

Tolland Intermediate School Family/Student Handbook



96 Old Post Road
Tolland, CT 06084
Phone: (860) - 870 - 6885
Fax: (860) - 872 - 7126

The Tolland Board of Education hereby advises students, parents, employees and the general public that it does not discriminate on the basis of race, color, religion, age, gender, marital status, sexual orientation, national origin, ancestry, disability (including pregnancy), genetic information, or gender identity or expression, in its educational opportunities (including career and technical*), activities, and employment practices as set forth in compliance with Office of Civil Rights, Title VI, Title IX, the Boy Scouts of America Equal Access Act and Section 504 of the Rehabilitation Act. Any person having inquiries concerning the Tolland Public Schools' compliance with the Title VI, Title IX and Section 504, should contact either the Title IX Coordinator, Suzanne Waterhouse, Human Resource Generalist, Board of Education, 51 Tolland Green, Tolland CT 06084, via telephone at 860-870-6850 x 3 or via email at swaterhouse@tolland.k12.ct.us or The 504 Coordinator, Patricia Hess, Director of Pupil Services, Tolland High School, 1 Eagle Hill, Tolland CT 06084, via telephone at 860-870-6818 or via email at [phess@tolland.k12.ct.us](mailto:p Hess@tolland.k12.ct.us)

*Tolland offers courses in Family Consumer Science, Business, Technology Education, Computer Science and Fine Arts in which students may opt to and are encouraged to enroll in any course. All courses and prerequisites are described in the course catalog which can be found on-line at www.ths.tolland.k12.ct.us/support_services/counseling/2018-2019_t_h_s_course_catalog

Tolland Public Schools
51 Tolland Green
Tolland, Connecticut 06084

Tolland Intermediate School
Jim Dineen, Principal
Jennifer Merritt, Assistant Principal

96 Old Post Road
Tolland, Connecticut 06084
(860) 870-6885 - Office
(860) 872-7126 - Fax

Message from Tolland Intermediate School Administration

We are pleased to welcome you and your family to Tolland Intermediate School. The 2022-2023 school year promises to be very exciting. Our staff is committed to providing your child with the skills necessary to be successful while at TIS.

We are proud to be part of such an excellent school, one that has respectful and high-achieving students, an outstanding and enthusiastic staff, and a supportive parent community. We understand and support the importance of a working relationship between home and school. This cooperative attitude will enhance your child's educational experience.

We look forward to working with you this year. Please read and discuss the information contained in our handbook with your child. You will find this handbook to be an excellent resource throughout the school year. We welcome your support in developing a strong home-school partnership. You are encouraged to contact our administration and staff whenever you have questions, comments, or concerns.

Sincerely,

Jim Dineen, Principal
Jennifer Merritt, Assistant Principal

INDEX

<u>Page</u>	
2	Message from the Tolland Board of Education
3	Message from Administration
4-5	Table of Contents
5	Annual Notifications
6	Tolland Intermediate School Vision/Mission
7	School Hours and Contact Information
7-8	Arrival/dismissal
9-10	Attendance
10-11	Bus Guidelines
11	Birthdays
12	Bullying
12	Class Placement
13	Communication
14	Curriculum Night/Open House
14-15	Discipline
15	Dress Code
16	Emergency Drills
16	Emergency Notification/Early Dismissal
17	Family Resource Center
17	Field Trips
17-19	Health Services
20	Homework
20	Insurance
20	Lost and Found
20-21	School Nutrition Program
22	Digital Backpack
22	Parent Teacher Organization (TEPTO)
22	School Ceremonies and Observances
23-24	Student Records
24	Student Progress
25-26	Student Services
26	Supplies
26	Suspected Child Abuse

- 26 Technology
- 26-27 Testing/Assessment
- 27 Toys, Radios, Valuables
- 27 Weapons/Dangerous Items
- 27 Video Taping/Photographing of Students
- 27-28 Visitors
- 28 Voicemail
- 28 Volunteers
- 29 Help Your Child Be Successful in School
- 30-31 Drop-off and Pick-up Maps

The material covered in this student/parent handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. This handbook is not an irrevocable contractual commitment to the student or parent. Any information in this handbook is subject to unilateral revision or elimination from time to time without notice.

For a complete list of Annual Notifications, please click this link:

<http://www.tolland.k12.ct.us/Distr>

[ictOffices/annual_notifications](#)

Tolland Intermediate School

Welcome to Tolland Intermediate School, home to third, fourth, and fifth grade students. As a learning community, we are very proud of the work that our students, parents, teachers, and staff do on a daily basis. Our school is a place where students are encouraged to develop all of their individual talents, skills and abilities in a safe and caring environment.

Mission Statement

- We combine a positive learning environment with a challenging and engaging curriculum to motivate and encourage application of skills for life-long learning.

