

FRANK WARD STRONG MIDDLE SCHOOL

PARENT / FAMILY HANDBOOK 2026 - 2027



RSD 13 does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender identity or expression, age, disability, ancestry, status as a veteran, status as a victim of domestic violence, or familial status in providing education services. Jen Keane has been designated to coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972, as amended. Jen Keane has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

RSD13 does not discriminate on the basis of disability by denying access to the benefits of district services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact Jen Keane. [See policy 5146.](#)



FRANK WARD STRONG MIDDLE SCHOOL
P.O. Box 435, 191 MAIN STREET
DURHAM, CT 06422
Office 349-7222 Guidance 349-7255 Fax 349-7225
Website <http://strong.rsd13ct.org>
"Strong Students Shape Tomorrow"



ADMINISTRATION

Dave Kimball, Principal
TBD, Assistant Principal

BOARD OF EDUCATION

Christine Cowan
Linda Darcy
Stephen DeVecchio
Nicholas Konstantino
Robert Moore
Lucy Petrella
Mark Simmons
Jason Stone
Timothy Viens

CENTRAL OFFICE

Dr. Sydney Leggett, Superintendent of Schools
Kimberly Neubig, Business Manager
Jennifer Keane, Director of Student Services & Special Education
Marjorie Light, Director of Teaching and Learning
Liza Siegel, Assoc. Dir. of Learning and Innovation
Kevin Brough, Human Resource Specialist
Patty Smith, Operations Manager
Eric Proia, Facilities Manager
Ken Pietrasko, Director of Information Technology

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Efforts are made for all students to go outside each day for a brief recess throughout the school year. Fifth graders will have a daily 30 minute recess. Sixth, seventh and eighth grade students go outside at the end of the lunch block for about 5-8 minutes.....	19

Students will stay inside for recess if it is raining or if the weather is unusually cold/hot. In the winter months, the temperature is checked before the students go outside. If it is deemed too cold, the students will be kept indoors. However, the staff is a very hearty bunch and the students need physical activity during the day even if the weather is cool. Fifth grade students are outside for 30 minutes and should be dressed appropriately for the weather..... 19

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Welcome Message from the Administration

Dear RSD 13 Families,

Welcome to the start of another wonderful school year in Regional School District 13!

This year marks an exciting moment for our district as we launch our Vision of a Graduate and begin the first year of implementation of our 5-year Strategic Plan. Together, these will guide our work as we strive to ensure that every student develops the knowledge, skills, character, and experiences needed to thrive in school, in their communities, and in the world beyond our classrooms. I encourage you to visit the [Strategic Plan](#) section of our website to learn more about this important work and the goals we've developed together.

Over the past year, I've had the privilege of learning, listening, observing, asking questions, and building new relationships across our district. I've come to know our students, families, staff members, and community, and I look forward to continuing this work by digging deeper into what we need to do for students. While we already have much to celebrate, we have even greater opportunities ahead of us.

Over this past year, I've seen so many people come together out of their commitment to care for kids and our community. Our support staff, teachers, leadership team, and Board of Education have collaborated in productive and positive ways throughout the year to ensure we have a clear path forward. Our community members, town offices, and local businesses have partnered with us to make sure we're all focused on channeling resources in the same direction.

And of course, you – our families – are the partners that connect it all. Together, we celebrate successes, navigate challenges, and support our students as they learn, grow, and discover. We simply could not do this work without you, and it's truly an honor to serve this community; I'm grateful for the trust you place in us each day.

Thank you once again for your continued support, your encouragement, and your belief in our schools. I wish you and your family a joyful, successful, and memorable 2026-27 school year!

Let's make it great.

Sincerely,

Dr. Sydney Leggett

Superintendent of Schools
Regional School District 13

Section 1: Required Notices and Acknowledgements

Parents/guardians must sign and return the following through ParentSquare each school year:

District's Student Code of Conduct

As a student in Regional School District 13, I...

1. treat others with courtesy, respect, fairness, and kindness, recognizing that everyone deserves to feel safe and valued.
2. am honest and responsible in my words, actions, and academic work.
3. follow the directions of teachers and other school staff members and respond appropriately to adults in positions of authority.
4. follow all school, classroom, transportation, and activity rules, understanding that these expectations help create a safe and productive learning environment.
5. take responsibility for my choices and accept the consequences when I do not meet school expectations.
6. respect and take care of my own property, the property of others, and school property.
7. work, play, and move safely and appropriately, making responsible choices in the classroom, hallways, cafeteria, on the bus, and at school activities.
8. cooperate with others when I work and participate in school activities, listening to different perspectives and contributing positively to the school community.
9. participate in my education to the best of my ability by being prepared, engaged, and responsible for my learning.

Being a good citizen means showing respect, responsibility, and accountability. As a student, I understand that my words, choices, and actions affect others and contribute to the school community.

I understand that I am responsible for my behavior and that I must accept the consequences when I do not follow school expectations. My behavior should not be disruptive, unsafe, or harmful to the school community, whether I am in class, in the hallways, on the bus, at lunch, on a field trip, participating in extracurricular activities, or attending any other school-sponsored event.

Directory Information

The Family Educational Rights and Privacy Act (FERPA) allows the school district to release "directory information" without prior consent. This basic data is used strictly for school publications like yearbooks, programs, and sports.

Media Release

Teacher sanctioned photos may be taken throughout the school day, or at any school function, and may be used for yearbook, school and district communication, the school website and in the classroom.

How to Opt Out

Parents have the right to refuse the release of this data. Important: Opting out of directory information means your student's name and photo will not appear in the school yearbook, music programs, or graduation lists.

To opt out, you must submit a signed, written notice directly to your student's school main office no later than 10 days into the school year. Your written request must explicitly state that you do not want photo and/or directory information released for your child.

FERPA Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 ("eligible students") certain rights regarding school records:

- **Inspection:** You may inspect and review the student's education records within 45 days of submitting a written request to the Principal.
- **Amendment:** You may request corrections to records you believe are inaccurate or misleading by writing to the Principal. If denied, you have the right to a hearing.
- **Consent:** The school requires written consent before disclosing personally identifiable information, except where FERPA authorizes disclosure without consent (e.g., to "school officials" with a "legitimate educational interest," or to a school where the student intends to enroll).
 - *A school official is a staff member, contractor, or volunteer needing record access to fulfill professional duties.*
- **Complaints:** You have the right to file a complaint regarding non-compliance with the Student Privacy Policy Office, U.S. Department of Education, Washington, D.C. 20202.

PPRA (Protection of Pupil Rights Amendment)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding school surveys, collection of information for marketing purposes, and certain physical exams. These rights include:

- **Consent:** Parents must give prior written consent before students participate in any survey funded by the U.S. Department of Education that concerns protected areas (e.g., political affiliations, mental health, illegal behavior, sex life, or income).
- **Opt-Out:** Parents have the right to opt their child out of any other survey concerning protected areas, any non-emergency invasive physical exam or screening required for attendance (except hearing, vision, or scoliosis), and activities involving the collection or disclosure of personal information for marketing purposes.
- **Inspection:** Parents have the right to inspect, upon request and before use, any protected student surveys, instructional materials used as part of the curriculum, and instruments used to collect personal information for marketing.
- **Complaints:** You have the right to file a complaint regarding non-compliance with the Student Privacy Policy Office, U.S. Department of Education, Washington, D.C. 20202

Teacher and Paraeducator Qualification

Under federal law, parents have the right to request information regarding the professional qualifications of their child's classroom teachers and paraprofessionals.

Upon request, the district will provide information regarding:

- **Licensure:** State licensing status and subject area certifications.
- **Waivers:** If the teacher is working under an emergency or provisional status.
- **Education:** College majors and any graduate degrees held.
- **Paraprofessionals:** The qualifications of any instructional assistants working with your child.

To request this information, please contact the **Human Resources Department** at **860-349-7200**

AIDS/Sexual Abuse Prevention Instruction

Parental Right to Opt-Out: HIV/AIDS & Abuse Prevention Instruction

In accordance with state educational guidelines and district policy, parents or legal guardians have the right to exempt their child from planned instruction regarding HIV/AIDS prevention, human sexuality, and child sexual abuse prevention.

- **Curriculum Review:** All instructional materials are available for parental inspection at the school office prior to the start of the unit.
- **Alternative Arrangement:** Students excused from this instruction will be provided with a supervised, alternative educational activity in another classroom or the library. No academic penalty or disciplinary action will apply.
- **How to Request:** To excuse your child from all or part of this instruction, you must submit a signed, written request to the School Principal before the scheduled start of the unit.

Gifted and Talented Identification

Identification will be made in 4th grade. Consideration at other grade levels will be made on a referral (parent, teacher or team) basis.

Identification Criteria (Student Performance):

Gifted:

1. Top percentile of Smarter Balance Assessment for ELA and Math AND
2. Scaled scores from Fall District Benchmark testing reading and math scores (IReady/ IXL)
3. Otis-Lennon School Ability Test -Eighth Edition (OLSAT 8)
4. Completion of Gifted Rating Scales (GRS's) by classroom teacher- if the teacher or parent recommends the student for referral

Talented:

1. Portfolio review by qualified team
 - a. Video
 - b. Audio
 - c. Written/artistic
2. Completion of GRS by related arts and classroom teacher

The District will evaluate and identify gifted and talented children using the process as follows:

1. Student names with scores meeting the above criteria are gathered
2. School based team review
3. Parents are notified in writing when the student is referred for consideration of identification of gifted and talented.
4. Parents will be notified in writing if the student has met the criteria for eligibility as gifted and talented.
5. The District may conduct PPT meetings on groups of students for whom evaluation and identification as gifted and talented are planned
6. Written parental consent will be secured before a child is evaluated for identification as gifted and talented
7. Parents will be informed of the results of the evaluation and informed whether or not the child has been identified as gifted and talented.

