

# **Frederick F. Brewster** **Elementary School**

**2026-2027**



## **Family and Student Handbook**

*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. Jennifer 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.*

**Regional School District 13**  
Durham - Middlefield, Connecticut

**Frederick F. Brewster School**

126 Tuttle Road  
Durham, CT 06422  
General Office Telephone (860) 349-7227  
Health Office (860) 349-7228  
Fax (860) 349-7232  
<https://brewster.rsd13ct.org/>

**ADMINISTRATION**

Noelle Durkin, Principal

The Board of Education of Regional District 13 presently consists of nine members, three representatives from Middlefield, and six from Durham.

Mr. Robert Moore - Chairman  
Dr. Linda Darcy - Vice Chair  
Mrs. Lucy Petrella - Secretary  
Mr. Jason Stone - Treasurer  
Mrs. Christine Cowan - Member  
Mr. Stephen DelVecchio - Member  
Mr. Nicholas Konstantino - Member  
Mr. Mark Simmons - Member  
Mr. Timothy Viens- Member

The Board of Education meets on the 2nd Wednesday of each month at 6:00 P.M. Meeting locations can be found on the district website. The Board welcomes members of the public and the school community to attend and sets aside time at the beginning and end of meetings to hear any concerns or suggestions. Meeting agendas can be found on the [district website](#).

**SUPERINTENDENT'S OFFICE**

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

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# **Welcome Letter**

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**

## **NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION - POLICY - *WITHOUT PRIOR CONSENT***

On an annual basis, the school district will notify parents and/or eligible students currently in attendance of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent or eligible student:

- Name
- Address
- Telephone number
- Place and date of birth
- Electronic mail address
- Photograph
- Videotape of officially recognized activities where the activity is open to the public or the public is invited
- Participation in officially recognized activities and sports
- Weight and height as a member of an athletic team
- Dates of attendance
- Grade level
- Honors and awards received

A parent or eligible student may refuse to allow school officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and received by the building principal no later than September 15<sup>th</sup>.

Directory information may be released to the following:

- Federal, state and local government agencies
- Representatives of the news media, including but not limited to newspapers, magazines, and radio and television stations
- Employers or prospective employers
- Parent/teacher organizations
- Military Recruiters

No information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media.

## **ANNUAL NOTIFICATIONS**

[Asbestos Notification](#)

[Green Cleaning Notification](#)- No person may bring unauthorized cleaning products to any district facility.

[Pesticide Application](#)

## **CSDE COMPLIANT RESOLUTION**

Any individual or organization may file a formal written complaint alleging that the school district has violated a federal statute or regulation governing applicable **Elementary and Secondary Education Act (ESEA)** programs. Covered areas include **Title I, Title II, Title III, Title IV, and Title V**.

**Filing Requirements:**

- **Submission:** File a signed, written statement directly with the **Connecticut Commissioner of Education**.
- **Content:** State the specific federal statute or regulation violated, the supporting facts, and local efforts made to resolve the issue.
- **Disability Disclaimers:** Complaints regarding special education or disability discrimination must follow separate procedures through the **CSDE Bureau of Special Education** or the **U.S. Office for Civil Rights (OCR)**.

**Resolution Process:**

- **Timeline:** The CSDE will review, investigate, and mail a final **Complaint Investigation Report** within **60 calendar days** of receipt.
- **District Action:** The school district must file a formal written response within **10 business days** of notification.
- **Remedies:** If a violation is confirmed, the district will be required to implement a **Corrective Action Plan**.
- **Appeals:** Complainants retain the right to request a federal review of the state's decision by the **Secretary of the U.S. Department of Education**.

For a copy of the complete [CSDE Complaint Resolution Procedure Document](#), contact the central administration office.

## **Legal Rights and Opt-Out Notices**

### ***AIDS/SEXUAL ABUSE INSTRUCTION EXEMPTION***

#### 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.

### ***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, graduation programs, honor rolls, and sports playbills.

#### **Designated Directory Information**

Directory information includes: student name, address, telephone number, email, date/place of birth, dates of attendance, grade level, sports participation, weight/height of athletes, and academic honors received.

## Photographs

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

## How to Opt Out

Parents and students over 18 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, athletic 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.

## 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.

## LIBRARY COLLECTION AND MATERIAL REVIEW (PA 25-168)

In accordance with Public Act 25-168, Regional School District 13 has established formal standards for library collection development and maintenance, the selection of library displays and programs, and the process for material review and reconsideration.

These policies ensure that school library resources support the district's curriculum while providing a diverse range of materials that meet the developmental and learning needs of all students. Parents or community

members wishing to learn more about the selection criteria or the formal process for requesting the reconsideration of specific library materials should refer to Board [Policies 6161.12](#) (Material Review), [6161.13](#) (Collection Development), and [6161.14](#) (Library Displays)

## ***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.

## ***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**

## ***TITLE I 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.

## ***OTHER INFORMATION***

### **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.

## **Section 2: Mission, Philosophy and Values**

### Regional School District 13 Mission Statement

Through engagement in authentic learning experiences, all Regional School District 13 students are empowered 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.

### **CORE ETHICAL VALUES**

Rooted in a caring community, we uphold these Core Ethical Values (CEV) as the foundation of our shared commitment to learning excellence, collaboration, integrity, and continual growth.