- We foster independence, responsibility, and strength of character by promoting respect for self, respect for others, and respect for the environment.

- We provide a broad spectrum of integrated programs in the unified arts, health sciences, and technology to nurture and cultivate the creativity of the whole child.

- We create a family atmosphere, where parental and community involvement enriches the educational opportunities for every learner.

SCHOOL OFFICE HOURS: 8:00 a.m - 4:30 p.m FRC 7:00 a.m – 5:45 p.m

School Telephone Number: 860-870 - 6885

School Nurse: 860-870 - 6891

School Cafeteria: 860-870 - 6894

School Fax Number: 860-872-7126

Family Resource Center (FRC): 860-870 – 6885 x200

Bus Coordinator: 860-875 - 6378

Website: HYPERLINK <http://www.tolland.k12.ct.us/tis>

Board Of Education

Superintendent: 860-870 - 6850

Business Office: 860-870 – 6856

SCHOOL DAY START TIMES

Regular Day	8:45 a.m. - 3:15 p.m.
Early Release (weather/emergency)	8:45 a.m. - 12:45 p.m.
Half Day	8:45 a.m. - 12:45 p.m.
Delayed Opening (90 Min.)	10:15 a.m. - 3:15 p.m.
2 Hour Delayed Opening	10:45 a.m. – 3:15 p.m.

ARRIVAL/DISMISSAL

Arrival

Children walking to school or being dropped off should not arrive at school before 8:30 a.m. When children do arrive early, they wait in the office area until buses arrive with the rest of the children and then go to their classrooms.

Morning Drop Off – Student drop off occurs in the lot located in front of the building. Please drive slowly through the parking lot as it gets very busy in the morning. This parking lot can be accessed by taking the first right after the bus entrance driveway coming down Old Post Road from the Library. At 8:45 a.m. the front door will be locked as this is the start time of school. After 8:45 a.m. students will need to be walked to the front door and signed-in at the office before heading to class. Otherwise, these students will be marked ABSENT, please remember to sign in your child to avoid any confusion. Please contact Mr. Dineen if you have any questions or concerns.

Special Dismissal

Requests for release of students may be made only in writing by a parent or guardian. The school must have written permission from the parent or guardian to release a student to a designee. The parent, guardian, or designee must come into the school office to pick up the student and sign the student out. The parent, guardian, or designee must provide proof of identification in order to sign the student out of school before the end of the school day. In emergencies, the school principal or his/her designee may make a judgment regarding the student leaving school without formal written permission from the parent or guardian.

End of day pickups

Students being picked up at the end of the school day are dismissed from the gym in the rear downstairs wing of the building. Parents and guardians arriving to pick students up at 3:15 must park in the lot located in the back of the building. The entry door for pick-up is located in the back of the building and may be accessed by walking along the rear parking lot. **(See Figure 3)**. Students will be called to the exit door to reunite with the parent. If you need to pick your child up in the office, this must be done before 3:10 p.m. in order to keep the front lobby clear for children who are boarding buses. After that time, ALL pick-ups will occur at the back of the building at the gym entrance as outlined above.

Parent/Visitor Parking

There are twelve parking spots available to visitors, all located in the second row of the front parking lot. There are also three handicap parking spots in this lot and a parking spot for parents picking up students being sent home from the nurses’

office. These parking spots are clearly marked. Please do not park in any other parking spots in this lot. They are reserved for staff.

ATTENDANCE

The State Board of Education definition of attendance for public school districts: A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. Every attempt should be made to confine necessary appointments to after school, weekends, and vacation periods. Excused absences are legitimate absences from school due to illness or unavoidable commitments. **When a parent determines that an absence is necessary, parents are requested to contact the nurse (860-870-6891) before 8:30 A.M.** The parent is requested to send a written excuse to the school on the date of the student’s return. The student should submit the excuse to his/her teacher who will send it to the office. **This is also defined in Board of Education policy 5010 A.3.B.**

On June 27, 2012, the State Board of Education adopted “Definitions of Excused and Unexcused Absences,” as was required by Conn. Gen. Stat. §10-198b. These definitions provide that the first nine absences in a school year may be considered excused when the parent/guardian approves the absence and submits appropriate documentation. Thereafter, for an absence to be excused, the State Board of Education requires that the absence fall into one of the following categories:

- student illness (note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
- student’s observance of a religious holiday;
- death in the student’s family or other emergency beyond the control of the student’s family;
- mandated court appearances (additional documentation required);
- the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
- extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

VACATIONS ARE NOT EXCUSED ABSENCES

Tardiness - Students arriving at school after 8:45 a.m. are tardy. Please walk your child to the office and sign him/her in. When a child is late, he/she must report to the office before going to his/her classroom.

Early Dismissal - Children who are picked up before 3:15 p.m. are considered an early dismissal. This will be noted on our report cards.

