

Carl Allgrove School

Family Handbook

2022-2023



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East Granby, Connecticut
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<http://www.eastgranby.k12.ct.us/allgrove/>

Robert McGrath, Principal

bmcgrath@eastgranby.k12.ct.us

Dear Parents:

The Allgrove School Family Handbook link can be found on the Allgrove School page within the East Granby Public School website and in our newsletter. Please take a moment to review the handbook in its entirety. To ensure receipt of the handbook, I would ask that you complete the statement below and return to the school as soon as possible.

Thank you in advance for your timely response in completing these important documents. If you have any questions, please feel free to call the office.

Sincerely,

Robert McGrath
Principal

____ I/We have received and read the **Allgrove Family Handbook** and I/we have discussed the contents with my/our child. I/We understand and consent to the obligations and responsibilities stated and agree to cooperate with the enforcement of those policies and procedures.

Name of Student: _____ Grade: _____

Please Print

Parent/Guardian Name: _____

Please Print

Parent/Guardian Signature: _____ Date: _____

Carl Allgrove School Release Form

for Photographing, Videotaping, and Student Work 2022-2023

As you are most likely aware, a class project, a school assembly or special event often provide great opportunities for photos and videos of children hard at work and play. We wish to share these moments on the district website and/or with local media. Please sign the below form to give and/or withhold permission for the East Granby School System to display your child's school work, photo or image in this way.

Student's Name: _____ Grade: _____

PHOTO/VIDEO RELEASE

_____ I **do** give permission to have my child appear in photographs and/or videos which support the educational programs in the school. These photographs and/or videos may appear in local media or publications, on the school or district website or for use in the classroom.

_____ I **do not** give permission to have my child appear in photographs and/or videos which support the educational programs in the school. These photographs and/or videos may appear in local media or publications, on the school or district website or for use in the classroom.

-AND

WRITTEN WORK

_____ I **do** give the East Granby School System permission to share my child's written work in local publication, school websites or other media that supports the educational programs of the district.

_____ I **do not** give the East Granby School System permission to share my child's written work in local publications, school websites or other media that supports the educational programs of the district.

Parent/Guardian Signature: _____ Date: _____

Notice of Nondiscrimination

In accordance with Title IV, Title VII, Title IX, Section 504 and the Americans with Disabilities Act, East Granby Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. East Granby Public Schools does not discriminate in any employment practice, education programs, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history or mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. East Granby Public School does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding East Granby Public Schools' nondiscrimination policies should be directed to: Karen Gogel, Director of Student Support Services or Melissa Bavaro-Grande, Superintendent of East Granby Public Schools at P.O. Box 674, East Granby, CT 06026, 860-653-6486, kgogel@eastgranby.k12.ct.us, mbavaro@eastgranby.k12.ct.us.

DISTRICT GOALS

BELIEF STATEMENTS

We believe that:

- Instruction in the East Granby Public Schools must address the needs of all learners. •
- Everyone in EGPS must be both a learner and teacher to be successful in the 21st century.
- Teachers and students in EGPS must be purposefully engaged in the integration of technology to transform learning
- Every graduate from the EGPS must emerge with significant credentials that empower them to be uniquely college, career and workforce ready
- Student achievement is enhanced by the sincere and deliberate involvement of caring adults in a supportive environment
- EGPS efforts and student success are enhanced by effective school, community, higher education, and business partnerships
- There is value and power in collaborative conversations with stakeholders.
- Resources when utilized in a fiscally responsible manner to support optimum learning conditions will enable high performance levels in the East Granby Public schools

EAST GRANBY BOARD OF EDUCATION GOALS

- Ensure all students master learning standards to meet or exceed the highest state performance levels, eliminating any achievement gap between student subgroups.
- Ensure students graduate demonstrating global acumen and are college, career and workforce ready.
- Strengthen partnerships with parents and community members to support efforts to achieve student learning outcomes.
- Establish coherence in the EGPS to sustain a student centered learning community that supports students' development as Technologically and Intellectually Agile Learners.
- Provide opportunities for high impact job embedded professional learning that enables educators to implement best practices to improve student and institutional performances
- Expand the capacity of the school district to effectively engage all learners in 21st century integrated learning experiences and opportunities.
- Continue to implement strategies that increase efficiency and effectiveness of organizational structures, and operate in a fiscally responsible manner to support school and district improvement.