#### **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.

As a school community, we are committed to growing in good citizenship and personal integrity; thus, we are continually asking ourselves:

Am I showing **RESPECT** for

- myself
- the worth and rights of others
- the views of others
- personal, school, and community property

- the environment

Am I accepting **RESPONSIBILITY** for

- my own actions and words
- my own welfare and the welfare of others
- my personal growth and learning
- making ethical choices

Am I practicing **HONESTY**

- with myself
- with others
- in my work

Am I showing **KINDNESS** by

- treating others the way I would want to be treated
- promoting the well-being of others
- being patient with myself and others
- acting with compassion

Am I showing **COURAGE** by

- standing up for moral principles
- persisting in the face of adversity
- being willing to accept challenges
- being true to myself

## **STATEMENT OF BELIEFS**

**We believe that:**

- ◆ Every human being has inherent worth.
- ◆ Everyone wants to succeed and can be a successful learner.
- ◆ Meaningful learning requires the active involvement and commitment of the learner.
- ◆ Individuals are responsible for their actions.
- ◆ Each individual bears responsibility for the welfare of others.
- ◆ Diversity enriches a society and its individuals.
- ◆ Change demands that learning continues throughout one's life.
- ◆ Growth, innovation, and creativity require the willingness to take risks.
- ◆ The level of expectation drives the level of achievement.
- ◆ Achievement builds self-worth; self-worth promotes achievement.
- ◆ Education and learning are the shared responsibility of the students, the family, the school, and the community.
- ◆ The support and involvement of the community are critical to the quality of the schools.
- ◆ People are the most important resource in achieving educational excellence.
- ◆ The future of a just and democratic society depends on an educated citizenry.

## **Section 3: Staff Directory, Calendars, and General Building Information**

### **STAFF DIRECTORY AND EMAIL**

To email any member of the Brewster staff, use their first initial and full last name followed by @rsd13.org (for example, Noelle Durkin would be ndurkin@rsd13.org).

| <b>ADMINISTRATION &amp; ADMINISTRATIVE ASSISTANTS</b> |                                                                                            |                                                                                               |                                                     |                                                       |                                 |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------|---------------------------------|
| Noelle Durkin                                         |                                                                                            | <b>Principal</b>                                                                              |                                                     |                                                       |                                 |
| Sandy Simon                                           |                                                                                            | <b>Administrative Assistant</b>                                                               | Lori Robison                                        |                                                       | <b>Administrative Assistant</b> |
| Cara Kilroy<br>Tara Salvadori                         | Kristen Blake<br>MaryKate Brand<br>Jennifer Canning<br>Carrie Kosienski<br>Ashley Schwartz | Christy Barrett<br>Laura Bernstein<br>Elizabeth Burns<br>Jessica Loffredo<br>Valerie Swiantek |                                                     |                                                       |                                 |
| <b>Art Teacher</b>                                    | <b>Music Teacher</b>                                                                       | <b>Physical Education/<br/>Health Teachers</b>                                                | <b>Library/Media Specialists</b>                    | <b>Technology Teacher</b>                             |                                 |
| Pam Longley                                           | Allan Schulenburg                                                                          | Alex Edwards                                                                                  | Jenny Lussier                                       | Bridgette Schlicker                                   |                                 |
| <b>Special Education Teachers</b>                     | <b>Speech Pathologists</b>                                                                 | <b>Coaches</b>                                                                                | <b>Interventionists</b>                             |                                                       |                                 |
| Erica Flanagan<br>Mia Mazzola                         | Laura Mongillo<br>Kelley Lehman                                                            | Deborah Mariani                                                                               | Kerry Chernovetz<br>Dana Markovitz<br>Tammy Stewart |                                                       |                                 |
| <b>Social Worker</b>                                  | <b>School Psychologist</b>                                                                 | <b>Nurse</b>                                                                                  | <b>Tutors</b>                                       | <b>ABA/RBT Therapists</b>                             |                                 |
| Linda Frazer-Sierra                                   | Michaela Grenier                                                                           | Fran Ciarleglio                                                                               | Jeanne Vicchitto<br>Amanda Gigante                  | Teresa D'Antonio<br>Savannah Rosati<br>Alaysha Walker |                                 |
| <b>Teacher Assistant</b>                              | <b>Custodians</b>                                                                          | <b>Cafeteria Services</b>                                                                     | <b>OT/PT Districtwide</b>                           | <b>BCBA Districtwide</b>                              |                                 |
| Hannah Anderson                                       | Kenneth Anderson                                                                           | Bonnie Racine<br>Nancy Cantara                                                                | Victoria Antunes - OT                               | Julia Crespo                                          |                                 |

|                                                                                                                                                                                |                              |  |                                                      |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--|------------------------------------------------------|--|--|
| Jeanne<br>Boothroyd<br>Patrick Daniels<br>Lilian Forrester<br>Kendra Giacco<br>Heather Nketia<br>Nikki Perlin<br>Tracey Pollitt<br>Trina Regan<br>Alyssa Rubano<br>Alicia Sita | AJ SantaMaria<br>Jamie Moore |  | Carla Muskatallo<br>- OT<br>Marissa<br>Lombardo - PT |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--|------------------------------------------------------|--|--|

# 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  |               |    |    |    |    |    | 1  |                |    | 1  | 2  | 3  | 4  | 5  |
| 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  |               |    |    |    |    |    | 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 |
|        | Summer School                |                      | Early Release              |
|        | 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 indlement weather days in 2026-27.  
 \*\*No School if district had 0 indlement weather days in 2026-27.  
 \*\*\*The last day of school is contingent on indlement 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