Truancy - A student ages five to eighteen with 4 unexcused absences in one month or 10 unexcused absences in a school year will be considered a truant. Parents have the responsibility to assist school officials in remedying and preventing truancy.

BUS GUIDELINES

Bus routes will be posted on our website under Quick Links. Please have your child use the bus starting the first day of school, because it is necessary to make an immediate evaluation of the adequacy of the bus schedules.

Transportation assignments are made on the basis of the student's home address. If your child (K-8) is to be picked up from and/or transported to a location other than his/her home residence, please refer to the following guidelines and complete the Special Transportation Request form that is available from the school office.

Student bus stop drop-off

Parents need to complete a form each year indicating that they would like to have their child dropped off with or without a responsible adult present at the bus stop. This form is located under the Parents tab on our website.

Request for Special Transportation

1. Babysitting or daycare transportation will be provided to other than a student's legal residence in Tolland only if it is **for the entire school year.** This alternative transportation will be provided in the a.m. or the p.m. or both a.m. and p.m. The a.m. and p.m. location may be different from each other, but the schedule must be consistent each week for the school year. For example, 3 days home, 2 days daycare/babysitter or mornings from home and afternoons to daycare.

2. For special transportation to/from a babysitter/daycare, the student will be picked up or dropped off if:
 - a. it is at the same location weekly for the entire school year.
 - b. the stop is located on an established destination route, or
 - c. if the required rerouting does not increase the cost of transportation to the district.

3. Each year a new Request for Special Transportation form needs to be completed prior to August. The transportation request forms are **not** carried over from year to year. This form can be located under the Parents tab on our website.

4. PLEASE NOTE: The bus company requires a 3 day notice to process a request for special transportation.

Tolland Public Schools Bus Safety Procedures & Expected Behaviors

- Listen to the bus driver.
- Keep your hands to yourself.
- Sit facing forward and stay in your seat.
- Place your backpack on your lap.
- Talk using an inside voice.

**** Videotaping and taking pictures is not allowed on the bus without permission from administration. ****

Bus Concerns

Transportation issue: Contact the bus coordinator at 860-875-6378.

Student discipline issue: Contact the building assistant principal at 860-870-6885. All school bus referrals are reviewed by the assistant principal and appropriate consequences are assigned.

BIRTHDAYS/CELEBRATIONS

In order to promote a healthier school, there will be no food for birthdays and celebrations. This policy is in alignment with Public Act 06-63, an *Act Concerning*

Healthy Food and Beverages in Schools, and will help our school be a safer and healthier place for children with severe food allergies and other food related issues.

BULLYING

“Bullying” behavior by any student in the Tolland Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate another student while on school grounds, at a school-sponsored activity, or on a school bus which acts are committed more than once against any student during the school year. Students may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted anonymously to report acts of bullying to teachers and school administrators. In addition, parents may also file written complaints concerning suspected bullying behavior. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board Policy and Regulation #5081 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request. Additional information can be found at http://tps.sharpschool.net/board_of_education/boe_policies

CLASS PLACEMENT

The process of placing children in a classroom is a comprehensive undertaking in which many factors are taken into consideration. Among these factors are academics, learning style, social concerns, parent feedback, and special needs. Classroom teachers, reading specialists, special education teachers, guidance counselors and administrators all play a part in placing each of our students in an environment that is well suited to his/her learning style. In going through the placement process, we always put the needs of children first. For this reason, we feel confident that we have made the best decision for your child. Every effort will be made to cluster students with familiar children. The final decision for placement rests with the principal or his/her designee. Parents receive teacher assignments via email in mid- to late August. Due to the large number of variables that must be accounted for when developing classrooms, we are unable to take requests for

specific teachers. Thank you for your understanding as we attempt to place children in an environment best suited to meet their needs.

COMMUNICATION

Ongoing communication between staff and families is an integral piece of the educational process.

Notes to School - Notes should have the date, student's first and last name and the teacher's name. Please print this information as well as the parent/guardian name as it is easier to read the note.

Notes from School - Please check your child's backpack daily for notes from the classroom teacher.

Telephone calls - All teachers have a direct extension. Teachers will return phone messages as soon as possible.

Website - Please check the website for additional information and visit links for parents and students.

Email – Teacher e-mail addresses are available on our website. Teachers will return e-mail messages as soon as possible. Any staff member in the Tolland Public Schools can be reached via e-mail by typing the first initial of the person's first name followed by his/her last name followed by @tolland.k12.ct.us (example: jdineen@tolland.k12.ct.us). Please note that emails should not be sent to your child's teacher for an early dismissal on that day. Teachers' schedules don't always allow time for them to check emails during school hours. Please call the office for such requests.