8. The District will make available to parents any education records related to their child, including records related to the determination of the child's identification as gifted and talented.

Homeless Students (McKINNEY-VENTO ACT)

In accordance with the federal **McKinney-Vento Homeless Education Act**, Regional School District 13 ensures that students who lack a fixed, regular, and adequate nighttime residence have equal access to all programs, services, and transportation. Homeless students have the right to remain in their school of origin "to the extent feasible" or enroll immediately in the school where they are currently residing, even if they lack typically required documentation such as medical or immunization records.

The district has removed barriers to the enrollment and retention of homeless youth, and a designated local homeless liaison, Jen Keane, is available to assist families with enrollment, transportation, and access to records. If a student is denied school accommodations, they may continue in attendance during all available appeals.

Migrant Students

Regional School District 13 maintains a program to address the unique needs of migrant students, providing a full range of services including Title I programs, special education, language programs, and counseling. The district ensures that parents and guardians are regularly consulted and involved in the development, implementation, and evaluation of these migrant student services.

On-Campus Recruitment Notification

Regional School District 13 provides students at the middle and high school level with information regarding the availability of:

1. Vocational, technical, and technological education and training at technical high schools.
2. Agricultural sciences and technology education at regional agricultural science and technology education centers.

Full access for the recruitment of students will be provided to technical high schools, regional agricultural science and technology education centers, magnet schools, and charter schools.

In accordance with federal law, military recruiters and institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings.

Right to Opt-Out: A student's parent or guardian (or a student who is 18 years of age or older) may submit a written request to the principal stating that this information not be released without prior written consent.

Title 1 Notifications

Comparability of Services: RSD 13 ensures all schools receive substantially comparable staff, curriculum, and instructional materials to maintain equivalency across the district, regardless of Title I funding status.

Parent and Family Engagement: Parents of students in Title I programs will receive the district's engagement policy, which outlines an annual meeting and opportunities for parents to participate in the planning, review, and implementation of Title I programs. Please see [Policy 6172.4](#) for more information.

Section 2: Mission, Philosophy and Values

Mission Statement

Empowering Students to Thrive and Contribute as Global Citizens

Restorative Practices

A strong culture and climate will build the foundation for all other learning and professional work we want to do. The basis of this will be district-wide Restorative Practices training and implementation. Parents will get more information about Restorative Practices and other strategies throughout the year – and it looks a little different at each age/developmental level – but please remember these key principles:

- This provides a framework for a positive culture and climate and problem solving strategies that make us stronger as individuals and as a community.
- This framework is meant to be 80% proactive (how we act every day) and 20% reactive (resolving conflicts)
- There's an important saying in Restorative Practices: "We repeat what we don't repair." In order to build a better future, we focus on solving problems well so they don't keep happening.

Regional School District 13's Core Ethical Values: Rooted in a caring community, we uphold these core ethical values as the foundation of our shared commitment to learning excellence, collaboration, integrity, and continual growth.

- Respect
- Responsibility
- Honesty
- Kindness
- Courage

Respect:

We will recognize the inherent worth of every person and appreciate our differences.

Responsibility:

We will make good choices, take ownership of our actions, and consider the impact we have on others.

Honesty:

We will be truthful and authentic with ourselves and others.

Kindness:

We will choose to treat others with care and compassion through both our thoughts and actions.

Courage:

We will take healthy risks and stand up for what is right, even when it's hard, scary, or unpopular.

Section 3: Staff Directory, Calendars and General Building Information

To email any member of the FWS faculty/staff Use their first initial and full last name followed by @rsd13.org (for example, Dave Kimball would be dkimball@rsd13.org) *Denotes Team Leaders

ADMINISTRATION & ADMINISTRATIVE ASSISTANTS			
Dave Kimball	Principal	TBD	Assistant Principal
Lynn Davis	Secretary	Karen Buckley	Secretary
FACULTY & STAFF			
Jessica Biancardi*	Grade 5	Kristen Ciccone	Grade 5
Emily Kyle	Grade 5	Colleen LaRochelle	Grade 5
Gloria McClure	Grade 5	Maura Broggi*	Grade 6 - Science
Kim Mach	Grade 6 - English	Lynann Troiano	Grade 6 - Math
Maryellen Zastawsky*	Grade 6 - Social Studies	Lindsay Banas*	Grade 7 - Social Studies
Renee Brajczewski	Grade 7 - Math	Carly Ehlman	Grade 7 - Science
Amy MacKay	Grade 7 - English	Dan Carcaud*	Grade 8 - Social Studies
Jen Penney*	Grade 8 - Math	Amy Ryan	Grade 8 - English
Paul Sinusas	Grade 8 - Science	TBD	World Language
Amanda Smith	World Language		
RELATED ARTS			
Amy Schaefer*	Art	Pamela Longley	Art
Carolyn LaRosa	Enrichment	Kirsten Deitz	Health
Tracy Earnshaw	Library/Media	Lisa Killian	Music
Michael Meurs	Music	Alvin Lewis	Physical Education
Sarah Healy	PE/Health	Scott Mongillo	Technology
Bridgette Schlicker*	Technology		
STUDENT SERVICES			

Toby Rascati	Counselor	Rebecca Sinusas	Counselor
TBD	R.N. Medical	Melissa Snyder	School Psychologist
Karen Bransfield	Guidance Secretary	Brianna Schock	School Psychologist
Kathy Bottini	Social Worker	Victoria Abolafia	Speech Pathologist
Kelley Lehman	Speech Pathologist		
Courtney Dreish	Instructional Coach	Leslie Kilroy	Instructional Coach
Gina Lentini*	Instructional Coach	Kris Koba	Interventionist
Chris Napoletano	Interventionist	Christina Prekulaj	Interventionist
Michelle Seward	Interventionist	Isabelle Baranski	Special Services
Amy Dow	Special Services	Claire Falvey*	Special Services
Martha Jennings	Special Services	Heather Parente	Special Services
Amanda Romano	Special Services	Linda Suravich*	Special Services
Christine Todd	Special Services	Shannon Vendetto	Special Services
TBD	RBT	Liz Quinn	RBT
TBD	Teaching Asst.	Jacqueline Bielawski	Teaching Asst.
Marie Curtis	Teaching Asst.	Nicole Frank	Teaching Asst.
Amity French-Wilson	Teaching Asst.	Lore Lena	Teaching Asst.
Barbara Mielke	Teaching Asst.	Myrna Pastrana-Rooney	Teaching Asst.
Leanne Slawinowski	Teaching Asst.	Donna Sperl	Teaching Asst.
Jennifer Tomer	Teaching Asst.	Cheryl Forbush	Tutor
Amy Schaffer	Tutor	Trooper Wolosyn	School Resource Officer
FOOD SERVICES			
Kelly Gribko	Cafeteria Staff	Nancy Reed	Cafeteria Staff
Rita Van Steenberg	Cafeteria Staff	Katie O'Brien	Cafeteria Staff
CUSTODIAL STAFF			
Bill Anderson	Custodial Staff	Bill Baker	Custodial Staff

Brian Calhoun	Custodial Staff	Tyler Doherty	Custodial Staff
ATHLETICS			
Todd Petronio	Athletic Director	Becky Glenn	Asst. to Athletic Dir.
Ethan Bankoski	Athletic Trainer		

Marking Periods

Marking Period and Report Card Grades 6-8 Information SY 26-27 Dates subject to change.

Marking Period	MP1 (45)	MP2 (45)	MP3 (46)	MP4 (44)
Start Date	8/27/2026	11/04/2026	01/21/2027	04/01/2027
Mid Point	9/29/2026	12/08/2026	02/24/2027	05/07/2027
End Date	11/02/2026	01/20/2027	03/31/2027	06/11/2027
Report Cards Issued	11/06/2026	01/26/2027	04/06/2027	06/17/2027

Grade 5 2026-2027 School Year 8/27/26 - 6/11/27*		
Term 1 8/27/26 - 12/4/26 (64 days)	Term 2 12/7/26 - 2/26/27 (49 days)	Term 3 3/1/27 - 6/11/27* (67 days)

Report cards will be sent home electronically each quarter (grades 6-8) and each trimester (grade 5).