## DAILY SCHEDULE

| Regular Day                                                                    | All Early Releases | Two-Hour Delay |
|--------------------------------------------------------------------------------|--------------------|----------------|
| <b><u>Pre School (M, T, W, Th.)</u></b><br><b><u>No School on Fridays.</u></b> |                    |                |
| Three-Year-Old - 9:00-1:15                                                     | 9:00-12:10         | 11:00-1:15     |
| Four-Year-Old - 9:00-3:00                                                      | 9:00-12:10         | 11:00-3:00     |
|                                                                                |                    |                |
| <b><u>Grades K &amp; 1</u></b>                                                 |                    |                |
| 8:50-3:20                                                                      | 8:50-12:30         | 10:50-3:20     |

## LUNCH AND RECESS TIMES

|                | Lunch       | Recess      |
|----------------|-------------|-------------|
| <b>Prek</b>    | 12:00-12:30 | 1:30-2:00   |
| <b>Grade K</b> | 12:00-12:30 | 12:35-1:05  |
| <b>Grade 1</b> | 12:35-1:05  | 12:00-12:30 |

## REPORT CARDS

| Term | Dates             | Report Cards Issued |
|------|-------------------|---------------------|
| 1    | 8/27/26 - 12/4/26 | 12/11/26            |
| 2    | 12/7/26 - 2/26/27 | 3/5/27              |
| 3    | 3/1/27 - 6/11/27* | 6/11/27*            |

Report cards will be sent home electronically each term

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

# **ARRIVAL AND DISMISSAL**

## *PreK 3 and PreK 4 Arrival and Dismissal*

### **Parent Drop Off - PreK 3 and 4**

Families will enter into the valet line and when they reach the entrance to the back parking lot, families will:

- Enter this lot and park between 8:45 and 9:00 am.
- Walk their PreK children to the Kindergarten wing doors where Mrs. Kilroy and Mrs. Salvadori will greet them.
- Exit the lot by turning right and merging into the valet line (if cars are still dropping off).
- Parents with siblings in Grades K-1 may drop off their PreK child with their older sibling at 8:30-8:45 am. Staff will be there to receive your child.
- Please do not pass cars in the valet line. Single file driving.

Any families with small children that do not wish to get out of their car for drop off can communicate with their PreK teacher and they will come out to you to assist.

The teachers will need to begin walking students to their classroom by 9:00 am.

This drop off will allow communication between home and school, a safer parking lot, allow teachers to be inside out of the elements, and families to drop off with familiar faces. **Students who arrive late to school should be brought to the main door by a parent/guardian. The adult dropping off will sign the student in via the clipboard in the main vestibule. Students will be buzzed in to enter the building and proceed to class.**

### **Parent Pick Up - PreK 3**

PreK 3 families will pick up in the same lot as in the morning. Families will park, walk to kindergarten wing doors, and pick up their child.

- Enter this lot and park.
- Walk to the Kindergarten wing doors where Mrs. Salvadori will greet them and hand off your little one.
- Pick up is from 1:10-1:20 pm.
- Exit the lot.

Any families with small children that do not wish to get out of their car for pick up can communicate with their PreK teacher and they will come out to you to assist.

### **Parent Pick Up - PreK 4**

Families may pass the Grades K-1 valet line and enter into the back parking lot for PreK4 pick up:

- a. PreK4 pick up is between 2:50 and 3:00 pm for families without siblings in the building.
- b. Enter this lot and park.
- c. Walk to the Kindergarten wing doors where Mrs. Kilroy will greet you and hand off your little one.
- d. Exit the lot by merging into the Grades K-1 valet line (if the line has formed).
- e. Parents of PreK 4 students with siblings in Grades K-1 may pick up their PreK 4 child with their older sibling between 3:10 and 3:20 pm. Staff will be there to deliver your child. (This does not apply to PreK 3 students.)
- f. Please do not pass cars in the valet line. Single file driving.

Any families with small children that do not wish to get out of their car for pick up can communicate with their PreK teacher and they will come out to you to assist.

## *Grades K-1 Arrival and Dismissal*

### **Arrival for Grades K-1**

Please be aware that we cannot supervise children before 8:35 am. Please do not leave your child at school before that time. Staff members are on duty at 8:35 am daily.

Our driveway is **TWO WAY** on the south side. Only buses will exit the north side that remains **ONE WAY**. Please do not exit or enter the north side during arrival or dismissal.

- Drop off is by **VALET** in the student drop off area near the gym entrance for Grades K-1 (please see PreK procedures above).
- Families may enter and exit using the driveway by the gymnasium.
- Students should be prepared for drop off when parents arrive at the sidewalk with their backpack ready and exit the vehicle on their own or with parent support.
- It is safest for students to exit vehicles on the passenger side closest to the sidewalk.
- Please wait for your turn for drop off and only let students exit cars at the sidewalk where an adult is stationed.
- Morning recess will be in the classroom everyday.
- Students will enter the building through the gym doors and walk to their classrooms.
- Staff are stationed throughout the hallways to guide students and ensure students get to their destinations.
- **Students who arrive late to school should be brought to the main door by a parent/guardian. The adult dropping off will sign the student in via the clipboard in the main vestibule. Students will be buzzed in to enter the building and proceed to class.**

### **Do not enter the bus lane in front of the school!**

Parking at the curb in front of our school is **never** allowed, even before or after school hours. This lane is not only our bus lane, but it is also the **FIRE and EMERGENCY LANE**. It must be kept clear of parked vehicles at **all times**. Please park in the marked areas in the driveway.

At no time should you pass a bus that is displaying **FLASHING RED LIGHTS AND STOP SIGN**. When these lights and the sign are displayed, children are entering or exiting the bus. State law prohibits you from passing a bus in either direction when the flashing lights and signs are displayed. You will be reported to the State Police and subject to a hefty fine if you pass such a bus, even at the bus platform. School buses and the school driveway are equipped with video cameras to record such infractions. We are always concerned for the safety of all our children. Please be extremely alert and cautious when driving anywhere on school grounds.