Concerns

Our goal is to provide your child with the best possible education. Such an education requires a cooperative and harmonious relationship between school and parents. On occasion, parents may have a reason to be concerned or wish to voice a concern about their child's schooling. It is our practice to address parent concerns at the level where the problem exists. Parents are sometimes reluctant to bring concerns forward because they think staff may be offended or hurt. This is an unfounded fear. We have a highly experienced teaching and administrative staff who are able to respond professionally to parent concerns. We do not take such matters personally. If you have a concern about what is occurring in a classroom or

at school, here are some suggestions to help communicate that concern or complaint.

1. Define or describe the problem or concern by the way it affects your child and/or you. Be as specific as possible.
2. Discuss the problem with the classroom teacher. If there is no resolution, or if the problem is not a classroom problem, discuss it with the principal.
3. Should the principal be unable to help, a call should be placed to the office of the superintendent of schools.

Custody

We understand that many of our parents live in separate households. If you need to receive two copies of any of the many documents that we send home, please notify your child's teacher or the office. Also, please provide the office staff with any legal documents that clarify any custody issues.

OPEN HOUSE

Open house is an evening session for parents that provides teachers an opportunity to provide an overview of the curriculum. Presentations from the unified arts staff as well as classroom teachers will be informative for all parents to gain a better understanding of what their child is learning in school. Open house is not appropriate for students to attend. If you have specific questions about your child's performance, please schedule a meeting with your child's teacher at another time. Open house dates are on the TIS webpage mail page and/or under Quick Links.

DISCIPLINE

Classroom teachers and staff members maintain proper discipline at TIS. If it is necessary for the teacher to refer a student to the principal or assistant principal for discipline, a conduct referral form is completed which indicates the reason for referral. The parent will receive a phone call from either the teacher and/or an administrator. Progressive disciplinary procedures are utilized with consequences commensurate with the infraction.

Recess

At recess, students will:

1. play in the designated area (black top, field, and playground) for the recess period.
2. walk on the blacktop.
3. freeze when the whistle is blown.
4. keep their hands and feet to themselves.
5. use appropriate language.

Students must dress appropriately for the climate conditions as **they will go outside every day unless the temperature / wind chill factor is 20° F or less, or it is raining.** Recess is an integral part of the school day. In the event of snowy weather, children must wear boots, gloves, hats, and snowpants if they wish to play in the snow.

Lunch

At lunch, students will:

1. raise their hand to leave their seat.
2. talk quietly while eating.
3. be quiet when the lights are off.
4. focus on eating their lunch to insure they finish before the end of the period.

DRESS CODE

Clothing bearing obscene writing or promoting indecent or unacceptable behavior, whether stated or implied, will not be permitted. In such cases, students wearing inappropriate items will be asked to change. Any student in violation of these guidelines will be sent to the nurse's office and provided with alternative clothing for the remainder of the school day. Students are allowed to wear shorts or skirts that are longer than their fingertips when their arms are at their sides. Students are not permitted to wear a hat, hood, or any other head covering in school, unless required to do so by religious custom or medical condition. Students are encouraged to dress in clothing appropriate for seasonal conditions. Students are discouraged from wearing flip-flops. Children are requested to wear sneaker-type shoes and comfortable clothing on days when they have physical education.

EMERGENCY DRILLS

Fire drills

Fire drills are held at regular intervals as required by state law. Students exit the building quickly, quietly and in an orderly manner. Students return to the building when given specific directions by a staff member to do so.

Lock-Down/Secure Building

We believe the best way to deal with an emergency is through advance preparation. Practicing a lock-down and/or lock-in situation allows the members of our school community to test our procedures so we can maintain the highest level of safety. Prior to a lock-down, teachers will explain to our students that emergencies can happen that will require them to listen carefully to the teacher and follow all directions in order to keep everyone safe. An emergency can happen at school, in the neighborhood, on the highway, or at one of the other schools.

EMERGENCY NOTIFICATION / EARLY DISMISSAL

In the event school is closed due to an emergency, parents will be notified via phone, text or email (or any combination of those) using the Blackboard Notification System. You do not need to sign up for notifications, but you must keep your best phone number and email up to date with the front office.

What you need to know about receiving calls sent through Blackboard:

1. Your caller ID will display your school's or the district's main number
2. Blackboard will leave a message on your voicemail or answering machine.
3. If you have such things as Telemarketer Zapper or Privacy Director on your telephone lines, you may not receive the call.
4. Blackboard does not call extensions. If you have a direct dial number at work, you should provide your child's school with the direct dial number, not a main number plus an extension.

Please be aware that emergency closings can occur at any time.