***Dates may change to adjust for school closings due to inclement weather.**

2026 - 2027 District Calendar



REGIONAL SCHOOL DISTRICT 13 CALENDAR 2026-2027

July 2026							August 2026							September 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4							1							
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23/30	24	25	26	27	28	29	27	28	29	30			
October 2026							November 2026							December 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
January 2027							February 2027							March 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24/31	25	26	27	28	29	30	28							28	29	30	31			
April 2027							May 2027							June 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23/30	24	25	26	27	28	29	27	28	29	30			

Legend				BOE Approved 1/14/26	
First Day of School	Holidays / District Closed	Early Release		180 Student Days	187 Teacher Days
Summer School	First Days for Teachers	No School For Students			
Reserved for Snow Makeup Day					

IMPORTANT DATES	
July 2 & 3	4th of July Holiday - District Closed
July 6-30	Summer School
August 24	Convocation/Faculty Mtgs
August 25	District / School Professional Learning
August 26	Staff Prep Day
August 27	First Day for Students
September 7	Labor Day - District Closed
September 25	Durham Fair / No School For Students
October 7 & 8	Early Release/Parent Conferences
October 12	Columbus Day / Indigenous Peoples' Day - District Closed
November 3	Election Day/No School for Students/Prof. Learning
November 25-27	Thanksgiving Recess - District Closed
December 23	Early Release
Dec 24 - Jan 1	Winter Recess
December 24-25	District Closed
Dec 31 - Jan 1	District Closed
January 18	Martin Luther King Day - District Closed
February 12	No School for Students/Prof. Learning
February 15-16	President's Day - District Closed
March 10 & 11	Early Release/Parent Conferences
March 26	Good Friday - District Closed
April 12-16	Spring Recess
May 28*	Reserved as Snow Makeup Day
May 31	Memorial Day - District Closed
June 1**	Reserved as Snow Makeup Day
June 9 & 10***	Transition/Early Release
June 11***	Last Day of School/Early Release/CRHS Graduation
June 14 & 15^	Professional Learning
June 18	Juneteenth Day - District Closed

*No School if district had 0-1 inclement weather days in 2026-27.
 **No School if district had 0 inclement weather days in 2026-27.
 ***The last day of school is contingent on inclement weather closings.
 ^Actual Professional Learning activities may occur prior to this date in accordance with bargaining agreement.

135A Pickett Lane, Durham, CT 06422 | 860-349-7200 | www.rsd13ct.org

2026 - 2027 School Hours

Regular & Emergency School Day Hours

School / Program	Regular Start Time	Regular Dismissal	2-Hr Delay Start Time	Early Release Time
Coginchaug High School	7:25 a.m.	2:02 p.m.	9:25 a.m.	11:30 a.m.
Strong Middle School	8:00 a.m.	2:35 p.m.	10:00 a.m.	12:05 p.m.
Lyman Elementary	8:50 a.m.	3:20 p.m.	10:50 a.m.	12:30 p.m.
Brewster Elementary	8:50 a.m.	3:20 p.m.	10:50 a.m.	12:30 p.m.
PreK* (3 yr olds)	9:00 a.m.	1:15 p.m.	11:00 a.m.	12:10 p.m.
PreK* (4 yr olds)	9:00 a.m.	3:00 p.m.	11:00 a.m.	12:10 p.m.
Middlesex Transition Academy	8:30 a.m.	2:30 p.m.	10:30 a.m.	12:05 p.m.

* Please note the PreK program does not meet on Fridays.

2026 - 2027 Daily Schedule

Grades 6-8

Period	DAILY BELL SCHEDULE MONDAY - FRIDAY
1	8:00 – 8:55
2	8:56 -9:46
3	9:47 – 10:37
4	10:38 - 12:00
5	12:02 - 12:53
6	12:54 -1:44
7	1:45 – 2:35

Grade 5 will follow a traditional elementary school model.

Grade	Lunch Schedule
5	Recess 11:15 - 11:45 11:45 - 12:15
6	11:10 - 11:40
7	10:38 - 11:08
8	12:23 - 12:53

Arrival

Please be aware that we cannot supervise students before 7:45 am. Please do not drop students at school before that time. Staff members are on duty at 7:45 am daily. Families dropping off students may enter Strong School via Main Street/Route 17 and drop off along the curved sidewalk in front of the school. Do not drop off on Pickett Lane, as we do not have a sidewalk that connects to the main entrance, unless students walk around and follow the main street sidewalk. Having students walk across the lawn is not suitable for inclement weather and creates a possibility for injury. Faculty/staff will be on duty beginning at 7:45 am to help with the process. Please remain in your car and watch for students, staff, and traffic. Once students enter the building, they should drop their belongings at their locker, then go to their first period class (homeroom teacher for fifth grade). If they'd like, students can grab breakfast in the cafeteria on the way.

Beverages

Students are not to bring the following beverages to Strong School: coffee, hot chocolate, energy drinks and any other beverage with high sugar and/or caffeine content. Students are permitted to carry water bottles to and from class and the cafeteria throughout the school day. There are two water bottle filling stations, cafeteria and gymnasium, that students can use to refill water bottles.

Bus

Dattco is the transportation provider for RSD13. The phone number for Dattco is 860-349-8479. Parents of **fifth grade students** will need to indicate on the bus form if the child is allowed to be left at the bus stop if an adult is not present. Otherwise the child will be brought back to school.

If you have a bus change during the school year, please remember that it may take up to 48 hours for a bus change to be processed. You must complete a bus form with the change and submit it to the school. These forms can also be found online. You will be notified when the bus change will go into effect.

When waiting at the bus stop, plan to be at the stop 10 minutes before and after the scheduled time of bus arrival. There are many things that make a bus run off schedule including several students not attending school on a particular day, or the driver encounters traffic. You should call the school, not the bus company, if the time of pick up and drop off is extremely inconsistent. **Students may only ride their regular assigned bus.**

Dismissal

Dismissal begins daily at 2:35 pm with faculty and staff on duty. Students being picked up will exit the main front doors. Students riding a bus will exit in the rear to the bus loop.

Families may text their child to let them know where they are in the pick up line. For safety, all adults should remain in their vehicles during pick-up. Once your child is safely in the car, please pull out slowly and stay alert for students, staff, and other vehicles. Strong School personnel will be out front to assist and guide traffic.

Grade Level	Half-Day Dismissal (12:05 p.m.)	Full-Day Dismissal (2:35 p.m.)
5th Grade	12:05 p.m.	2:35 p.m.
6th Grade	12:10 p.m.	2:40 p.m.
7th Grade	12:15 p.m.	2:45 p.m.
8th Grade	12:20 p.m.	2:50 p.m.

Cafeteria

Breakfast and hot lunch are available for purchase through the school cafeteria beginning on the first day of school. Please [click the link](#) to the School Lunch Information page on the district website for more information.

Parents can access their child's lunch account [online](#). Money to purchase lunch or drinks can still be sent to school on a daily, weekly, or monthly basis and will be applied to the student's account. Account sign-ins will be shared later in the school year.

Students are expected to show respect and responsibility in the cafeteria. This is shown by leaving their tables clean, disposing of all litter, and returning their trays. Students who leave behind food or garbage may be required to clean the area as a result of their actions. Throwing food is considered a serious offense and can result in disciplinary action, including suspension and/or loss of cafeteria privileges.

Students residing in households with income at or below the Income Guidelines for Child Nutrition Programs are eligible for free or reduced-price meals or free milk. **The application form and instructions are available on the RSD 13 website: www.rsd13ct.org in the School Lunch Information Section.** To apply for free or reduced-price meals, households should fill out the application and return it to **any RSD 13 school. Additional copies are available at the main office of each school.** Only one application is required per household and an application for free or reduced-price benefits cannot be approved unless it contains complete eligibility information as indicated on the application and instructions.

Dress and Grooming

Our goal is to create an environment that is conducive to learning and does not present students with distractions. It is also developmentally important for students to understand that part of showing self-respect is how we present to others. Young adults (teenagers) may need adult direction in defining themselves in a way that does not interfere with their purpose at school or with how they want to begin to define themselves to their peers and teachers. At all times, students are expected to comply with [RSD13 Board Policy 5132, Student Dress and Grooming](#).

Lost and Found

Any lost and found articles will be stored in a designated area of the school. Items remaining in the lost and found will be donated periodically throughout the year. Ample notice will be given to the students prior to this donation.

Notes From Home

For fifth grade students, notes from home are to be given to the classroom teacher upon arrival in the morning. If there is a change in afternoon plans (for fifth graders only), and a note was not sent in, please email Mrs. Buckley (kbuckley@rsd13.org) and Mrs. Davis (ldavis@rsd13.org). They will contact the student regarding the change in plans.

ParentSquare

ParentSquare will be used to communicate school events and information, report cards and district information. Emergency notifications, such as weather-related school closings, will also be sent out through ParentSquare. It is extremely important to sign up for this service. Please click the ParentSquare icon at the top right of the district website <https://www.rsd13ct.org/index.html> for further instructions.

Phone Calls

The front office phone may be used by students in an emergency situation. The office staff will relay messages to students only in emergency situations when verified by the administration.

Recess

Efforts are made for all students to go outside each day for a brief recess throughout the school year. Fifth graders will have a daily 30 minute recess. Sixth, seventh and eighth grade students go outside at the end of the lunch block for about 5-8 minutes.

Students will stay inside for recess if it is raining or if the weather is unusually cold/hot. In the winter months, the temperature is checked before the students go outside. If it is deemed too cold, the students will be kept indoors. However, the staff is a very hearty bunch and the students need physical activity during the day even if the weather is cool. Fifth grade students are outside for 30 minutes and should be dressed appropriately for the weather.

Section 4: Academic Information and Technology

Agenda Books

Every student at Strong School receives an agenda book on the first day of school. Students are expected to bring the agenda book to every class, record all assignments and follow teacher and team rules regarding the signing of the agenda book.

Cell Phones

Student cell phones are to remain in the student's locker for the entire school day, 8:00 am to 2:35 pm. Students may not take photographs or videos with their devices **unless it is part of a class activity with appropriate permission.**

A cell phone that is in use at an inappropriate time (i.e. not in a locker) will be confiscated and brought to the main office. For the first offense, the student will get their device back at the end of the day. Additional offenses will result in escalating consequences.