### **Dismissal Grades K-1**

All students are placed on their regular bus each day for the trip home. If your child is going somewhere other than the agreed upon bus and bus stop, you must send a **“Change of Dismissal Note”** to school with your child. Copies of this form will be available in your child’s green folder on the first day of school. Please plan ahead. **Phone calls for dismissal changes should be used only for emergencies, and you must call before 2:00 to change your child's dismissal.** If we do not have a note or an emergency phone call, your child will be put on his/her regular bus. **For the safety of your child, DO NOT email dismissal changes to the teacher or the office, as we cannot guarantee that they are received promptly.**

- Dismissal is at 3:20 for Grades K-1. Please do not arrive more than ten minutes before dismissal time.
- Pick up is by **VALET** in the student pick up area near the gym entrance.
- Families may enter and exit using the driveway by the gymnasium.
- Staff will be stationed in this area to bring students to their cars from the gym, check family identification, and direct traffic.

- Parents should assist their child into the car if necessary.
- Staff will not buckle your child into their seats. We encourage student independence and to learn this necessary skill. In the event a child is not developmentally able, parents are asked to assist their child with this task. If your child is not able, we will ask you to park in a visitor spot to assist your child.
- It is safest for students to enter vehicles on the passenger side closest to the sidewalk.
- For your child's safety, parents will not be permitted in the building during dismissal.
- Parents visiting must park in a parking lot. No cars are allowed in the bus lane. Please be aware that visitors will not be able to enter the building during dismissal, all necessary communication will happen through the intercom system.
- **Early dismissal days will follow the same routine as regular school days.**
- **Do not enter the bus lane in front of the school!**

## **BREWSTER PARENT TEACHER ORGANIZATION (BPTO)**

### **BPTO Officers**

President: Emily Khanke

Vice President: Tyson Smith

Secretary: Adrianna Leoni

Treasurer: Susan Walsh

To contact any of the members of the BPTO, email is received at: [bpto.rsd13@gmail.com](mailto:bpto.rsd13@gmail.com). You can also ask to join the Brewster Parent Teacher Organization on Facebook to keep up to date on how you can be an active participant in the organization. BPTO meeting dates, agendas and minutes can be found on the Brewster School website [here](#).

## **BUS/TRANSPORTATION INFORMATION**

You **MUST** be at the stop to meet your child or you **MUST** be clearly visible to the driver. Drivers are instructed never to leave children at the stop if an adult is not present. If a neighbor or relative will be meeting your child, please inform the school by sending a note, otherwise your child will not be dropped off. The person responsible for getting your child off the bus should be prepared to show identification to the driver. If no one is at the bus stop to meet your child, he/she will be brought back to Brewster.

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 children 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.

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 be found online. You will be notified when the bus change will go into effect.

1. Students are only permitted to ride the bus(es) to which they are assigned.
2. A change to your child's bus stop location must be approved by the Superintendent's office.

These guidelines promote student safety and the efficient operation of district transportation. Rules apply at bus stops, loading zones, during transit, and on school-sponsored activities. Buses may be equipped with electronic monitoring devices. School transportation is a student privilege conditional upon satisfactory behavior on buses and at bus stops.

## **BUS COMPANY INFORMATION**

Dattco Bus Company  
Telephone: (860) 349-8479

## **BUS RULES**

1. Follow directions the FIRST time they are given.
2. Keep hands, feet, and objects to one's self.
3. Keep all parts of your body and all objects inside the bus.
4. Stay in your seat with your feet on the floor (not in the aisle.)
5. No toys are allowed on the bus.
6. All items must be kept in backpacks.
7. Do not swear, use rude gestures, or tease anyone on the bus.
8. No pushing, shoving, or fighting.
9. No eating on the bus.
10. Do not litter, write on, or damage the bus in any way.

### **Disciplinary Process**

Disruptive behavior or refusal to follow driver directions will be reported to school administration. Disciplinary actions may be taken from the driver's report, which may include written warnings, communication with families, suspension from the bus, or other consequences as appropriate.

*Note: Parents or guardians are responsible for transportation if bus privileges are suspended.*

### **Immediate Safety Violations**

Behavior that endangers the safety of passengers or the driver may result in immediate, indefinite bus suspension and further school disciplinary action.

### **Transportation Safety Complaints**

Per C.G.S. 10-221c, safety concerns should be reported to the District Transportation Coordinator:

- **Contact:** Robin Golembieski
- **Phone:** 860-349-7200

The district maintains a written record of complaints and conducts formal investigations. Refer to Board Policy 5541 for complete details.

## **CLASSROOM ASSIGNMENTS**

The classroom placement process typically begins in May. Many factors are taken into account when determining where children are best placed. Balance between students, academic and social development stages, and peer interactions, among other factors, are all considered. Our goal is to provide every student with a positive learning environment within a well-balanced classroom. Please understand that we do not accept requests for specific teachers.

## **CLASS LISTS**

A class list containing your child's name and contact information will be made available to parents of students in the class. It is a great way to plan play dates, classroom parties, Valentine's Day cards, etc. A consent form will be sent that will give you the opportunity to choose to have that information shared with classmates. This information is **For School Use Only. The information may not be used for any other purpose.**

## ***ELECTRONIC DEVICES***

The following electronic devices are not allowed to be used during school hours or on the bus: iPads, Kindles, cell phones, smartwatches, and/or other personal devices. Students who bring devices to school will be asked to put them in their backpacks during school hours and while riding the bus.