East Granby Board of Education Vision and Mission Statement:

EGPS is a student centered organization that empowers learners to develop as critical thinkers who nimbly innovate and create, demonstrate intellectual acuity and mindfulness, and hone artistic sensibility and global acumen.

Our mission in the East Granby Public Schools is to create high impact learning opportunities, implement educational programs that integrate and support diverse teaching and learning strategies, stimulate personal growth, and promote the development of Technologically and Intellectually Agile Learners.

MISSION STATEMENT – Carl Allgrove School

Our mission is to foster a kind, caring, safe and healthful community where all children are valued as unique individuals. Together, in partnership with families, we strive to inspire children to be thinkers, creators and problem solvers through rigorous and engaging learning experiences. We encourage a sense of curiosity, creativity and self-expression. Allgrove is a place where learning is celebrated and children are nurtured to discover and confidently share their potential.

Goals That Sustain Us As An Educational Community

- To provide a challenging and rigorous academic program supported by a committed faculty.
- To encourage responsible risk-taking in order to stimulate and support curiosity and creativity.
- To recognize, accept and respect individual differences as important to the sustenance of a united, diverse community.
- To differentiate educational programs to meet individual needs.
- To challenge learners to apply personal knowledge to new situations.
- To be a spirited and joyful place that encourages resilience in the face of the unexpected.
- To remain open to continuous learning and to resist complacency.
- To foster a collaborative relationship with the community through reflection, social action and thoughtful service.
- To provide a safe atmosphere where everyone feels confident and capable.

INTRODUCTION

The material covered in this *Family Handbook* is intended as a method of communicating to students and parents regarding general school information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by Board policy, administrative regulation or negotiated agreement.

This handbook is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student.

This handbook is designed to exist in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. ***Changes in policy that affect portions of this handbook will be made available to students and parents via the District Website. and/or Allgrove School’s Homepage***

POLICIES AND PROCEDURES

ADVERTISING

The East Granby public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the District’s on-line communication, including Powerschool and the District’s web pages. District-prescribed standards shall be met and the Superintendent must approve all items to be circulated to Allgrove students and families.

ARRIVAL AND DISMISSAL

Classes begin at 8:35 AM and end at 3:05 PM. As no supervision is available until 8:20 AM, students should not arrive before that time unless they have an appointment with a teacher or are accompanying their parents to a scheduled meeting. **Children who arrive after 8:35 AM are marked tardy and must verify their arrival with the Administrative Assistant in the office. A student that arrives at school later than 8:35 AM must be escorted by an adult to the front door for the office to account for their attendance.**

A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action including suspension if the Principal determines that tardiness is excessive. [See **Attendance** below]

All students are provided with public transportation to and from school. All arrangements for route changes, pick-up and drop-off locations must be made with Mr. Tim Phelan, Transportation Director (860-653-7113). Daily changes or emergency needs should be directed to the office. **Transportation to and from non-home sites for occasional situations (play dates, parties, athletic practices, etc.) is the responsibility of the family.** Transportation will be provided to and from a recognized childcare provided there is an existing bus route assigned to that location and seating is available.

Requests for childcare transportation should be directed to Mr. Tim Phelan. Two weeks’ notice is required.

Families who choose to drive their children to school in the morning and/or pick them up in the afternoon are asked to observe the following guidelines:

Arriving at School

Morning drop-off begins at 8:20 a.m. Children **cannot be dropped off earlier than 8:20 a.m.** in the designated area at the back of the building. Drop-off ends at 8:30 a.m. If you arrive to school at or later than 8:30 a.m., you will need to escort your child to the front door for the office to account for their attendance.

Dismissal from School

At the beginning of the year, parents will be asked to designate emergency contacts, identify dismissal arrangements and name persons with permission to pick up their child in the event you are not reachable and your child needs to leave school early.

Pick-up Notes: All students who are being picked up by their parents rather than riding the school bus home must bring a note to school that is clearly written and provides direction from the parents (signed by the parent) regarding the pick-up plans, including the day and date and who will be picking up their child.