Chromebook Initiative

Strong School students will be issued a district-owned Chromebook device for school-related work. Said device will be used in school and can be taken home. RSD13's Acceptable Use Policy (AUP) will be in effect at all times when any student is using their (or any) district owned device. "Optional Damage Protection" is available to all students/families for a fee. Seventh and eighth grade students who are returning to Strong School will continue to use the device that was issued to them. All 5th and 6th graders, and newly enrolled 7th and 8th graders, will be issued a new device at the start of the school year. All students and a Parent/Guardian will be required to sign off on a form entitled, "RSD 13 K-12 Technology Permission Slip" that will be accessible on ParentSquare.

Students are responsible for the safe storage and use of district-issued devices and personnel devices following the Board of Education policies ([6161.2](#), [5130](#), [5131.3](#)). Non-compliance with school/classroom rules as they apply to technology and the AUP may result in consequences including, but not limited to, suspension of network user account and loss of device use privilege (short and/or long-term).

Any district-issued devices that need repair/replacement will be given to the school based key-user. The school based key-user will submit a **technology support ticket** on behalf of the student through the district's ticketing system and will also notify the guardians of the issue and progress with repair and charges that may occur. The IST Department will contact the guardians detailing the repair charge and will include a statement about payment options and timeline. All payments will be made through ParentSquare.

Costs of repair must be received within three months. Anyone unable to pay can complete a form to apply for partial, one-time payment through scholarship funds by contacting Strong School. If scholarship funds are approved, parents/guardians remain responsible for the remainder. In addition, students may potentially be prohibited from certain co-curricular and other activities if funds are past due. After three months, the district will send the invoice to collections.

Chromebook Lending

Students are required to bring their assigned chromebooks back and forth to school with them every day. If a student arrives at school without a chromebook, he or she can borrow one from the library any time the

library is open or see the building Key User. The loaner must be returned by the end of the same school day it was borrowed. Borrowing a chromebook should be infrequent. The library will engage parents' help if a student borrows very often or forgets to return a daily loaner.

Field Trips

Field trips are a wonderful way to enrich a student's academic area of study and will be planned according to BOE policy [6153](#). Field Trips are learning experiences for students, and chaperones. Siblings can often distract students and chaperones on field trips so siblings are not allowed to attend a field trip or nature walk.

- If your child becomes ill on a field trip, you will be contacted and it will be your responsibility to pick up your child at the trip location.
- When tickets are purchased for field trips, there will be **no refund** for the field trip if your child is unable to attend due to illness or a conflict. This also applies to chaperones.
- Students are expected to ride district transportation to and from all field trips unless otherwise indicated. The field trip for chaperones starts and ends at school unless transportation does not include parent chaperones.
- Payments for field trips will be collected through ParentSquare.
- When chaperoning a field trip please turn your cell phone off or on privacy mode and refrain from calling or texting while volunteering.

Grading Policies

Sixth, seventh and eighth grade students will receive report cards four times per year and will be graded in all subjects. In each subject, students will be evaluated on the academic work completed during the marking period (letter grade), as well as on progress toward content and lifelong learning benchmarks (demonstrates responsible behavior, interacts effectively with others and demonstrates responsibility for learning). Grades are computed numerically and then assigned the appropriate letter grade:

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = 0-59
A = 93-96	B = 83-86	C = 73-76	D = 63-66	
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62	

Report cards for fifth grade are issued three times a year and are completely standard-based. This means teachers have identified from the broader curriculum the essential knowledge and skills that students must master to be successful at the next grade level. Progress towards these benchmarks is reported using a four-point rubric. Academic benchmarks relate to specific skills and goals developed in each academic area. Academic benchmarks and related arts are evaluated using the numerical key listed below.

- 4 – Student is consistently meeting grade level expectations
- 3 – Student is approaching but has not yet met grade-level expectations
- 2 – Student is developing an understanding of grade-level expectations
- 1 – Student is beginning to demonstrate or has not yet demonstrated grade-level expectations
- N/A – Skills and concepts were not assessed at this time

Hard copies of report cards do not go home. Families have access to the report cards through ParentSquare.

Teacher/family conferences are held two times a year (fall and spring). It is very important for families to attend conferences. If families have any questions at any point about their child's progress, they can contact the child's teacher.

Honor Roll

Outstanding work in all areas, for grades 6-8, is recognized by an honor roll. Honor roll distinction is indicated on each child's report card. All subject areas are included in determining honor roll status.

- High Honor Roll: all "A's" with one "B+"
- Honor Roll: All "A's" and "B's" with one "C+"

Homework

[Please see the updated BOE Policy 6141.2 effective April 2, 2025.](#)

Instruction

The Board of Education endorses an educational program that honors and embraces cultural diversity and informs the inherent value of dignity of each person. The curriculum will acknowledge, support, and respond to the unique needs of all students while encouraging a deep understanding and respect of the individual cultural differences. [Please see the updated BOE policy \(6001\) effective July 9, 2025.](#)

Library Media Center

Students are welcome to use the media center for print research, independent reading and computer access. Students are expected to show respect for the facility, materials, staff and other students. When help is needed, students are encouraged to ask the library media specialist or assistant for help. Please see the guidelines for the library media center that are listed below.

- No food or drink allowed.
- Discussions relating to school assignments are permitted but must be quiet so others may do their work.
- Damaged or lost books must be replaced or paid for at the discretion of the library media specialist.
- Students must come to library tutorials prepared. If homework is finished, students are expected to read from their independent reading book.
- Materials may be checked out for three weeks and renewed two more times. Detention will be assigned if late books are not turned in after two warnings.
- Students wishing to use the computers in the lab must sign in at the front desk.
- Computer use is limited to school assignments.

PowerSchool

PowerSchool information allows parents to access academic information including grades and attendance. The original information sent to parents includes the PowerSchool web address, a user ID number, and a password. It is the responsibility of the parent and child/student to access the information in order to keep track of student progress and attendance information. Information about grading and report cards is located in the Academic Information section of this handbook.

Related Arts Classes

The classes noted below are those that students will rotate through during each marking period. The order of the classes below is not necessarily the same as the rotation your child will follow:

- **5th Grade:** PE, Health, Art, Music, Technology, Library

- **6th Grade:** Related Arts Elective, Enrichment, French, Spanish,
- **6th, 7th & 8th Grade Related Arts Rotation:** Art, Health, PE, Technology & Innovation (TI).
- **7th & 8th Grade World Language:** Classes meet all year and do not rotate.

Student Supplies

The school district provides students with basic school supplies (i.e. pens, pencils, markers, notebooks, etc).

Section 5: Student Services and Programs

Guidance and Counseling Services

Guidance and counseling services are available to all students. These services include assistance with educational planning, interpretation of test scores, home, school, and/or social concerns, or any question the student may feel he/she would like to discuss with a counselor. Our school has psychologists, social workers and counselors on staff to assist students. They are trained, skilled, mental health professionals who work individually, in small groups, and in classrooms on the social emotional curriculum or individual goals/needs. Parents are encouraged to call 860-349-7255 during the school day to speak to a counselor or schedule an appointment.

Multi-Language Learners (MLL)

Regional School District 13 provides identification and support services for students who are learning multiple languages. The Connecticut State Department of Education has a [Parent Bill of Rights for English Learners/Multilingual Learners](#) on the website. For further information please contact the District EL Coordinator, Kalliopi (Poly) Amygdalou-Dimitrakopoulos, at kamygdalou@rsd13.org.

School Based Health Center

Strong School is excited to have a School-Based Health Center onsite. The workers are licensed by the Department of Public Health to improve the health and well-being of students and address the health issues that interfere with learning. They operate within the school building and school day but are not part of the school system. To enroll, please click the link www.sbh1.com.

Special Education and Section 504

Strong School provides services and programs to meet the particular educational needs of students whose disabilities have resulted in learning difficulties. Parents who are concerned about their student's progress in school should contact a counselor or administrator. "A Guide to Special Education in Connecticut for Parents and Students" will be mailed to parents to explain the Special Education processes. Placement in Special Education Services will begin only after an evaluation has been conducted to determine if a student has a disability and the extent of services needed has been assessed. A PPT (Planning and Placement Team) will determine if an evaluation is warranted, and then, once an evaluation is completed, if services are appropriate.

There are many regulations regarding Special Education, so parents are advised to contact a school counselor and read the guide for helpful information.

Multi-Tiered Systems of Support (MTSS)

As a part of the RSD 13 Early Intervention Program, the MTSS Team meets weekly to discuss children whose academic, social, emotional, or behavioral needs raise a concern with one or more faculty members.

Members of the team are the: principal, school psychologist, social worker, regular education teacher(s), reading and math interventionists, and speech pathologist. Physical/occupational therapists, special education teachers and the school nurse also join the team periodically to discuss student concerns.

The main purpose of the team is the early identification of any academic or behavioral concerns exhibited by a child. This early identification can prevent a concern from becoming a more significant problem later. The first step is a teacher/parent contact to discuss the concerns. Next, a teacher will bring the child's name to the team for discussion. The team will then develop an action plan that will include strategies to try in the classroom. It also may include observations of the child in class, parent conferences, team meetings, or any number of other options. Parents are a vital part of any plan to assist a child. Parents and teachers working together consistently can resolve many early difficulties. We all have the same goal; helping our children be successful.