## ***EMERGENCY CLOSING PROCEDURES***

Regional School District 13 uses the ParentSquare Notification System to notify parents/guardians of school closings, delays and emergencies. This system will deliver a voice message to your home phone and/or cell phone, a text message, an email and/or a notification to the ParentSquare app on your smartphone or tablet. Having your latest contact information is the only way to ensure that we can contact you in an emergency. Please note if you provide a home phone number you could receive a call as early as 4:45 a.m. for school closings or delays.

Please click the ParentSquare icon at the top right of the district website [www.rsd13ct.org](http://www.rsd13ct.org) for instructions on how to customize phone number and/or email address selections for emergency notifications. All parents/guardians are automatically signed up for this service. If you do not wish to receive emergency notifications, please check the box in front of "Do Not Send Emergency Notifications" above the signature lines on the Student Information Update form on PowerSchool Parent Portal.

Additionally, school closings, delays and emergencies will be posted on the district website and area television channels. The channels designated to make announcements for Regional School District 13 are WTIC channel 61, WFSB channel 3, WVIT channel 30 and WTNH channel 8.

If school is canceled or closed early, all after-school activities are also canceled except in special circumstances and only where approval from the superintendent has been granted.

### **Delayed Openings:**

#### **School Start Time**

Coginchaug 9:25 a.m.

Strong 10:00 a.m.

Lyman 10:50 a.m.

Brewster 10:50 a.m.

Pre-K (3 yr. olds) 11:00 a.m.

Pre-K (4 yr. olds) 11:00 a.m.

MTA 10:30 a.m.

### **Early Release:**

#### **School Closing Time**

Coginchaug 11:30 a.m.

Strong 12:05 p.m.

Lyman 12:30 p.m.

Brewster 12:30 p.m.

Pre-K 12:10 p.m.\*

MTA 12:05 p.m.

\*Please note the Pre-K program does not meet on Fridays.

## **FOOD CELEBRATIONS**

Brewster School is food-free for birthdays, holidays, and/or other in-school celebrations with the exception of special events where the school provides food. Parents will be notified in advance. The only outside food that can be sent to school is for individual student lunches and snacks. For birthdays or other celebrations, you may send in non-food treats for the class, but we ask you to coordinate in advance with your child's classroom teacher.

## **HATS**

Hats are not allowed to be worn during school hours, unless it is for a specific event or activity and approved by the Principal.

## **INVITATIONS**

Invitations to birthday parties or other events should not be handed out at school unless the whole class is invited. Young children feel isolated and left out when not invited to parties.

## **ITEMS NOT ALLOWED IN SCHOOL**

**Students are never allowed to trade any items from home while on the bus or in school.**

The following items are not allowed to be brought to school or used during school or on the bus:

Trading cards – including but not limited to Pokemon, Yugio, sports

Electronics – Smartwatches, iPads, Kindles, Cell Phones, or other electronic devices

If a child brings any of these items to school, the following actions will take place:

1st Offense - The child will be reminded of the rule and be asked to put the item in his/her backpack to bring home.

2nd Offense - The item will be taken from the child and returned at the end of the day to bring home and leave at home.

3rd Offense - The item will be taken from the child and kept at school until the child's parent/guardian comes to school to pick it up.

## **LOST and FOUND**

Lost and Found articles are located near the main office. Unclaimed articles are donated to charity periodically.

## **LUNCH AND BREAKFAST PROGRAM**

Lunch is available for purchase through the school cafeteria beginning on the first day of school. Breakfast is free to all students daily due to Rise Funds. Please click the link to the [School Lunch Information](#) page on the district website for more information. If you are interested in applying for Free Meal applications, please refer to the application on the [School Lunch Information](#) page on the district website. This year free lunch will be offered to all students that previously would have been eligible for REDUCED meals.

### **Breakfast**

Children will go directly to the cafeteria after being dropped off in the morning. They will pick up the breakfast and bring it to their classroom to eat. *CT budget for 26-27 allocated funds to provide free breakfast to all students.*

### **Lunch**

Parents are able to access their child's lunch account online. Money to purchase lunch or drinks can still be sent to school with your child on a daily, weekly or monthly basis and will be applied to your

child's account. The Payment Portal System letter for new and incoming students will be in the Daily Folder on the first day of school.

The following prices for food service:

- \$4 for base lunch (Free to qualifying families while state funds last)
- \$.75 for milk carton

If your child does not have lunch or has forgotten to bring in lunch money, hot lunch will be made available. Parents of elementary school students will be notified by the cafeteria that their child has received charged meals.

## **PETS**

No animals or pets will be allowed in the school at any time without prior permission from the principal.

## **RECESS**

Students in pre-k through grade one will go outside each day for recess throughout the school year. Students will stay inside for recess if it is raining or if the weather is unusually cold. In the winter months, the temperature is checked prior to the students going 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. Students are outside for 30 minutes and should be dressed appropriately for the weather. Only a doctor's note for unusual circumstances will excuse a child from outside recess.

The playground at Brewster has lots of climbing activities that are easier to navigate with sneakers. Backless shoes and flip-flops are discouraged since they may fall off while climbing.

## **SNACK**

All students have a morning snack. Parents are asked to pack a healthy snack and drink for their child to have during school snack time.

## **WINTER CLOTHING**

Students will be allowed to play in the snow if they come to school with **all five** of the following: **hat, mittens or gloves, boots, coats, and snow pants**. Students without appropriate clothing must stay in the blacktop area during recess.