Students being picked up at dismissal time will be called to the office, escorted to and dismissed from the preschool entrance at the rear of the building. To provide a dismissal process that maximizes child safety, we ask that parents park in the lower parking area and wait in the dismissal line on the playground black top. A school staff member will ask you to identify yourself and the child you are picking up. Due to our emphasis on ensuring each child is matched up with the adult identified for that purpose, we ask that parents be patient as they wait to sign out with the school staff member in charge. All children must be signed out by the designated adult before leaving..

We ask that parents are prompt in picking up their children. We are not staffed to supervise children once dismissal has occurred, and children can become upset when parents are late.

Permission for early dismissal is granted by the Principal. As above, a signed note is required. Should a request be made by telephone, the administration retains the right to verify the request. **We ask that parents come to the school a few minutes early. When you arrive, we will call down to the classroom and this will allow the teacher enough time to get the child packed up to leave. All students will be dismissed to parent/guardian from a member of the office staff. Teachers are not authorized to dismiss students without direct communication from the office** No student will be dismissed to a person not designated by the parent or known to the school. Verification will be required.

ASBESTOS/GREEN CLEANING/PESTICIDE APPLICATION PLAN

Statute requires all school buildings to be evaluated regularly to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be directed to Mr. Tim Phelan, Asbestos Program Manager. (860-653-7113).

Connecticut G.S. PA 09-81 also requires that registered parents be provided with notification of local pesticide application as well as with copies of our Green Cleaning policies, procedures and product list upon request. Requests and/or questions can be directed to East Granby's Maintenance Supervisor (860-653-6134).

ASSEMBLIES

An important component of an Allgrove education is our sense of community. In order to sustain that critical part of our educational culture, we assemble as homerooms, grade levels and as a school to participate in cultural programs, share news, recognize individual and group accomplishments and celebrate our constructive work together.

ATTENDANCE

ATTENDANCE Policy 5110 & 5113.2

ANNUAL NOTIFICATION OF PARENTAL OBLIGATIONS UNDER C.G.S. 10-184

“Connecticut state law requires the school district provide parents with a written notice of your obligations under Connecticut General Statute 10-184. This law requires each parent or guardian of a child five years of age and older and under eighteen years of age to ensure that the child attends school regularly when school is in session – unless such parent or other person shows that the child receiving equivalent instruction elsewhere, or that the child has graduated from high school. Regular student attendance is essential to the educational process. So we can inform you if your child is absent without a previous explanation, Connecticut laws also require that we obtain from you a telephone number or other means of contacting you during the school day.” We thank you in advance for your cooperation.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Parents are encouraged to plan their vacations to coincide with regularly scheduled school vacations.

The Connecticut State Department of Education has guidelines for excused and unexcused absences with regards to school attendance. The guidelines support nationally recognized best practices. Essentially, absences that number one through nine may be excused for any reason that the student’s parent or guardian approves. The parent/guardian is expected to call the school on the morning of the absence and follow up with a note either the same day or the following day. For absences in excess of nine, including vacations outside of the school vacation calendar, appropriate documentation or a meeting may be required. The school attendance committee will meet once per month and keep parents abreast of any concerns via letter or conference request. The entire attendance document from the State Department of Education can be read at:

https://portal.ct.gov/-/media/SDE/Chronic-Absence/guidelines_excused_and_unexcused_absences.pdf

For the school year commencing July 1, 2021, and each school year thereafter, any student enrolled in grades kindergarten through twelve shall be permitted to take two **mental health wellness (MHW)** days during the school year, during which day such student shall not be required to attend school. No student shall take MHW days during consecutive school days (for example: Tuesday and Wednesday or Friday and Monday). Mental Health Wellness absences should always be excused when parent or guardian permission is documented, regardless of the number of absences a student has accrued in the school year. MHW absences will count towards chronic absence calculations as students are missing opportunities to learn. It is also important to note that when a student does take a MHW day, there will be follow-up from the school staff with the student and/or family to offer support and/or resources, if needed or requested.