Section 6: Student Activities

A variety of clubs and activities run throughout the year for students in grades 5 through 8. These include but are not limited to Art Club, Chess Club, Jazz Band, Yearbook, Intramural Sports and many others. Clubs and activities meet after school and are open to any/all students based on grade level of the program. Clubs and activities may change based on student interest.

Students who have been suspended in or out of school on a day of any student activity or dance will not be allowed to attend. All school rules are in effect for evening activities. Students may not arrive early and must leave when the event is over. Students are not permitted to loiter in the parking lot or on school grounds. Students must adhere to the dress requirements stipulated by the event sponsors. Students not cooperating will be refused admittance.

Parents and appropriate authorities may be contacted immediately if a student is involved in any of the following:

- Drug and/or alcohol use either before or during a school event
- Insubordination (Not following directions of adult supervisor)
- Fighting
- Any violation of school rules or civil law

Athletics: Intramural

The intramural program provides student engagement at a lower level of competition for students in 6th-8th grade. At the same time, students have an opportunity to build self-esteem and friendships as they interact with others in the building. Family ID registration is required. Programs available based on student interest and appropriate staffing.

Athletics: Interscholastic

Interscholastic sports are a part of the middle school experience as well. These sports will be open to all students in grades 6, 7 & 8. Student athletes will compete at Strong and travel to other schools to compete. Many of these sports teams have a try out associated with them. Athletic programs provide students with strategies and teamwork dynamics coupled with a higher level of competition.

Sports offered by Season

Fall Season begins shortly after school starts and continues until late October or early November.

- Boys and girls soccer
- Boys and girls cross country

Winter Season starts in early December and ends in late February. While the basketball teams compete against other schools, the cheerleading squad works hard to support the student body for both boys and girls sports.

- Boys and girls basketball
- Cheerleading (**When there's enough interest*)

Spring Season will start in late March and continue until early June. Both sports compete with other middle schools.

Baseball
Softball

In order to participate in any interscholastic sport at Strong, the following requirements must be met prior to try-outs, practices or contest for each individual sports:

1. Completion of Family ID Registration at <http://www.familyid.com/regional-school-district-13>
2. A Health Assessment Form (Physical Exam) completed by the Physician and Parent/Guardian must be submitted directly to the Strong School nurse. In order to be considered valid, the date of the physical examination can be no more than 13 months old. Please note that it is the responsibility of the parent(s) and/or the student to be sure that the physical exam is up to date. Physical exam information will be indicated on FamilyID once registered. The school is not obligated to notify students or parents when updated physicals are needed or when FamilyID registration has been completed. Emergency medications (inhalers, epipens, insulin) and MD orders must also be on file with the school nurse. The parent must provide the medication for use during sports and notify the coach directly.
3. Student athletes in their first season with that sport must have a completed baseline ImPact test prior to the first date of competition. This will be administered by our Athletic Trainer.

In addition, in order to participate in any interscholastic sport, a student must:

- Be covered by a comprehensive accident insurance policy
- Have been examined by a physician and declared fit
- Maintain a passing average in at least four academic subjects
- Cover cost for loss or damage to uniforms
- Maintain an acceptable discipline and behavior record
- Conform to team rules for conduct, sportsmanship and fair play as outlined by coaches
- Attend all practices and games. Each head coach will establish team rules in regards to attendance that students/parents must adhere to.
- Participate in P.E. class on game days
- Be present in school that day. If a student is absent, they may not return to attend practices or games. Also, if a student leaves school sick, they may not return.

Students will be excused (no penalty) from practice for the same reasons as excused absences from school.

Penalties for unexcused absences and/or any behavior violations will be determined by coaches/principal.

Current health physical from a physician – submit to nurse's office

- Athletes must check with the school nurse to confirm that their physical is current. As a reminder, a sports physical form must have a physical date within the last 13 months in order to be eligible to practice or play sports.
- State law requires complete primary immunizations of our students. District 13 requires these immunizations in 6th and 10th grade. A physical and blue State of CT Department of Education – Health Assessment record must be completed and submitted for all 7th grade students prior to entry into Grade 7 at Strong Middle School.
- All “Blue” Health Assessment forms can be found in the nurse's office or on the RSD13 website under “Health Services”. Please pick up these forms PRIOR to going to your scheduled physical appointment. These can be found on the Athletic website.

Please use this link to view the [Coginchaug Regional High School Student-Athlete Handbook](#).

Section 7: Health Services

Students who feel ill should report to the school nurse. If the nurse is not available, students should report to the main office. Students must not call/text a parent/guardian or leave the building because of illness without authorization by the nurse or an administrator. Students with significant injuries or illness will be required to have a physician's note to return to Physical Education and sports. Students requiring the use of crutches at school must provide a physician's note allowing their use at school.

Health Room Procedures:

Our District MD reviews and revises our health room procedures biennially and as needed. Please see this link for further information:

[RSD13 Health Room Procedures 2026-2028](#)

Illness:

A student with a temperature greater than 100°, purulent eye discharge, diarrhea, or vomiting should not attend school. If you have a question as to whether your child should attend, please contact the nurse at your child's school. Your child may return to school **24 hours after a fever, vomiting, or diarrhea has subsided without the use of medications that relieve symptoms.**

If a student becomes ill or injured during the school day, the school nurse will notify the parent to pick them up. If unable to reach a parent, the emergency contacts you have provided on your PowerSchool Parent Portal will be called to pick up your child.

Significant change in Health, Incident or Accident:

If there is a significant event with a student, 911 will be utilized. Parents will be contacted. If they are not available or able to travel with the ambulance to the closest Emergency Room, a designated staff member will accompany the student and remain at the ER until family arrives.

Student Health or Physical Restrictions:

If a student is well enough to attend school, the expectation is that they will participate in all daily activities including recess, physical education, sports, etc. A note from a physician is required for a student to miss recess, sports or physical education due to a health related concern or if accommodations are needed; typically the note should include diagnosis, treatment, and expected return to regular activities with additional notations regarding the restrictions or accommodations such as:

- Adaptive Equipment (example: Crutches, Cam walker, etc)
- Accommodations (example: Elevator Access, pass early/late between classes, etc)
- Duration of any restrictions or accommodations
- Date of any additional medical follow up if required

Medication:

If a student needs to take any medication during the school day, or for an extended field trip, an [Authorization for the Administration of Medication](#) must be completed by the MD with signed parent permission and provided to the school nurse. This includes all prescribed medications and over the counter medications (ex: Ibuprofen, TUMS, etc.).

At the elementary level, medication management is generally handled by nursing. Students with chronic medical conditions such as asthma, diabetes or anaphylactic allergies may obtain self carry orders if appropriate and safe. This is a determination made in collaboration with the MD, Parent and School Nurse.

At secondary levels it is more common to encourage students to have self carry and administration orders so that they have rescue and emergency medications at hand when needed; The MD, Parent and School Nurse must agree that it is a safe and appropriate plan. Medications should always be in the original containers and labeled with the student's name.

Unless your child's order indicates they can safely self carry and administer the medication ordered, **do not send the medication in with your child.** Medication should be delivered to the school **by the parent** in the original, labeled bottle with enough medication for the length of time the medication is required. All medications are kept secure in the nurse's office. **Controlled drugs/narcotics, which includes stimulant medications, can never be self carried or self administered and must be secured in the health office and administered by nursing or designated certified staff.** Additionally, medications cannot be received or self carried without an active Medication Authorization provided to the nurse.

EPINEPHRINE ADMINISTRATION:

An important note regarding the Administration of Epinephrine at Public Schools:

Effective July 1, 2014, Public Act 14-176 (An Act concerning the Storage and Administration of epinephrine at Public Schools) amended the law to include the administration of epinephrine as emergency first aid to students experiencing allergic reactions, **not previously diagnosed**, by qualified unlicensed personnel who are trained annually in the administration of epinephrine. **This Act applies only during the absence of a school nurse, on school grounds, during regular school hours.**

Please notify the school nurse and medical advisor in writing annually if you do not wish your child to receive epinephrine as emergency first aid by qualified school personnel in the absence of a school nurse. This opt-out will not apply when the nurse is available or to students with known, diagnosed allergies with existing orders.

NALOXONE (NARCAN) ADMINISTRATION:

An important note regarding the Administration of Naloxone at Public Schools:

Legislation enacted in 2022 amended Connecticut General Statutes (C.G.S.) Section 10-212a to authorize school nurses. and "qualified school employees" to administer opioid antagonists for the purpose of emergency first aid to students who experience an opioid related overdose. See Public Act 22-80, Sec. 7, amending C.G.S. Sec. 10-212a by adding subsection (g). (See link below) **This Act applies to incidents on school grounds, during regular school hours. The nurse, or a trained staff designee in situations where the school nurse is absent or unavailable, may administer naloxone (narcan) as a life saving measure. Please notify the school nurse and medical advisor in writing annually if you do not wish your child to receive Naloxone (Narcan) in an emergency situation.**

Additional References:

[State of CT Regulations for Administration of Medication by School Personnel](#)

[RSD13 POLICY 5141.21 STUDENTS ADMINISTRATION OF STUDENT MEDICATIONS IN THE SCHOOLS](#)
[Guidelines for local and regional boards of education on the storage and administration of opioid antagonists in schools. Connecticut General Statutes Section 10-212a\(g\)](#)

Health Assessments:

Students entering PreK3, PreK4, Kindergarten and other new entrants are required to submit a physical exam along with proof of compliance with all of the [Required immunizations per the State of CT SY 2026-27](#) regulations, prior to starting. Students in grade 6 and 10 are also required to provide updated physicals and have all [Required immunizations per the State of CT SY 2026-27](#) .