## **VOLUNTEERS**

Volunteers are an extremely important resource and are appreciated by classroom teachers and other school personnel. Numerous parents are involved in short and long-term volunteering activities. Volunteers are used in many ways to supplement and enrich our school programs. Volunteers assist in daily classroom activities, the library, school trips and are actively involved in our parent organization, the Brewster Parent Teacher Organization. Classroom volunteers work with individuals or small groups of students under the direction of the classroom teacher. When volunteering for a field trip, please remember your undivided attention is required to supervise a group of students. **Siblings are not allowed to attend nature walks or accompany you when volunteering.** When you volunteer, the following information will be shared with you:

- The daily classroom schedule and the expectations of the classroom teacher
- Information regarding classroom visitors, classroom interruptions and procedures in the event of an emergency
- The importance of confidentiality.

Please refer to the district policy for school volunteers, including field trip chaperones. The policy provides information about when screening is required for volunteer activities. You can also contact your child's teacher or the principal if you have any questions.

#### [School Volunteer Policy](#)

Before reporting to your volunteer assignment, please sign in on the Raptor and wear a security sticker. **Children are easily distracted, so please turn your cell phone off or on privacy mode and refrain from calling or texting others when volunteering.**

If you have any questions about volunteering, you should check with your child's teacher.

# **SECTION 4: ACADEMIC INFORMATION AND TECHNOLOGY**

## **ENROLLMENT**

To begin the enrollment process for your child at Brewster School you can visit the [district website](#) or contact the school at 860-349-7227. Families have the option of waiting to send the child to age six or age seven. The parent/guardians must personally appear at the school district office to sign an option form.

## **HOMEWORK POLICY**

Learning activities scheduled outside of the classroom are a vital aspect of Brewster School's learning experience. In meeting our District's Mission "Empowering Learners to Thrive and Contribute as Global Citizens " an active partnership between family and school is essential. The district Homework Policy can be found [here](#).

The purpose of homework is to reinforce learning, encourage responsibility, and provide opportunities for students to practice and apply what they have learned in school. This policy is designed to guide students, parents, and teachers in the effective use of homework to enhance academic achievement while recognizing the evolving role of technology, including artificial intelligence (AI), in education.

### *Time and Frequency Guidelines*

#### **Kindergarten to Grade 1 Expectations:**

- Homework should be manageable and relevant to the skills being taught in class.
- Typically includes reading, practice of foundational skills, and creative assignments that connect to classroom activities.
- The frequency of these assignments will be left to the teacher's discretion, usually not to exceed four times per week.
- Parents are encouraged to support their child's learning but not to complete the homework for them.

## **LIBRARY PROGRAM**

All students are permitted to borrow school library books. Children are asked to take proper care of the books, understanding that payment must be made in the case of loss or damage.

In addition, all children are encouraged to register at the public library for their own free library card.

## **PARENTSQUARE**

ParentSquare will be used to communicate with you daily. It is available for download on the Apple Store or Google Play Market. Brewster School will be using ParentSquare to send school, district, and community related 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 [www.rsd13ct.org](http://www.rsd13ct.org) for further instructions.

## **PHYSICAL EDUCATION**

All children have P.E. one day a week. Sneakers **must** be worn. Clothing appropriate for physical activity is recommended on those days.

## **POWERSCHOOL PARENT PORTAL**

The Parent Portal on PowerSchool is intended to provide parents, students and teachers with a tool to communicate student information. At this grade level, you will have the ability to securely view your child's attendance and other important demographic information via the internet. You will be given credentials to create your own secure account. Once the account is created you can manage your account information, link any and all your children to your account (for whom you have parental and legal rights to). Once you have created an account, this account will be available to you until your child leaves the district. In the upper grades, the account will allow you to view your child's grades.

## **PRESCHOOL PROGRAM**

Brewster School has a Pre-K 3 year-old and Pre-K 4 year old program. It is a peer model program that accepts applications on a yearly basis and its enrollment is based on a lottery. Preschool programs administered by a public school system are not required to be licensed by the Office of Early Childhood. Conn. Gen. Stat. § 19a-77; Conn. Agencies Reg. § 10-212a-1(43). For more information [please visit the district website](#).

## **REPORT CARDS AND CONFERENCES**

Teachers complete report cards three times a year (December, March, and June). Parents will receive their child's report cards as a secure document through our ParentSquare communication system. Parent-teacher conferences are held in October and March.

## **TECHNOLOGY INFORMATION**

The District and school websites are updated regularly and is a wonderful way to feel connected to what's happening in the district. Calendars, lunch menus, community flyers, and exciting happenings are posted regularly. Please make it a point to check the website on a regular basis.

Regional School District #13 - [www.rsd13ct.org](http://www.rsd13ct.org)

Brewster Elementary School - [www.rsd13ct.org/brewster](http://www.rsd13ct.org/brewster)

Brewster School and the Brewster PTO can be found on **Facebook**. Like us at: Brewster Elementary School and keep up to date on what's going on at school. We try to post as many activities as we can, so check us often. There is also a calendar that you can refer to for dates of important upcoming events.

## ***TECHNOLOGY – STUDENT USE OF COMPUTERS AND THE INTERNET***

Brewster School is pleased to provide students access to computers and the Internet, believing in their value for educational purposes.

Students will have the opportunity to:

- use technology in their learning.
- learn to use a wide range of technology tools.

- access Internet resources while conducting research.
- exchange information worldwide with other users.