Unscheduled Early Dismissal

In the event of an early closing, parents and guardians will be notified through our Blackboard telephone system. Buses will transport children to their regularly scheduled stop. Children must ride their regularly scheduled bus and get off at their regularly scheduled stop. If you make special arrangements for someone to pick your child up from school, please be sure that person's name is on the emergency card that is filed in the school health office so that the school can legally release your child to that adult. The e-cards from the previous school year go home at the beginning of the school year. Please review the information carefully and make changes as necessary.

FAMILY RESOURCE CENTER

The FRC offers before and after school care, summer camp, parent and childcare provider courses and hosts several evening family events. They can be contacted at: 860-870-6885 EXT 40228.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or extracurricular purposes as an extension of the curriculum. While on a field trip, all students are considered to be "in" school. This means that school conduct and dress standards should be appropriate for the field trip activity. A signed permission slip is **required** for each trip. Information concerning departure date, destination, and cost of each trip will be sent to parents/guardians prior to each trip. If you indicate that you are available to chaperone one of our field trips, your child's teacher will contact you with additional information. PLEASE SEE INFORMATION BELOW (VOLUNTEERING AT TIS section) ABOUT MANDATORY VOLUNTEER FORMS. Please make checks payable to **Tolland Intermediate School Student Activity Account** or **TIS/SAA**. Field trips offer us a chance to enhance concepts introduced in our daily studies. We enjoy exploring the world outside our classroom.

HEALTH SERVICES INFORMATION

Phone: 860-870-6891

Fax: 860-872-7126

No Balloons/No Latex Gloves

We have some individuals at TIS who are allergic to Latex. Only Mylar balloons and latex free gloves can be used at TIS and throughout the Tolland School District.

Absences

If you know that your child will be absent or late due to illness, appointments, or vacation, please call the school nurse by 9:00 a.m. that morning. If your child is out for 5 or more days due to illness, he or she is required to bring a doctor's note to the nurse upon return to school.

Injury/Disability

If your child has had an injury or disability that will impact the school day (i.e. cast, crutches, brace or limited walking or carrying, etc.) a doctor's note is required with information provided as to what the specific limitations are and the date that regular physical activity may be resumed. Your child should bring this information to the school nurse on the first day back to school. All injured students must be on record in the nurses' office in case of emergency.

Medications (Prescription and/or Over the Counter)

If your child needs to have **any** medication administered in school (prescription or over the counter), it **must be delivered to a school nurse by the parent**. It must be properly contained with a label affixed bearing the patient's name, physician, medication, instructions regarding dosage and administration, and prescription number. These medications must also be **accompanied by a physician signed "Authorization for the Administration of Medicine by School Personnel"** form per Connecticut State Law and regulations 10-21(a).

GENERAL GUIDELINES FOR KEEPING YOUR CHILD HOME DUE TO ILLNESS

Fever: A fever is a sign of illness. A child with a temperature of 100 degrees or higher should not attend school. The child should be free of fever for 24 hours or more before returning to school.

Vomiting/Diarrhea: Your child should not have vomited in the last 24 hours before his/her return to school. A child should be able to retain solid foods before returning to school. A child who is having frequent diarrhea should not attend school.

Colds/Cough/Sore Throat: Minor cold symptoms usually do not interfere with a child's ability to focus at school. However, persistent, frequent coughing or other more severe symptoms may affect your child's school performance, and your child may be more comfortable at home.

Strep Throat: When your child is diagnosed with strep throat, he/she may return to school after having had at least 3 doses of an antibiotic or having been on prescribed medication for 24 hours. However, each situation is different, and more time may be required depending on the severity of your child's symptoms. If unsure, check with your child's doctor.

Head Lice: If you suspect that your child has head lice, please keep him/her home until it has been confirmed and treated by your child's doctor, or you have been told by the doctor that it is not head lice. Please notify the school nurse if confirmation and treatment were received.

It is felt that any child well enough to come to school is well enough to participate in all activities, including recess and physical education.

Emergency Procedure Cards

If your child becomes ill or sustains an injury, you will be asked to bring him/her home. It is necessary that the school always has a phone number – yours and two emergency numbers – that can be reached at all times. Parents or designee must provide transportation. Please notify the school when any emergency card information changes during the school year, such as a new phone number, new job, etc. Emergency e-cards with information from the previous school year go home at the beginning of each school year. Please review this information carefully and make changes as needed.

Hearing/Vision Testing

The school nurse does hearing and vision testing yearly for all pupils. The nurse reports any problems in these areas to the parents. If parents have questions regarding any health problems, the nurse is available for consultation.

HOMEWORK

Homework is an integral part of our educational program and is assigned on a regular basis. Homework reinforces skills learned at school and is fundamental to each student's learning and development.