Definition of Attendance for public school districts: *A student is considered to be ‘in attendance’ if present at his/her assigned school, or an activity sponsored by the school for at least half of the regular school day*. A student who is serving an out-of-school suspension or expulsion should always be considered absent.*

**this includes remote learning*

Excused and Unexcused Absences Defined:

On July 27, 2012, the State Board of Education adopted definitions for excused and unexcused absences for use by schools and districts in order to implement the statutory policies and procedures concerning truants, and the reporting of truancy. (P.A. 11-136)

Excused Absences: A student's absence from school shall be considered excused if written documentation of the reason for such absence has been submitted within ten school days of the student's return to school and meets the following criteria:

Absences one through nine are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.

For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

1. Student illness (must be verified by a licensed medical professional to be deemed excused).
2. Student's observance of a religious holiday.
3. Death in the student's family or other emergency beyond the control of the student's family.
4. Mandated court appearances (documentation required).
5. The lack of transportation that is normally provided by the district other than the one the student attends.
6. Extraordinary educational opportunities pre-approved by District administration to be accordance with CSDE guidance.

Unexcused Absences: A student's absence from school shall be considered unexcused unless: 1. The absence meets the definition of an excused absence and meets the documentation requirements; or 2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

Chronically absent child: An enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year. (P.A. 15-225)

Parent Reporting Responsibility:

- Guidelines for reporting an absence:
 - Unless the school has been previously informed, parents must call the school on the day of an absence.
 - Send a note with the date and reason for the absence upon the child's return. A signature of the parent or guardian is required for each absence
 - No note is required for transportation problems from another district or if the sending district closes school for inclement weather.

The Two-level Approach to Excused Absences

The State Board of Education definitions establish two levels of criteria for an absence to be considered an excused absence (see table below).

Level	Total # of Days Absent*	Acceptable Reasons for a Student Absence to Be Considered Excused	Documentation Required within 10 Days
1	One through nine	Any reason that the student's parent or guardian approves.	Parent or guardian note only.
2	10 and above	<ul style="list-style-type: none"> • Student illness (<i>Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length</i>). • Student's observance of a religious holiday. • Death in the student's family or other emergency beyond the control of the student's family. • Mandated court appearances (additional documentation required). • The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason). • Extraordinary educational opportunities pre-approved by district administrators. (Opportunities must meet certain criteria. See below for details). 	Parent or guardian note and in some cases additional documentation (see details of specific reason).

* Note: The total number of days absent includes both excused and unexcused absences.

Reporting a School Absence:

Parent or guardian should call the school office to report an absence by 9:00 a.m. Please provide a reason for the absence.

- If the family does not call, the school office will:
 - Call the child's parents regarding the absence and verify the reason for the absence
 - Document the reason for the absence.

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods.

Parents are also asked to call the office prior to 10:00 AM to request or arrange for homework assignments. Homework is generally available for pick-up by the end of the day.

The responsibility for make-up of work is the responsibility of the child and the parent.

Tardiness

Prompt arrival to school each morning is extremely important and will be monitored. Students need time to settle into their day and prepare for the day's learning. A tardy student misses opening exercises and initial instructions, and teachers feel a responsibility to repeat important segments of a lesson which interrupts the flow of instruction. **A student that arrives at school later than 8:35 AM must be escorted by an adult to the front door for the office to account for their attendance.**

Parents are responsible for the attendance and punctuality of their children. All tardy arrivals are recorded on the report card and become part of the student's permanent record.

When a student accumulates a number of absences or days tardy, parents will be contacted and every effort will be made to understand and remedy the situation. Pursuant to Board policy, if a student is tardy to school more than three times in a term or absent (unexcused) more than twice a term a conference with the Principal will be required.

Truancy

The State definition of Truancy is as follows: A child age five to eighteen, inclusive, who is enrolled in a public or private school and has four unexcused absences in any one month or ten unexcused absences from school in any school year. Parents have the responsibility to assist school officials in remedying and preventing truancy. Following a review by a PPT, the Superintendent of Schools may file a written complaint with Superior Court Juvenile Matters if parents fail to cooperate with the school in trying to solve the student's truancy problem.

Reporting and Referral

When a child accumulates a pattern of absences or days tardy, parents will be contacted and every effort will be made to understand and remedy the situation.

A parent meeting will be held within five (5) school days after the child's fourth unexcused absence in month or tenth unexcused absence in one year.