Students have the responsibility to:

- adhere to the District Core Ethical Values and Code of Conduct on all uses of technology and the Internet.
- adhere to all school and district policies and state and federal laws.
- use school equipment carefully and respectfully.
- respect the work of others and observe copyrights.
- learn to use the network properly.
- use the Internet only under staff supervision.
- respect the privacy of others.

Students may not:

- use the equipment without staff permission and/or supervision.
- damage or disrupt equipment or the system.
- interfere with another's use of the equipment.
- modify, copy, or delete another's data or files.
- load or install unauthorized games, software, or other electronic media.
- waste paper by printing unnecessary pages.
- use obscene language or send offensive, threatening, or harassing messages.
- allow offensive or damaging materials to enter the school network.
- use the network for non-school purposes.
- violate copyright laws.
- send, transmit, or otherwise disseminate proprietary data or other confidential information.

Student use of technology will be curriculum-related, teacher directed, and adult supervised. Website navigation will be guided as much as possible by the use of specific bookmarks.

## **SECTION 5: STUDENT SERVICES AND PROGRAMS**

### **MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) - STUDENT ASSISTANCE TEAM**

As a part of our MTSS program, the Student Assistance Team meets weekly to discuss children who may need academic, social, emotional, or behavioral interventions. Classroom teachers and/or interventionists provide regular communication and progress updates to parents of learners who are part of the MTSS process, and all students are eligible based on individual needs.

### **SPECIAL EDUCATION**

Please click on the link to learn more about special education services in Regional School District 13. [RSD13 Student Services and Special Education Information](#)

## **SECTION 6: STUDENT ACTIVITIES**

### **ASSEMBLY**

Typically held a few times a month, assemblies are times when students come together to share their learning, sing songs, and enjoy a sense of community. Assemblies are held on Fridays at 2:15 p.m. and classroom teachers communicate when classes and/or individual learners are involved.

### **FIELD TRIPS**

Field trips are a wonderful way to enrich a student's academic area of study. 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 a nature walk**. The Winter Concert as well as assemblies and school performances are a great time to bring siblings and friends.

Here are a few things you need to know when your child goes on a field trip:

- 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.
- Students are expected to ride district transportation to and from all field trips.
- Please send in the exact monetary amount for your child's field trip. Your child's teacher has no way of making change.
- ParentSquare may also be used to pay for trips with a credit/debit card.
- **When chaperoning a field trip please turn your cell phone off or on privacy mode and refrain from calling or texting others when volunteering.**

Please refer to the district policy for school volunteers, including field trip chaperones. [School Volunteer Policy](#)

### **THERAPY DOGS**

Our school utilizes **Therapy Dogs** as part of our ongoing efforts to support students' social-emotional well-being and create a positive school environment. A certified therapy dog and its trained handler will visit the school periodically to interact with students in classrooms, small groups, and individual settings. Research has shown that therapy animals can reduce stress, promote emotional regulation, and enhance overall student engagement.

#### *Passive Consent Process*

*The school will send out letters to serve as a passive consent notice. This means that your child will be permitted to participate in activities involving the therapy dog unless you notify us that you do not wish for your child to take part.*

We will ensure that alternative arrangements are made for students who opt out, and we are sensitive to individual needs, including allergies, fears, or cultural considerations.

# **SECTION 7: HEALTH SERVICES**

## **HEALTH OFFICE**

### *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.

## **SECTION 8: ATTENDANCE AND RELATED PROCEDURES**

### **ATTENDANCE**

Please carefully read the **Student Attendance and Truancy Plan** in the **Policy Section** of this handbook and call the school office if you need clarification or have any questions. Written documentation is required each time your child is absent. The first nine absences will be excused with a signed note from a parent/guardian. After nine absences parents will receive a letter indicating that additional documentation will be required for an excused absence (see policy).

The Brewster School day begins at 8:50 and ends at 3:20. The Pre-K3 program is from 9:00-1:15. The Pre-K4 program is from 9:00-3:00. It is important for your child to attend the entire day of school so he/she can benefit from every educational experience. Every attempt should be made to schedule appointments after school hours. Vacations should be scheduled when school is not in session.

Students in kindergarten through first grade will be marked tardy if they arrive after 8:50 A.M. If a student is late due to a bus problem, he/she will not be marked as tardy. If you drop your child off late, please make sure that he/she **checks in at the office upon his/her arrival to school**.

If you sign out your child prior to 3:15, it will be recorded as an early dismissal on your child's attendance record.

If your child will be absent or tardy from school, please call the school nurse at 860-349-7228 or email/ParentSquare the school nurse and inform the nurse as to why your child is absent. If you choose to email/ParentSquare the nurse, you must email: Fran Cialeglio - [fcialeglio@rsd13.org](mailto:fcialeglio@rsd13.org) and your child's teacher. If you do not notify the school, the nurse will be contacting you through ParentSquare regarding your child's absence.

### **TARDINESS**

Students who arrive late to school (after 8:50 am) should be brought to the main entrance by a parent or guardian. The adult dropping off will sign the child into school in the main vestibule and the child will then be buzzed in to enter the building and proceed to class.

Please make every effort to have your child arrive at school on time each day.

# **SECTION 9: STUDENT CONDUCT AND DISCIPLINE**

## **CODE OF CONDUCT**

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

1. treat others with courtesy, respect, fairness, and kindness.
2. am honest with other people and in my work.
3. obey teachers and other school staff members.
4. follow all school and classroom rules.
5. accept consequences for not doing what I should.
6. take care of my property, the property of others, and school property.
7. work, play, and move safely and appropriately.
8. cooperate when I work and play.
9. participate in my education to the best of my ability.