Homework may include:

- Assignments in an academic area
- Long-term projects or reports
- Studying for content area tests
- Practicing math facts
- Independent reading

INSURANCE

The school does not carry accident insurance on individual students. We do, however, offer the opportunity for parents to purchase such insurance through a private carrier at a group rate. Please see more details on this plan by clicking the Student Accident Insurance Information Quick Link on our website. Parents who are interested in purchasing accident insurance should return the form with the premium to school. Checks should be made payable to the insurance company, not the school.

LOST AND FOUND

Please label all articles of clothing and lunch boxes to minimize lost articles.

Any articles that are found in the school or on school grounds should be turned into the main office. Lost and found articles are hung on coat racks and are displayed occasionally at lunch times and at parent-attended events at the school. Unclaimed articles will be disposed of twice per school year. Loss or suspected theft of personal or school property should be reported to the main office.

SCHOOL NUTRITION PROGRAM:

The district participates in the National School Breakfast and Lunch Programs and offers students nutritionally balanced meals daily. Breakfast is served from 8:30-8:50. The lunch

period is 30 minutes. Free and reduced-price lunches are available based on financial need through a federally funded program.

A letter will be sent to parents outlining this year's breakfast and lunch options. However, in order to determine if students are eligible for other benefits such as free/reduced lunches, households are encouraged to complete and submit a free and reduced-price school meal application.

Free and Reduced Lunch applications are available on the district website, in the school office, or at the Board of Education building located at 51 Tolland Green. The application may be submitted at any time during the year.

All Tolland Schools have a Point-of-Sale (POS) system in their cafeterias. This technology allows us to provide debit accounts for purchases and increases the speed of service to students, so they have more time to eat and converse. Parents enjoy the convenience of prepaying for their child's purchases at whatever level they choose. The POS system also eliminates the overt identification of students who are eligible for free or reduced meal benefits

We urge you to take full advantage of this system by placing money into your child's account on a weekly, monthly, or annual basis. You choose the amount you want to deposit. Any money not spent by the end of school will be available for your child's use the following school year. To make payments or access your child's account, you may log in to "[My School Account](#)" our online payment and tracking system.

Payments may also be made in school with a payment form to the classroom teacher, or directly to the cashier in the cafeteria. In school payment may take a few days to process. It is important to keep a positive balance in your account to avoid charging for meals. All payments must include a payment form.

We are proud of the quality nutrition program we offer at our schools, and we strive to keep our customers happy and well fed. If you have any questions, please contact Abby Kassman-Harned, the Food Service Director at 860-870-6854 or aharned@tolland.k12.ct.us.

Tolland Intermediate School - Food Service PAYMENT FORM

Students must have money in their account to make a purchase.

Please check: ___Meals Only ___Meals and A La Carte

Student Name _____

Grade _____ Homeroom or Teacher _____

Date _____

Cash Amount _____ or Check Amount _____ Check # _____

Please make check payable to Tolland School Lunch Please put student's name on the check. One student per form.

THANK YOU

DIGITAL BACKPACK

Our school Digital Backpack is attached to the Superintendent's weekly bulletins. The Digital Backpack contains important information about upcoming events as well as current happenings at TIS.

PARENT – TEACHER ORGANIZATION (PTO)

The Tolland Elementary Parent Teacher Organization (TEPTO) is a group of parents and teachers working for the good of all elementary students in Tolland. The Tolland Elementary PTO is a kindergarten through grade five organization including both of Tolland's elementary schools. Our PTO has been a model of support and innovation to the school. TEPTO supports the staff of both Birch Grove and TIS through monetary and equipment donations each year. TEPTO sponsors fund-raisers and family events allowing children and their parents to spend time at school together, having fun and interacting with faculty and staff. Please join and attend our meetings. on the first Wednesday of each month at 7:00 p.m. (except for the Wednesday when there are Curriculum Nights/Open Houses. All meetings will be via Zoom except where noted. Please see the PTO link on our website for meeting dates and PTO Board contacts.

SCHOOL CEREMONIES AND OBSERVANCES

An opportunity will be provided, at the beginning of each school day for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary.

STUDENT RECORDS

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is the custodian of all records for currently enrolled students at the assigned school. The Superintendent of Schools is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed, during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to the release of his/her records.

The parent's or student's right of access to and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Copies of student records are available at a cost of \$.50 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made, in writing, to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, computer and/or video images, e-mail address, participation in officially recognized activities and sports, weight and height, member of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

The District will release to the Parent Teacher Organization the names, addresses, telephone number and grade levels of students (unless the District is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student), provided such information is to be used by the PTO for its own school activities or school business.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

STUDENT PROGRESS

Grading/Conferences - Report cards come out three times a year and can be accessed through PowerSchool. Parent conferences are scheduled twice, once in the fall and in the spring by electronic invitation/sign ups. Conferences with teachers may be requested at any time during the school year. Parents, teachers or administrators may initiate a conference. The teachers will contact parents to schedule a conference on an as needed basis. Conferences are held during school hours, but every effort will be made to accommodate parent schedules.