When a student's attendance is first considered unsatisfactory or at a marginal level of acceptance, prompt referral to a Planning and Placement Team for review will be made.

It is important to note that students with excessive absences or days tardy may jeopardize grade advancement. Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards issued each trimester.

BIRTHDAY PARTY CELEBRATIONS

We share the excitement surrounding your child's birthday!. Families may send in a small, non edible goody bag to share with each child in the class. Birthday cakes/cupcakes/food items will not be allowed in school **Please be reminded that for celebrations outside of the school day, invitations must be sent to partygoers via the U.S. Mail.** Gifts should not be brought to school under any circumstances. Thanks in advance for adhering closely to these guidelines.

BOARD OF EDUCATION

Board members are unpaid elected public officials with the responsibility for governance of the school district. In order to perform its duties in an open and public manner and in accordance with state law, the Board of Education holds regular business meetings on the first and third Mondays of each month at 7:00 PM at the town hall. Parents, students and other community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement, or to express a viewpoint. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board's main purpose is policy setting designed to improve student learning. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy that reflects community values and expectations. For more information, please contact the Office of the Superintendent of Schools. (860-653-6486)

BULLYING

Bullying of a student by another student is prohibited. The definition of *bullying* has been changed, and is as follows:

Bullying means the repeated use by one or more students of a written, verbal, or electronic communication, such as cyber bullying, or a physical act or gesture directed at another student attending school **in the same school district** that:

- Causes physical or emotional harm to such student or damage to such student's property; Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property; Creates a hostile environment (a situation in which bullying among students is sufficiently severe or pervasive to alter the condition of the school climate) at school for such student;

- Infringes on the rights of such student at school, or

- Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to , a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, gender identity, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Schools are responsible for dealing with bullying on school grounds, at a school sponsored activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and outside of the school setting if such bullying creates a hostile environment at school for the targeted student, infringes on the rights of the target at school or substantially disrupts the education process or the orderly operation of a school. This final provision is new: "Outside of the school setting," means at a location, activity or program that is not school related, or through the means at a location, activity or program that is not school related, or through the use of an electronic device or mobile electronic device that is not owned, leased or used by a local or regional board of education. It is recommended that a "good faith effort" be made to satisfy this requirement, as there remain significant questions about school jurisdiction over the "outside the school setting" environments, so defined.

CAFETERIA/ LUNCH PROGRAM

Beginning with the current 2022-23 school year, East Granby is returning to a brown bag lunch district with a milk program. The East Granby School District does NOT have a food program; all students will need to bring lunch from home. At the same time we are very pleased that the Allgrove/Seymour PTO is preparing to resume their sales of hot lunch on specific weekdays at both schools. We will share the schedule and menu options as soon as possible. In the meantime, however, please plan to pack your child's lunch (and snack and drink).

CALENDAR

A copy of the Board of Education calendar is included at the end of this document. A calendar is also available on our The District's website. This calendar outlines start dates, vacations and professional development days. Early release days are also noted. As a general rule, when short session days are indicated on the calendar and on elementary conference days, school will begin at 8:35 AM and end at 1:20 PM.

CHEATING

All forms of cheating and plagiarism are unacceptable and are contrary to our mission. The misrepresentation by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidents require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation. A copy of BOE policy 5143 is available for review in the office.

CHILD ABUSE

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries that are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, and deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

Teachers, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Department of Children and Families. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive yearly training in their use.

Reporting of child abuse and neglect is a responsibility that is taken seriously. If there is any doubt about reporting suspected abuse or neglect, a report will be made. The school will work with the parents and appropriate social agencies in all cases.

CLASS PLACEMENT

As per our East Granby Board of Education Policy:

5122

Students

Assigning Students to a Teacher and Classes in Grades K-12

Each Building Principal will have the responsibility and the authority for assignment of each student to his or her class and, therefore, his or her teacher with the best interests of the child in mind.

Principals will not take requests to place children with particular teachers. The parent(s) is/are encouraged to consult with their Principal or designee in the spring prior to classroom assignments concerning the child's learning style, specialties and difficulties, and particular needs, personal or educational. The parent(s) is/are also encouraged to discuss with the Building Principal the child's progress in the fall once classes are under way. However, the Principal will make the final determination in placing all children.