Students involved in sports must also have an up to date physical to participate. Physicals are good for 13 months from the date of examination for eligibility to play.

Screenings:

Vision, Hearing and Postural Screenings will be completed per the CT Legislation Section 10-214 in the mandated years. Parents will be notified when screening will occur. Parents may opt out in writing if they choose.

Food Allergies, Diabetes and Glycogen Storage Disease:

POLICY 5140 STUDENTS MANAGEMENT PLAN AND GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES, GLYCOGEN STORAGE DISEASE AND/OR DIABETES The Regional School District 13 Public Schools (the “district”) recognize that food allergies, glycogen storage disease and diabetes may be life threatening. For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a student suffer an allergic reaction while at school. The district is also committed to appropriately managing and supporting students with glycogen storage disease and diabetes. The district further recognizes the importance of collaborating with parents, adult students (defined as students age eighteen (18) and older) and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy, glycogen storage disease or diabetes, as developmentally appropriate.

Please see full policy here: [POLICY 5140 STUDENTS MANAGEMENT PLAN AND GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES, GLYCOGEN STORAGE DISEASE AND/OR DIABETES](#)

For the safety of our students with food allergies, food items will not be allowed to be sent into classrooms from home for celebrations. We strongly encourage the use of non-food items to celebrate.

Additionally, at the lower elementary level (PreK-1), if there are food allergies in your child’s classroom, you may receive a notification letter from the school nurse. Please follow the instructions in the letter when choosing snacks to send into school.

There are designated Allergy friendly tables in the cafeteria at the elementary levels; students without food allergies may sit at this table with a friend if they are buying a hot lunch.

In the event of celebrations hosted by the PTA, they will also need to follow all guidelines to maintain student safety.

Diabetic students will have access to snacks, water and the nurse as needed to maintain safe blood sugar levels.

Staff Education regarding Food Allergies, symptoms of anaphylaxis, epinephrine administration, Diabetes and signs/symptoms of blood sugar changes, Seizures and protocol is provided annually at the start of the new school year.

Miscellaneous:

The school nurse will not have a change of clothes for students for accidents or mishaps. Please send in a full change of clothes to be kept in your child’s backpack.

Public Act 22-118

Regional School District 13 provides free menstrual products in women's restrooms, all-gender restrooms, and at least one men's restroom accessible to students in grades 3-12. These products are provided in a manner that does not stigmatize students

Administration of Medication

All medications are to be delivered to the school nurse or the principal by the parent. A doctor's written order is required for school personnel to dispense medications, including over the counter medications (like Tylenol) and topical preparations. Doctor order forms are available from the school nurse and on the school's website. New orders are required each academic year. All medications must be properly labeled from the pharmacy. A parent must pick up all medications by the last day of school, or they will be discarded.

An important note Regarding Administration of Epinephrine at Public Schools:

Effective July 1, 2014, Public Act 14-176 (An Act concerning the Storage and Administration of epinephrine at Public Schools) amended the law to include the administration of epinephrine as emergency first aid to students experiencing allergic reactions, not previously diagnosed, by qualified unlicensed personnel who are trained annually in the administration of epinephrine.

This Act applies only during the absence of a school nurse, on school grounds, during regular school hours. Please notify the school nurse and medical advisor in writing annually if you do not wish your child to receive epinephrine as emergency first aid by qualified school personnel in the absence of a school nurse. This opt-out will not apply when the nurse is available or to students with known, diagnosed allergies with existing orders.

State health requirements mandate a sixth grade physical exam be completed prior to entry into seventh grade, including blood work (Hct/Hgb), a second measles immunization, Hepatitis B immunization, immunity to Varicella (chicken pox), Tdap vaccine and Meningococcal immunization. Those who qualify on the basis of financial need may obtain the services of the Regional District #13 physician.

Participation in Interscholastic Sports

Students participating in interscholastic sports must have a physical examination on file in the health office. A student is eligible to practice and play interscholastic sports for exactly 13 months from the date of the last physical examination on file in the health office. A doctor's note saying a student is healthy and eligible to play is not accepted in lieu of an actual physical examination.

State mandated health screenings will be performed during the school year, per current state regulations.

For any questions, please call Ann Juncadella, R.N., B.S.N., Strong School Nurse, at 860-349-7257.

Section 8: Attendance and Related Procedures

Attendance

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. Chronic absenteeism is defined as missing 10% or more of enrolled school days. Please see [RSD 13 Policy 5113](#) for the district's attendance policy.

Attendance is recorded each period for students in sixth through eighth grade. If you miss a class for any reason other than a school activity, you will not have perfect attendance in that class.

Early Dismissal

All students are required to be in school from 8:00 am - 2:35 pm. Requests for release of a student during the school day originating outside the schools must be handled by the Main Office to ensure maximum provisions for the safety and welfare of the student. Parents requesting dismissal before the normal end of the school day must make a written request, and/or call the school office prior to the student signing out. Students must sign out at the Main Office and exit the building through the main entrance.

Early dismissal should be requested only in emergency or unusual situations. Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards issued quarterly. To be eligible to participate in an extracurricular activity, students are expected to attend school for at least (3.5) hours that day. Only an administrator can grant an exception.

Leaving School/Building Grounds

If a student becomes ill at school, he/she should be sent to the nurse. The nurse will assess and determine if the student should be dismissed from school. If the nurse feels dismissal is necessary, she will contact the appropriate person. Under no circumstances should the student be dismissed for illness by any other means than the above mentioned. Failure to follow the proper procedure will be considered an unexcused absence, cut, or truancy.

Tardiness

Students who arrive at school after 8:00 am are considered tardy and should report to the office. Excessive tardies to school will result in progressive disciplinary action by the administration. Students who arrive after instruction has begun will receive a consequence from the teacher. Students who are chronically tardy will be referred to the office.

At 3 tardies: A warning email will be sent to the student.

At 5 tardies: The student will receive disciplinary consequences.

- Lunch detention
- Athletic coaches and extracurricular advisors notified of potential loss of eligibility and participation if the pattern of tardiness continued.

At 10 tardies: The student will receive increased disciplinary consequences.

- After school detention
- 1 week suspension from extracurricular clubs and activities
- At 10 tardies, suspended from athletic activities (practice/games) on Day 10. Meeting with administration and athletic director.

Beyond 10 tardies: The student will receive in addition to the above:

- A lunch detention for each day that the student is late
- Suspension of extracurricular clubs and activities
- Athletics: Each subsequent tardy results in suspension of athletic activities (practices/game) for each day tardy moving forward. Patterns of chronic tardiness may impact eligibility for continued participation in practice.
- Parent/Guardian Meeting

If patterns of chronic tardy arrivals are observed: A MTSS referral will be made to implement further interventions.

Truancy

State law requires school districts and schools to have specific policies and procedures regarding students who are truant. A truant is defined as a student who has had 4 unexcused absences from school in one month (30 consecutive calendar days) or 10 unexcused absences in one school year.

If a student becomes truant, their school is required to have a meeting with the student's parent/ guardian within 10 school days. In this meeting, the school should work with the student and guardian to help the student return to school. Schools should also work with community agencies providing child and family services to address the student's barriers to coming to school.

Section 9: Student Conduct and Discipline

The rules of Strong School exist to support the district's educational philosophy and programs; they are subject to change by the school administration and Board of Education. In all behavior, students are expected to use common sense and to respect all members of the school community. The school rules apply to students whenever they are on Regional District 13 property or when representing RSD13 at school-sponsored events off campus (including but not limited to athletic events, field trips, etc.). Please see BOE [Connecticut School Climate Policy 5131.911](#) and [Student Discipline 5114](#).

Bus Conduct

These rules of conduct are established to ensure student safety and are for the benefit of each individual student. Students are encouraged to comply with these Rules of Conduct which contribute significantly to safety and the efficient operation of our transportation system. These rules apply at bus stops, loading zones, while riding the bus to or from school, and during school related activities.

Please be advised that electronic monitoring devices may be present on school buses.

Rules of Conduct:

- Ride the assigned bus only at your assigned bus stop.
- Board the bus respectfully without pushing or crowding of other students.
- Keep hands, feet, and objects to one's self and not on anyone else or their property.
- Keep all parts of your body and all objects inside the bus.
- No food or drinks on the bus.
- Remain seated at all times while the bus is in motion. Seating assignments may be made at the discretion of the bus driver or school administrator.
- Do not swear, use rude gestures, or tease anyone on the bus.
- All items must be kept in backpacks.
- Arrive at their bus stop ten (10) minutes before the bus arrives.
- Do not litter, write on, or damage the bus in any way.
- Exit through the front door only, unless otherwise directed by the bus driver.

Students who do not follow these rules will be written up and receive appropriate consequences. If a student continues to misbehave he/she may lose the privilege of riding the bus for a period of time. It will be the parent's responsibility to provide transportation.

Discipline

School discipline ensures the safety and security of the school community and promotes a productive educational environment. A successful educational experience is directly related to one's ability to exemplify the Core Ethical Values of respect, responsibility, honesty, kindness, and courage. Respect is the cornerstone of all interactions and behaviors. We acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or attitudes. Each member of the school community has a responsibility to choose behavior that promotes the common good of all.