Any student absent on the last day of school will not receive his/her report card in the mail. Parents/guardians need to pick up their student's report card in the office between the hours of 9:00 a.m. and 3:00 p.m.

STUDENT SERVICES

Student services are those supportive services that help students to benefit from the school's instructional programs. The goal of these services is to provide opportunities for additional help, knowledge, and self-understanding to both students and their parents. In addition, these services offer support and consultation to the general education staff so that academic potential will be maximized. The following is a brief description of each of the student services.

Special Education

Special education services are available for students who have a disability identified by the school's Planning and Placement Team (PPT) in accordance with federal and state guidelines and whose disability has a severe negative impact upon their educational progress. Such challenges may include language and learning disabilities, social-emotional or behavioral difficulties, and health impairments. Service providers may include a special education teacher, speech and language pathologist, school psychologist, physical therapist, and/or occupational therapist. Special education assistance is provided in a variety of settings based on individual needs decided at the PPT. The goal of special education is to provide programming for the individual in the least restrictive environment.

English Language Learners Students (ELL)

An appropriate educational program and placement for any new ELL student will be provided within 30 days of the student's registration. Each spring, a review of each student's progress will occur, and a tentative program for the subsequent year will be planned.

Student Early Intervention Project (EIP)

The Early Intervention Project committee supports students by providing teachers with alternative strategies to improve student learning and/or behavior in the classroom setting. Teachers refer students to the committee for review, and data is gathered to make informed decisions to improve student learning. The classroom teacher notifies parents when a student is referred to the EIP committee. The teacher monitors student learning and reports to the EIP committee with data that either supports a continuation of the recommended strategy or the implementation of a new strategy.

Response to Intervention (RTI)

Response to intervention is a systematic approach to support student learning collaboratively. Interventions and enrichment activities are matched to individual student needs based upon data collected in the school setting. Interventions are research-based activities that require progress monitoring on a frequent basis.

SUPPLIES

Parents may be asked to provide supplies and materials for their child's personal use. Parents may volunteer to provide materials for classroom use or special projects during the school year but may not be asked to do so by school staff.

SUSPECTED CHILD ABUSE

All staff members are obligated by law (C.G.S. 17a-101) to report suspected child abuse and neglect to the Department of Children and Families Services (DCF). The Tolland Public Schools follow all statutory requirements concerning reporting child abuse/neglect.

TECHNOLOGY

Students have access to computers in the classroom and the three computer labs located in the building. Internet use is strictly regulated and supervised. There is also highly effective filtering software operating throughout the district to help eliminate visits to undesirable Internet sites. All computers can be utilized to access the Internet. At Tolland Intermediate School, one of our main objectives is to integrate the use of computers into all curriculum areas. Discrete skills in Microsoft Word, Excel, and Internet research are taught in our classes, but our main goal is to apply those skills to enhance learning and productivity in all subject areas.

TESTING/ ASSESSMENT

Assessment is a continuous, ongoing process in our classrooms. We are continually assessing the children's progress and adjusting their programming appropriately. Teachers will administer regular classroom assessments and benchmark assessments throughout the year. The **Smarter Balanced Assessment Consortium**, or SBAC, is administered to students in grades 3 through 8, and 11. The SBAC measures student ability in mathematics, reading, and writing and science.

CogAT (Attn: third-grade parents)

Your third grader will be taking the Cognitive Abilities Test (CogAT). This screening measure will be administered to all third grade students. This group test provides a picture of your child's abilities in the areas of verbal, nonverbal, and quantitative functioning. The test is administered in three 30-minute sessions. The information obtained from this testing will supply useful data regarding the learning styles and abilities of each third-grade student.

TOYS, RADIOS, VALUABLES, MONEY, ETC.

Students are not permitted to use such items as radios, CD players, MP3 players, tape recorders, camcorders, DVD players, cameras, cell phones, electronic devices or games at school. At the discretion of the bus driver, students may be allowed to use electronic games and small individual CD/MP3 players on the bus, but they need to be placed in their backpack before entering school.

WEAPONS AND OTHER DANGEROUS ITEMS

No guns, knives, firearms, weapons, or any other dangerous instruments, including martial arts weapons, capable of threatening or causing injury or death, may be brought onto school grounds. Any object that can be used to cause injury will be considered a weapon. Violators will be subject to appropriate disciplinary action. Please see the Tolland Public Schools Board of Education policies 5080.1 for more information.