Legal Reference: Connecticut General Statutes
10-221(b) Boards of Education to prescribe rules.

Policy adopted: July 11, 2005 EAST GRANBY PUBLIC SCHOOLS

East Granby, Connecticut

Class rosters are designed to provide the best possible grouping for each and every child. Although parent

contributions to the process are very important and are welcomed via the *Placement Questionnaire* that is made available to families in late spring, the School makes all final decisions about class assignments.

COMMUNICATION

Throughout our classrooms and offices, we work hard to keep the lines of communication between home and school open - smooth sailing is our goal here! Allgrove School telephone, fax and addresses are printed at the beginning of this *Handbook* and we encourage you to use them as needed. Although we welcome your calls, emails and messages, please understand that teachers may not access their mail until after the close of the school day. **Therefore, all changes to dismissal and/or transportation arrangements must be received by the Administrative Assistant in writing prior to 9:00 AM.** Information is posted in our Allgrove School newsletter a regular basis for use by our children and families. Classroom pages, school pages and a district page with a variety of constituent folders are available to keep everyone informed about school projects and events. Please read the Allgrove Newsletter or website at <https://www.eastgranby.k12.ct.us/> for the most up-to-date notices.

DISTRIBUTION OF MATERIALS

As noted above, materials may be distributed to parents via a posting on the Allgrove Newsletter or Allgrove School's website. All requests from groups or individuals to have materials distributed to the community, with the exception of school-connected organizations, are reviewed by the Board of Education Office to determine whether the request complies with district policy. The Superintendent or her /his designee may approve such distribution providing the material:

- is related to the school, community, local recreational or civic activity.
- does not relate to any religious belief or activity, or promote private gain.
- does not promote any outside governmental political party, candidate or position.
- does not promote profit making organizations.
- does not advocate a position regarding a referendum question.

DRESS GUIDELINES

Our primary focus is on education. How a student dresses is generally a matter to be decided by the individual student and his or her parents. The school reserves the right, however, to draw reasonable limits if a student's appearance is distracting or inappropriate. Undershirts, cut-off or "very short" shorts, backless blouses or those with very narrow straps, shirts with derogatory or profane statements or pictures or advertisements for alcoholic beverages are inappropriate for school. In addition, any dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others, causes distraction or disruption of the learning environment, is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited. Unsafe footwear, (ie: flip flops and untied sneakers, etc.) is also prohibited. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law. In the event that the Principal deems a student's dress inappropriate, a parent may be called to supply an alternative. No caps or hats may be worn inside the school building at any time. Additional specifics included in BOE policy 5132(a) are available for review in the office of the Principal. ***Per Executive Order by Governor Lamont, all students are required to wear a face covering while inside the building.***

CELL PHONES/ELECTRONIC/TELECOMMUNICATION DEVICES AND GAMES

It is our hope to assist children with responsible use of technology. We understand that these devices are a part of our daily life however, at times a student may bring an item to school that can be potentially dangerous or disruptive to the educational process if misused. Students are not permitted to use iPods, cell phones, nonschool electronic devices or games at school or on school buses **without prior permission having been obtained from the Principal.** If such items are brought to school for any reason, the device must be kept in

the off position and in the child's desk or locker. Without permission for use, any item being used during the school day will be collected and forwarded to the office. The Principal will determine whether to return the item at the end of the day to be taken home by the student or if the parent will be contacted to pick up the item. In some instances, the use of electronic devices may be approved by the administration, or to fulfill the IEP of a student with specific needs. Students will be required to sign the Responsible Use Agreement form prior to using any electronic device.