RSD 13 using Restorative Practices to At times it will be necessary for students to receive one or more of the following consequences to serve as a reminder of these values:

- a. Verbal warning

- b. Completion of a behavioral sheet
- c. Assignment to a new seat in class or the lunchroom
- d. Detention: lunch or after school
- e. Discussion of the problem with teacher or team
- f. Parent notification
- g. Parent conference
- h. Confiscation of illegal or offending item
- i. Financial restitution and/or work in-kind
- j. In school, after school detention
- k. Referral to guidance
- l. Referral to principal
- m. Suspension/removal from school or from bus transportation
- n. Referral to juvenile review board, police or court
- o. Expulsion

Violations of the law **will not be tolerated.** Violators of the law will be referred to the police for appropriate action.

Detention

Teachers or administrators may require a student to stay after school for failure to complete work or for disciplinary reasons. Depending on the reason, detention may be assigned during lunch. Parents will be notified in advance when their child is assigned a detention. After school detention takes precedence over other student activities/obligations. There will be additional consequences if detention is not served.

Discipline Sanctions

While the school expects that most students will make appropriate choices regarding their behavior, our philosophy dictates that inappropriate behaviors will be met with appropriate consequences. The school uses a variety of strategies to promote changes in behavior. To encourage acceptable behavior, the following sanctions will be administered when necessary. Records will be kept of infractions, and repeated or cumulative infractions, regardless of their nature, will result in an escalation of consequences.

Expulsion Procedure

Upon recommendation of the superintendent, the Board of Education may expel any student whose conduct endangers persons or property, seriously disrupts the educational process or violates publicized Board policy.

In-School and Out of School Suspension

The administration may deny students access to class or school if they are (1) disruptive to the normal educational process, (2) posing a danger to themselves or others, or (3) in violation of school rules. The student suspended is expected to do assignments provided and will receive credit for such work when it is turned in. In determining the length of a suspension period, an administrator may consider evidence of past disciplinary problems. A parent conference, if requested by the Principal or Assistant Principal, must precede the student's return to school following a suspension.

Students may not be allowed to participate in after school activities (including athletic events, music events and dances) the day of or the day following an in-school and out-of-school suspension.

Lockers

Lockers are provided to students by Regional School District #13 for the purpose of storage of books, school related equipment and personal belongings. Students should not bring valuable personal property or large sums of money to school. Students are expected to keep the lockers locked (unless in fifth grade) and in good orderly condition. All students are required to keep their personal cell phones in lockers all day from 8:00 am - 2:35 pm.

The lockers remain at all times the property of District 13, and it reserves the right to inspect student lockers at any time. Should District #13 have reasonable grounds for suspecting that a student has violated or may be violating a law or school rule, an individualized search of the student's locker may be conducted in a manner reasonably related to the nature of the infraction. In addition, administration reserves the right to inspect lockers on a regular basis without notification. All students will be assigned lockers in September. Students must sign an agreement that they are accepting responsibility for their lockers and for maintaining them in the same conditions as received. Students are responsible for the condition of the locker assigned to them and the cleanliness of the contents. The cost of repair or repainting locker damage caused by writing on painted surfaces, affixing non-removable stickers, or bending or otherwise damaging metal parts will be charged to the student.

Lost, Damaged, or Stolen Property

Necessary books and materials are furnished by the school to each student for every course. **If these books, technology or materials are lost, stolen, or damaged in a manner to prevent reissuance, the student will be charged the replacement cost.** Repair or replacement costs will be charged for damaged books, technology and materials. All financial obligations must be met prior to graduation or diploma may be withheld.

Passes

All students are expected to use the EHall Pass system. Students will need passes to access the Guidance Office, the Nurse's Office, the bathroom, or the Library. Students must have a pass from any class to these areas. Although use of student lavatories is permissible during class time, abuses of lavatory privileges may result in administrative consequences. The privilege of requesting a pass can be revoked if the student is disruptive, misuses the pass, cuts class or breaks other school rules. An escorted pass can be assigned due to the abuse of the pass system. During the last 10 minutes of the school day, no passes will be distributed unless it is an emergency. Students must create passes on their chromebook, as cell phones will not be permitted for this purpose.

Plagiarism and Cheating

Academic honesty is the cornerstone of an effective education, and cheating in any form will not be tolerated. Unless the teachers specify that the work may be done in collaboration with one or more partners, all work submitted must be the student's own. This includes routine homework as well as tests and papers. Although all cheating is wrong, the punishment for it may vary with the magnitude of the offense. Consequences include receiving a grade of zero on the entire test, paper, project or homework or further disciplinary actions. More serious consequences up to and including expulsion may be implemented. Written referrals of cheating will be entered into your personal files. Students who knowingly help or allow others to cheat are considered to be cheating and are subject to the same consequences as cheating.

Plagiarism is the representation of someone else's work or ideas as your own. Common examples of plagiarism include, but are not limited to, entire papers or portions of papers which have been written by someone else or downloaded from the internet and papers which contain work of another writer which has not been properly acknowledged. Note also that papers submitted for one class may not be submitted for another class without prior approval.

Rules about cheating are meant to protect everyone by creating a learning environment which does not give dishonest students an unfair advantage over those who do their own work. Students who cheat deprive themselves of opportunities to perfect skills which will be valuable to them in their future academic and vocational careers.

Please refer to the [Board of Education Homework Policy 6141.2](#) adopted on April 2, 2025 for information regarding the use of Artificial Intelligence (AI) on assignments.

Restorative Practices

RSD 13 faculty and staff are being trained on the Restorative Practices model. Restorative Practices (RP) are a proactive and responsive approach to building relationships, strengthening community, and repairing harm. The focus is on doing things *with* people, rather than *to* or *for* them. The ultimate goal is to foster strong, supportive communities where individuals are accountable, empathetic, and engaged.

Using a fair process is essential to building trust and accountability in a community. By engaging individuals in decisions that affect them, explaining the reasoning behind decisions, and establishing clear expectations and next steps, individuals feel the process is fair. Therefore, they are more likely to accept outcomes and act responsibly. Depending on the nature and severity of an infraction, students may be required to perform a service (such as cleaning an area, repairing damage, etc.) to undo the harm caused by the misbehavior.

The Restorative Practices continuum lies in 80% of the work being proactive and 20% being responsive. Some elements of the work include affective statements/questions, conversations, circles, and formal conferences.

Here is a video showing how restorative practices work at RSD13: [CT-RSD13 Restorative Practices](#). Please see BOE [Restorative Practices Response Policy 5133](#).

Search of Property and Students

Students are entitled to the guarantees of the fourth amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is a reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol and other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search. Please see BOE [Policy Regarding Search and Seizure 5145.2](#).

Video Recording

Video recording devices are not permitted in school without specific faculty permission. Any student possessing a camera shall be responsible for its care. The school is not responsible for lost, stolen or damaged property. Filming in school is against [Board Policy 5130](#). The use of any device to violate a school rule, including the unauthorized recording (photographic, video, or audio) of another individual without the permission of the individual or a school staff member is subject to discipline.

Section 10: Safety and Security

Annual Notifications

[Asbestos Notification](#)

[Green Cleaning Notification](#)

[Pesticide Application](#)

DCF Hotline

The contact number for reporting child abuse and neglect in Connecticut is the **CT Department of Children and Families (DCF) Careline at 1-800-842-2288**. Please see the [DCF Website](#) for more information.

Restraint and Seclusion

These options are used as a last resort *only* when an individual is in danger of hurting themselves or others. Please see BOE [Physical Restraint and Seclusion Policy 5144](#).

Safety Drills

As part of our District Crisis Management Plan, each school must have monthly fire drills and periodic safety drills throughout the year. The fire drill and safety drill procedures will be reviewed with students throughout the school year. The first fire drill will be held during the first week of school. During fire drills, students exit the building and go to a designated area outside where attendance is taken. They remain in their classroom during lockdown drills and modified lockdown drills. The students practice how to shelter in place in case of severe weather and learn where the safe areas of the school are located.

If you have any questions about fire drills or safety drills, please feel free to call the school.

Security Cameras

Security cameras are located in public areas throughout and around our building to record activity that is in view, and to ensure the safety and well-being of our students and staff. School administrators and security personnel have access to this recorded information.

Visitors

Visitors must bring ID and scan in at the kiosk upon entering the building. Any visitor to the building must be clearly identified with a visitor's badge.

At times students may forget an item at home and ask for it to be brought to school. If you need to drop something off for your child, please label it clearly with their **name** and **grade** and place it in the designated area in the lobby. Our friendly staff will make sure your child receives it promptly, either by delivering it right to their classroom or inviting them to the lobby to pick it up.

Section 11: District Policies and Resolution Procedures

BOE Policies

Regional School District 13 has a number of policies, all of which can be found by clicking this link to our [Policies](#). In addition, there are a few policies we'd like to highlight so you can easily find the information you need:

General:

- [AEDs](#) – RSD 13 has AEDs located in key locations to protect our community in the event of cardiac events. Click this link to review the policy.
- [Attendance](#): Consistent attendance is critical for a successful education. Click this link for our RSD 13 attendance policy.
- [Non-Discrimination](#) – RSD13 does not discriminate based on any protected class. Click this link to learn more about our non-discrimination policies.
- [Pledge of Allegiance](#) – Click here to review the Pledge of Allegiance policy.
- [Transportation](#) – Click this link to review our transportation policies, including how to make a complaint about transportation.
- [Treatment of Recruiters](#) – Click here to review RSD's uniform treatment of recruiter policy.