VIDEOTAPING/PHOTOGRAPHING OF STUDENTS

Professional staff may videotape individuals or groups in order to improve teaching and planning. These tapes are not used publicly or for other purposes. In the event that your child has been selected for a special photo opportunity, a permission slip will be sent home for you to sign. On occasion, photographs of students are placed in newspapers or on the school website. **If, for any reason, you do not want your child photographed for the newspapers, please send in a written request stating such at the start of the school year.**

VOLUNTEERING AT TIS

If a parent wishes to volunteer at TIS or chaperone field trips or help at large school events, they must be an APPROVED VOLUNTEER. Please fill out the Volunteer Form that is located on the TIS website under Quick Links. This form must be RESUBMITTED every three years. All volunteers should come to the main

entrance and come to the office. Sign in and sign out time are required, as well as a Visitor sticker, issued by the office, worn the entire time you are in the building.

Building security is a top priority at Tolland Intermediate School. All doors will be locked while school is in session.

Security is all of our responsibility. Please notify a school staff member should you observe suspicious behavior or an unsafe condition.

VOICEMAIL

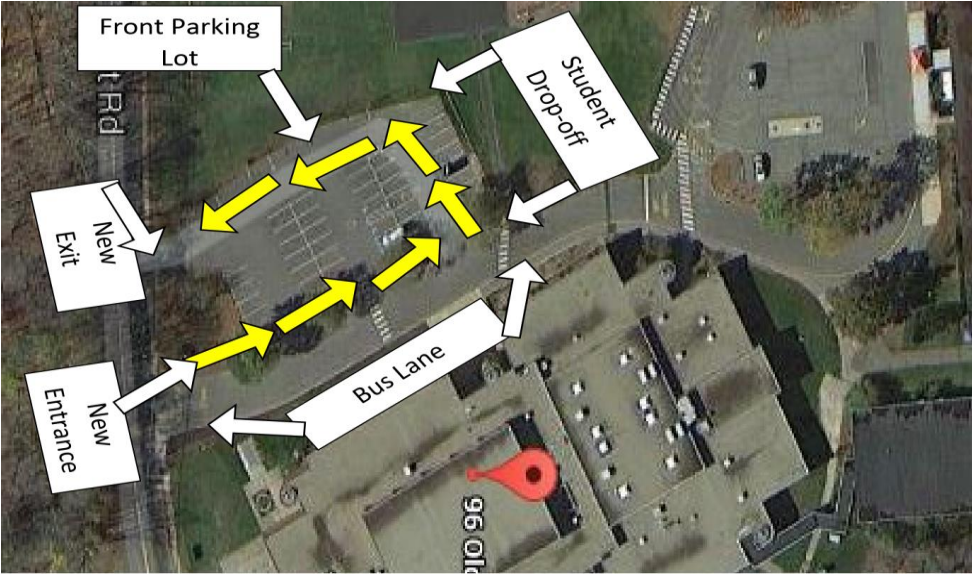
All staff members have voice mailboxes. **Please leave urgent messages with the office,** e.g., changes in a child's transportation or when you require an immediate response.

WHAT YOU CAN DO TO HELP YOUR CHILD BE SUCCESSFUL IN SCHOOL

- Praise your child each day for something he/she has done and listen attentively to what is said about his/her day.
- Read with your child.
- Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation that could influence the child's behavior.
- If you have concerns about your child's academic or social performance at school, the first step is to contact your child's teacher immediately.

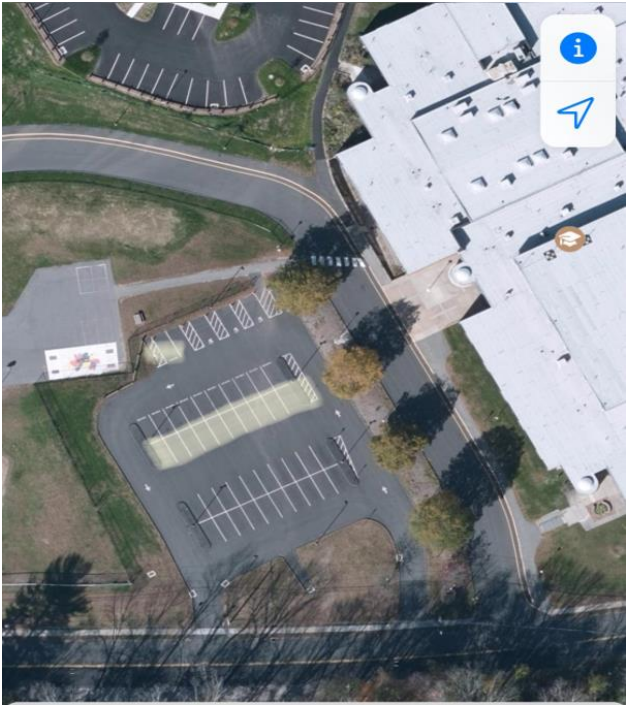
Student Drop-off Procedures at T.I.S.

FIGURE 1



Visitor Parking

FIGURE 2



Student Pick-up Procedures at T.I.S (p.m.):
FIGURE 3