ENGLISH LANGUAGE LEARNERS (ELL) STUDENTS

Parents of an English Language Learner (ELL) student participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion. For more information, contact Mrs. Karen Gogel, Director of Pupil Personnel Services (413-9079)

EMERGENCY SCHOOL CLOSING/DELAY/EARLY DISMISSAL

In the event school is closed/delayed or dismissed early due to inclement weather or another emergency, announcements will be made on local television stations (Channels 30, 3 and 8), WTIC radio and via the district's automated alert system. School cancellations and delays are also posted on the district website and on the following news sites: www.NBC30.com - www.wfsb.com - www.wtnh.com - www.wtic.com. In the event of a **one-hour** delay our day will begin at 9:35 AM. In the event of a **ninety-minute** delay, we will open at 10:05 AM. In the event of a two-hour delay, our school will open at 10:35 AM. Should the Superintendent decide to dismiss early once school is in session, the decision is customarily made by 11:00 AM and dismissal will be at 1:20 PM. When weather conditions are marginal, and school is not canceled, parents should use their own judgment about sending their children to school.

FAMILY LIFE EDUCATION/AIDS EDUCATION

The Board of Education recognizes that the purpose of family life education, sex education and AIDS education is to help students acquire factual knowledge, attitudes, and values which will result in behavior that contributes to the well-being of the individual, the family and society. Helping students attain a mature and reasonable attitude toward human sexuality is the task of every generation. Parents have the primary responsibility to assist their children in developing moral values. The school supports and supplements those efforts in the area of family life education, and AIDS education at several grade levels by offering students factual information..

Under Section 10-16(e), (163) of the Connecticut General Statutes, students are not required to participate in these programs if parents request an exemption. The school will notify parents in advance of teaching this unit at which time parents can provide the Principal with a written notice requesting exemption.

FEES

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supply of pencils, erasers and other materials as requested by the faculty. Costs associated with field trips, instrumental music and special programs will be assessed as appropriate throughout the year.

FIELD TRIPS

Field trips constitute an important part of the Allgrove School program and all students are strongly encouraged to participate. In considering field trips for classrooms or grades, teachers take great care to evaluate the value of and the contribution made by a trip to the curriculum. Time, mode of transportation and cost are also factors in our decision to engage in field experiences with the children. Individual permission forms will be sent home in advance of each trip and must be returned by the date specified. Parents interested

in chaperoning should contact their child's teacher.

Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the Principal. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity.

FINANCIAL ASSISTANCE

Students will not be denied the opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any family who needs financial assistance for school activities should contact the Principal to request confidential assistance.

FIRE ALARMS/ DRILLS, EVACUATION DRILLS, LOCKDOWNS AND EMERGENCY PREPAREDNESS

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill, evacuation drill or lockdown may be substituted for two of the required monthly school fire drills.

A fire drill is signaled by an automated voice and/or alarm tone. When the alarm sounds, students are to follow directions as given by adults in charge and proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given. Signals for other types of drills and the procedures that govern those drills are reviewed with all members of the community on a regular basis.

Anyone guilty of tampering with fire alarms or detection equipment will be prosecuted to the full extent of the law. Connecticut Statute (P.A. 53-180) *The False Reporting of an Incident*, is a Class B misdemeanor punishable by up to two years in prison and/or up to a \$1,000.00 fine.

A copy of the Board adopted *Emergency Preparedness Manual* is available for review in the office of the Principal.

GUIDANCE AND COUNSELING

Counseling Services are rendered by certified staff and are available to all students and their families. Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social or educational. We are pleased to have both a school psychologist and a guidance counselor available to assist students to function successfully in our supportive environment.

Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent pursuant to statute and the procedures defined by the district office of Student Support Services. For more information about special services, and academic evaluations, please contact the Principal or Ms. Karen Gogel, SSS Director. (413-9079).

HARASSMENT STATEMENT

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, or any disability they may have. Pursuant to Board of Education policy, the district maintains a zero tolerance for harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the Principal. A student who believes he/she has been harassed is encouraged to report the incident to a teacher or the Principal. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary. To maintain a productive and positive learning environment, the Principal will make every attempt to halt any harassment of which he becomes aware by calling attention to this policy or by direct disciplinary action, if necessary.