Being a good citizen means showing respect and being responsible. As a student, this means that I accept the consequences whenever I do not follow the rules. My behavior should not be disruptive to the school community whether I am in class, at recess, on the bus, on a field trip, or a part of any other school activity.

## **CODE OF DISCIPLINE**

As we look at our Code of Conduct, let us remember that it represents behaviors that we expect from all of the students in Region 13. Every school in the district has established rules that are created as a result of this code. Consequences for infractions of school and classroom rules are usually age-appropriate as established by each school. Recess will not be taken away as a discipline consequence. When board policies or state laws are violated, consequences are more serious and are uniform throughout the district regardless of the age of the student.

Regional School District 13's School Climate Policy reflects our commitment to creating learning environments where every student and staff member feels safe, valued, and connected. The policy is grounded in prevention and proactive relationship-building rather than punishment or reaction. By focusing on clear expectations, open communication, and shared responsibility, we work to ensure that all members of our school community contribute to a culture of respect, empathy, and belonging. Our goal is to address concerns early, support positive behavior, and foster the kind of caring community where students can learn, grow, and thrive. This is how we'll uphold our Core Ethical Values of Respect, Responsibility, Honesty, Kindness, and Courage.

Students, parents or guardians of students enrolled in the District, and school employees may file a written report of alleged challenging behavior or alleged bullying using the [Challenging Behavior Reporting Form](#), which is available on the link or [through the district website](#). Such reports may be filed with the building principal and all reports shall be forwarded to the School Climate Specialist for review and actions consistent with the Connecticut School Climate Policy.

## **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 receive 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.

## **SCHOOL RULES**

- Show RESPECT by using friendly words.
- Show RESPONSIBILITY by following all adult directions.
- Show HONESTY by telling the truth.
- Show KINDNESS by keeping hands, feet and objects to one's self.
- Show COURAGE by making good choices.

# **SECTION 10: SAFETY AND SECURITY**

## **EVACUATION DRILLS/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. The children 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**

The security system ensures the safety of students and staff at Brewster School. **All exterior doors including the front doors will remain locked throughout the day.** All parents, guardians, volunteers and visitors must go to the main entrance of the school. At the main entrance there is a call button that must be pressed to enter the school. The office staff will be able to view the visitor prior to entering the school on a video screen in the office. Once the visitor has been verified, the office will allow the door to be opened by the visitor. All visitors must then scan in with their drivers license using the Raptor system. The system will print a sticker that must be worn in an identifiable place while in the building. Once your sticker is printed press the call button on the wall to gain access through the second set of locked doors. Visitors must scan out when leaving the building.

**If your child arrives after 8:50**, he/she will be marked tardy and you or your child must press the call button to enter the school. When dropping off your child at the front door. Please enter the school with your child to sign him/her in for the day.

## **VISITORS**

Regional School District 13 has implemented the Raptor Visitor Management System in all of our schools. The Raptor system will track visitors, contractors, and volunteers in our schools through enhanced screening technologies, providing our learners and employees with a safer overall environment.

Upon entering a district building, visitors will need to present a valid driver's license or state-issued ID, which will be scanned into the system. Once entry is approved, the system will issue a picture ID badge that identifies the visitor, the date, and the purpose of the visit. A picture will be taken upon your first visit and retained for future visits.

Once the badge is printed, visitors will buzz the second bell to be let into the school building.

Visitors are asked to sign out using the Raptor System and dispose of the visitor's badge before leaving school.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. Please note that the Raptor system only scans the visitor's name, date of birth, and photo for comparison with a national database of registered sex offenders. Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore, any other information on the ID is not scanned by the system and is not accessible to any of the users.

# **SECTION 11: DISTRICT POLICIES AND RESOLUTION PROCEDURES**

## **NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION - POLICY - *WITHOUT PRIOR CONSENT***

On an annual basis, the school district will notify parents and/or eligible students currently in attendance of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent or eligible student:

- Name
- Address
- Telephone number
- Place and date of birth
- Electronic mail address
- Photograph
- Videotape of officially recognized activities where the activity is open to the public or the public is invited
- Participation in officially recognized activities and sports
- Weight and height as a member of an athletic team
- Dates of attendance
- Grade level
- Honors and awards received

A parent or eligible student may refuse to allow school officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and received by the building principal no later than September 15<sup>th</sup>.

Directory information may be released to the following:

- Federal, state and local government agencies
- Representatives of the news media, including but not limited to newspapers, magazines, and radio and television stations
- Employers or prospective employers
- Parent/teacher organizations
- Military Recruiters

No information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media.

## **ADDENDUM - RSD 13 BOARD OF EDUCATION POLICIES and PROCEDURES**

## *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 (new and newly revised policies are noted with \*\*\*):

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## *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.
- \*\*\* [Religion and Religious Accommodations](#) - New policy to provide both protection and guidance pertaining to religious matters in schools.
- \*\*\* [Restorative Practices](#) - New policy outlining Restorative Practices as the foundation for a healthy school climate and culture.
- \*\*\* [School District Climate Policy](#) - Click here to review the full policy for creating and sustaining a safe and healthy school climate.
- \*\*\* [School District Resolution Procedure](#) – Click here to see the specific steps in finding a resolution to issues involving RSD 13.
- [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.
- \*\*\* [Visitors and Observations in Schools](#) - New policy to guide visitors and observers in RSD 13 schools, including regulations.

## *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.
- \*\*\* [Use of Private Technology Devices by Students](#) - This policy outlines student use of personal devices at RSD 13.

## *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 PROCEDURES**

## **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.
  2. 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.
  3. 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.

4. 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.
5. 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.