Information and Technology:

- [Student Privacy](#) – We take your child's private information very seriously. Click this link to review the district's policy on privacy. Click this link for specific information on [student records](#).
- [Internet and Technology Safety](#) – Keeping children safe with technology is more important than ever. Click this link to review our policies on internet and technology use and safety.

Instruction:

- [Grading](#)–Click here to see how the district policy informs our grading practices at the high school level. Check with your individual school in PK-8 to review specific grading practices.
- [Homework](#) – Click here to review the RSD 13 homework policy. More specific information will come from your child's teacher/school.
- [Promotion, Placement and Retention](#) – Click here to review our policies on promoting, retaining, and placing students in their classes and grade levels.

Student Health and Safety:

- [Illegal Substances](#): The following links will direct you to our district policies on illegal substances and/or weapons that are not permitted on school grounds, any school building, on school buses, or on any school-sponsored trip.
 - [Drugs and Alcohol](#)
 - [Tobacco](#)
 - [Search and Seizure](#)

- [Chemical Health for Student Athletes](#)
- [Psychotropic Drugs](#)
- **Conduct:** Students must feel safe coming to school, and our administration seeks to ensure that all students behave accordingly. The following two links outline these policies:
 - [School District Climate/Bullying Intervention](#) (*please note this policy will be updated in October of 2025*)
 - [Student Discipline](#)
- [Discrimination Based on Sex/Sexual Harassment](#) – RSD does not condone any discrimination based on sex or any form of sexual harassment. Click this link to review our policies pertaining to these issues. If you have questions or concerns, contact Jenn Keane, our District Title IX Coordinator and Director of Students Services.
- [Food Allergies](#) – RSD 13 is highly aware of food allergies. Click here to learn more, and if you have any allergy concerns or questions, please contact your child's school nurse.
- [Restraint and Seclusion](#) – These options are used as a last resort *only* when an individual is in danger of hurting themselves or others. Click the link to review the entire policy.
- [Sexual Abuse/Assault](#) – Click this link to review the policy against sexual abuse and assault. If you have concerns or need to report an incident, please contact **203-624-KID-Hero (543-4376)**.
- [School Breakfast and Lunch](#) – Click this link to read our policy on how to pay or request assistance for healthy school meals. All information about school breakfast and lunch can also be found on our website [Food Services](#) page.
- [Suicide Prevention](#) – The district believes a strong suicide prevention and awareness program is essential to keeping our youth safe. Click here to read our policy. If you need additional resources, please **call 988**.
- [Wellness](#) – Student wellness is essential to learning. Click this link to review our district's policy on wellness.

Additional State of Connecticut Resources:

[Governor's task force on justice for abused children:](#) Click this link to review these guidelines set up by the State of Connecticut to support victims of child abuse.

[DCF's sexual abuse and assault awareness and prevention program:](#) Click here for resources to create awareness, prevent, and protect victims of sexual assault, offered by Connecticut Department of Children and Families.

School District Resolution Procedure

Principle 1:

Problems are most effectively resolved through direct, respectful communication at the most immediate level. Escalation should only occur when initial attempts at resolution have been unsuccessful or when concerns persist.

Principle 2:

When resolving issues, we expect everyone to adhere to the Core Ethical Values of Regional School District 13:

Respect, Responsibility, Honesty, Kindness, Courage

General Guidelines

The following general guidelines are proven to help resolve situations positively and professionally:

Maintain respectful, professional communication (adhere to Core Ethical Values)

- Focus on the issue, not people or personalities
- Presume that everyone has positive intentions
- Keep discussions confidential and appropriate
- Document all communications
- Allow reasonable time for resolution at each level

Support Resources:

- Contact the main office or central office for assistance in identifying the appropriate person to address your concern
- Interpreters are available upon request
- Written materials can be available in alternative formats when needed

Special Circumstances - Immediate Escalation Warranted

We understand that special circumstances might warrant a different approach. In the following circumstances, please contact the Building Principal or Superintendent immediately for:

- Imminent Safety concerns
- Suspected abuse or neglect
- Legal violations
- Emergency situations

The Building Principal or Superintendent will be able to deal with the situation immediately or direct you to the appropriate resource.

Law Enforcement

You can also contact law enforcement directly for:

- Threats of violence
- Criminal activity
- Child abuse (also contact DCF)

Prohibited Retaliation

The district prohibits retaliation against any individual who files a complaint or participates in the complaint resolution process in good faith.

Steps for Direct Resolution

Step 1: Direct Resolution (First Level)

Before filing any formal complaint, attempt direct resolution:

- For classroom/instructional issues: Speak directly with the teacher
- For athletics: Please speak directly to the coach

- For school-wide issues: Contact the building principal
- For transportation issues: Contact the transportation coordinator or building principal
- For special services issues: Contact the student case manager

Guidelines for Direct Communication:

- Schedule a meeting or phone call rather than addressing concerns in passing; email is effective to start the conversation but shouldn't be a substitute for the conversation itself; please allow 24-48 hours to respond.
- Clearly explain your concern and desired outcome.
- Listen carefully to the other party's perspective.
- Issues may not be resolved immediately, and it's helpful to "sleep on it" or give both parties some time to think about the issues and potential solutions before making a decision; set a date to get back to each other.
- Document the date, participants, and outcome of the conversation, any action steps that were mutually agreed upon
- Allow a reasonable amount of time for the implementation of agreed-upon solutions (this will vary of course depending on what might need to change).

Step 2: Building-Level Resolution (Second Level)

If Step 1 does not resolve the issue or concerns persist:

- For classroom issues: Contact the building principal
- For athletic issues: Contact the Athletic Director
- For district-wide issues: Contact the appropriate department supervisor (if you aren't sure who this is, please contact any main office)
- Pass along documentation of your Step 1 efforts to the next person
- Clearly state why the initial resolution was inadequate
- Request a meeting and follow the same meeting steps outlined above

Step 3: District-Level Resolution (Third Level)

If Steps 1 and 2 have not resolved the issue:

- Contact the Superintendent
- Submit a written complaint including:
 - Description of the issue
 - Documentation of previous resolution attempts (Steps 1 and 2)
 - Desired outcome
 - Supporting materials/evidence
- The Superintendent will respond to set up a meeting.
- Follow the same steps outlined above

Board-Level Resolution (Final Level)

If district-level resolution is unsuccessful:

- If it is a general issue (not specific to any individual student or employee), anyone in the school community can bring up an issue during the public comment session of any board meeting
- Follow board policies for public comment or formal presentations
- The Board will review the matter according to established procedures; please note that the Board must follow specific legal guidelines on how they hear and/or decide on school issues

- If not brought forward through public comment, the School Board will not hear or act upon complaints until the complainant has brought forth their concern through appropriate and applicable administrative procedures. The Board will allow exceptions to this provision for complainants whose complaint relates solely to School Board actions or operations.

Board Commitment to Direct Problem Solving:

- In the event a complainant registers a concern directly with an individual Board member, the Board member and complainant shall address the concern using the following procedure:
 1. The Board Member shall refer the complainant to the Superintendent to register the complaint. The Superintendent may delegate the investigation of the complaint to another, appropriate administrator, or in some cases to legal counsel.
 2. If deemed appropriate, the Superintendent or designee may inform the subject of the complaint of the nature of the complainant's concern(s). The Superintendent or designee may also provide the subject of the complaint an opportunity for explanation, comment, and presentation of facts. After review of the complaint, the Superintendent or designee shall seek to resolve the matter and report the related outcome to the School Board.
 3. If the member of the public will not present the complaint to the Superintendent, the Board Member shall ask the complainant to document the complaint in a signed written document. The Board member will then refer the documented and signed complaint to the Superintendent for investigation.
 4. After the resolution of the complaint has occurred – and the complainant believes the Superintendent, Administrator or legal counsel has not provided a satisfactory response to the complaint – then the complainant may request the School Board hear the complaint.
- After taking reasonable efforts to resolve their complaint directly with the Superintendent, members of the public may bring complaints relating to the Superintendent to the School Board Secretary. The School Board Secretary will bring the complaint to the School Board Chair. If deemed appropriate, the School Board may inform the Superintendent of the nature of the complainant's concern(s). The School Board or designee may also provide the Superintendent an opportunity for explanation, comment, and presentation of facts.
 1. The School Board will hear and act upon the complaint only by majority vote and when the issue is on the agenda for public or executive session, depending on the nature of the issue. The School Board may decline to act on any complaint that, in the School Board's sole judgment, would interfere with the Superintendent's ability to administer the district properly. All School Board decisions shall be final.
 2. In accordance with procedure above, should the School Board decide to hear and act upon a complaint pertaining to District Employees, Contracted Service Providers, Administration, or Students, the School Board shall determine whether they will hear the complaint in public or executive session. This decision will be made in compliance with all applicable laws pertaining to employee, student and family privacy rights.
 3. The Board shall also determine whether it is appropriate to inform the subject of the complaint of the hearing to provide them with further opportunity for explanation, comment, and presentation of the facts to the Board.
 4. If the Superintendent is the subject of the complaint, the Board shall determine whether the complaint should be heard in public or non-public session in compliance with all applicable laws. If

deemed appropriate, the School Board may inform the Superintendent of the nature of the complainant's concern(s). The School Board or designee may also provide the Superintendent an opportunity for explanation, comment, and presentation of facts.