed to all students on the first day of school. **A NEW APPLICATION FORM FOR “FREE/REDUCED LUNCH” MUST BE COMPLETED EACH SCHOOL YEAR.** Please complete and return the application. Your application will be processed as soon as possible. Lunch application forms are available **at any time** during the school year.

A **“State of Connecticut, Department of Social Services”** letter will be accepted for lunch eligibility. Please submit a copy of this letter to your school. If you have this letter, you **DO NOT** need to fill out the Lunch Application.

Any student who received Free or Reduced Price Meals last school year will continue to receive those meals until October 12, 2019.

A new application for this school year must be completed to qualify for Free or Reduced Priced Meals after the October 12th deadline.

Lunch menus will be sent home in advance and are posted in the classrooms, cafeteria, and the Torrington Public School Web Page with additional copies available in the main office.

P.T.O.

P.T.O. permits parents/guardians and teachers the opportunity to work together to provide our children with programs and activities to enhance their education. Every family is encouraged to join. Your involvement will not only benefit your child but our entire school community.

REGISTRATION

When registering a child for the first time, parents/guardians must submit a completed registration form, birth certificate, immunization certificate, completed physical examination form, or a statement showing an appointment date for the physical, and a proof of residency. Students moving into Torrington from other towns or states should have health and educational records sent to the school. A release form is available in the main office. At the beginning of the year your child

will bring home an Annual Registration Update form. It is important to keep each child's information updated including emergency contacts.

SAFE SCHOOL CLIMATE/ POSITIVE BEHAVIOR

Torrington Elementary Schools are committed to creating and maintaining a positive school climate – an environment that is based upon the principles of safety, respect, and responsibility. The optimal conditions for learning are in an environment in which each and every student is healthy and happy and feels safe. The classroom teacher is the primary person who structures routines and classroom management, and is the first person to address student behavior. However, there are times when student behavior warrants administrative involvement.

In Torrington we embrace the core values of restorative practices:

- Relationships
- Respect
- Responsibility
- Repair
- Reintegration

Consistent with the philosophy of restorative practices, the emphasis of the disciplinary process is on repairing the harm and restoring the wellbeing of the educational community. The staff and administration have the authority to assign a consequence to a student who has violated our commitment to excellence.

The school administration reserves the right to take disciplinary action it deems appropriate to the specific situation or necessary to maintain the safety and integrity of the learning environment.

SCHEDULES

	Regular Day	Early Release	2 Hour Delayed Opening	3 Hour Delayed Opening
Arrival	8:40 AM	8:40 AM	10:40 AM	11:40 AM
Dismissal	3:35 PM	1:35 PM	3:35 PM	3:35 PM

SECURITY

Thank you in advance for your understanding and support as we strive to make Torrington Elementary Schools the safest possible learning environment for your children. Please abide by the following procedures in order to ensure safety for all students and staff.

ALL VISITORS MUST ENTER THE BUILDING USING THE MAIN ENTRANCE. Admittance will be made only after the person has identified him/herself and the reason for the visit. All visitors must report to the main office to sign in, surrender identification/keys and receive a visitor's badge to be worn throughout their visit. All visitors are required to wear a **VISITOR'S BADGE** while in the building. Upon leaving the building visitors will report to the main office to hand in their visitor badge and obtain identification/keys. If you are picking up an ill child from the nurse, please stop in the main office to sign him/her out before proceeding to the nurse's office.

We encourage school volunteers, if you wish to become a volunteer, please contact the main office.

Lock down procedures, emergency evacuations, and fire drills are conducted regularly as required by state statute. The safety and well-being of our students are of utmost concern and importance to our staff. Students will take part in discussions with their classroom teachers reviewing the procedure, as well as the reasons why we might have to use this process in the case of an emergency. Please know that all discussions are age-appropriate and that we in no way want to frighten the children. In the case of a real emergency, we believe it is imperative that we all be prepared. The Board of Education has adopted a Safety Plan that uses terminology such as: Lockdown, Shelter in Place, Secure School, and Evacuation. These are the terms that we will use with your children. **Please note that no one will be permitted to enter or exit the building during one of these drills or situations.**

STANDARDIZED TESTING

Standardized tests are administered to provide evaluative information regarding individual student progress. Results of tests are provided to parents/guardians when they become available. Individual appointments to discuss the results may be requested at any time by contacting your child's classroom teacher.

STUDENT RECORDS

The purpose of maintaining school records is to provide a history of educational growth for each student. These records typically consist of personal information, an attendance record, and information related to the child's educational program and progress. This includes health records, standardized test scores, and individual diagnostic test scores. Special Education records are maintained in a separate file. Access to these records may be obtained through the building principal. Parents/guardians may review these records. Please inquire through the office if you have any questions about your rights to access, etc.

Wellness

Healthy children make better students, and better students make healthy communities. Kids must be healthy to learn, and learn to be healthy. See Board of Education policy 5071 for more details.

PLEASE RETURN THIS PAGE TO SCHOOL

HANDBOOK ACKOWELDGMEMT

We have read and reviewed the Torrington Public Schools Elementary Student Handbook.

Student Name: _____ Date: _____

Student Signature: _____

Parent Name: _____ Date: _____

Parent Signature: _____