Sexual harassment is a violation of federal/state discrimination statutes and is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. In short, sexual harassment includes stereotyped insults, demeaning propositions and unwanted advances/behaviors that interfere with the educational environment of another person. Sexual harassment detracts significantly from our respectful community of learners and, as noted above, is not tolerated in the schools of East Granby. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to a teacher, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

A complaint alleging sexual harassment by a student or staff member must be presented by a student and/or parent in a conference with the Principal. [Ref: *BOE policy 7.06*]

HEALTH SERVICES

The Nurse's Office is designed to provide care to students who become ill or are injured while in school and is staffed by a full-time school nurse. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

****For specific protocols regarding COVID-19, please see the district's website.***

Administration of Medication

Parents of students requiring medication during school should contact the nurse. Special forms, available from the nurse, are required to permit the administration of medicine in school which will be administered by the nurse, Principal or his designee. All medication (prescription or over-the counter) must be in the original container with proper labels and will not be administered without the written authorization of a parent and the written order of a physician or dentist. Long-term medication orders must be renewed each year. All medication will be stored in the original containers in the office of the school nurse and must be delivered to the school by a parent/guardian. **Children are not allowed to transport medication to school under any circumstances.** Additionally, over the counter items such as cough drops require a doctor's note and must be administered in the Health Room. For additional clarification, please contact the School Nurse.

Communicable/Infectious Diseases

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Examples of communicable and infectious disease that may require temporary exclusion from school include: strep throat, pediculosis (head lice), ringworm, varicella (chicken pox) and conjunctivitis. Before a child may return to school after an absence due to such a condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Disabilities/Students with Special Health Care Needs

The School District will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision. Likewise, under Board policy 5141.26(a), accommodations where required, will provide all students with the opportunity to participate fully in all school programs and activities.

Emergency Medical Treatment

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency. In addition to emergency first aid an AED is available for use by trained school personnel.

Homebound

Home instruction may be available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

Homeless Students

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is Mr. Tim Phelan who can be reached at East Granby Middle School. (860-653-7113)

Illness

Students who become ill during the school day will be referred to the Nurse's Office. If the nurse deems it appropriate, a parent or guardian will be contacted and a child may be sent home due to illness. Emergency contact information must be accurately maintained for this important purpose.

Immunizations

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. The required immunizations are: Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, Varicella (Chickenpox), and Rubella. For further information regarding immunizations contact the school nurse.

Physical Examinations/Health Screenings

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a)

The following screenings are conducted at Allgrove each year:

Hearing (September/October) – Grade K-2

Vision (October/November)

HOMEWORK

The East Granby Board of Education supports the concept of homework as a critical component of a child's education. Homework reinforces the concepts taught in class, encourages personal responsibility, develops time management skills and helps to prepare children for future academic endeavors. Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school. Parents are asked to notify teachers if the child is consistently unable to complete work successfully or in the allotted time so that adjustments may be made. The following types of homework are used to extend classroom instruction at Allgrove.

Short term – assignments to be completed by the next day or during the week. They reinforce recent instruction and provide teachers with immediate feedback about student progress.

Long term – assignments or projects that are spread over a number of days or weeks. This type is outlined

and explained in class and may be worked on in school or at home.

In order to provide continuity and growth as a child progresses through the system, the following times should be regarded as general guidelines for the assignment of homework.

Kindergarten – 15 minutes once or twice/week

Grade One – 15-20 minutes once or twice/week

Grade Two – 30-45 minutes two or three times/week

As a general rule, homework is not assigned on the weekends. Parents are asked to call the office prior to 10:00 AM if the child is absent and arrange for homework assignments. Homework is generally available for pick-up by the end of the day.

INSURANCE

School insurance is made available to families through a program administered at the district level. Brochures are available on the district's home page, or upon request in our Main Office at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangements are contractual between the parent and insurance carriers and the East Granby Public Schools assume no liability from disputes arising from such contract.

LOST AND FOUND

Any articles which are found in the school or on school grounds should be turned in at the school office. A box of unclaimed items will be kept in the office with those unclaimed articles donated to charity at the end of the school year. Loss or suspected theft of personal or school property should be reported to the main office.

MIGRANT STUDENTS

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including special education, language programs and counseling programs. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program. For more information, please contact Mr. Tim Phelan at 860-653-7113.

ORIENTATION/OPEN HOUSE

Orientation is scheduled for a night in the early fall and has been designed just for parents! It is a wonderful and informative evening that offers sessions with the principal for general information, classroom-based sessions with teachers and time with specialists and support staff in our library. Scheduled sometime in September, it is a time to talk with teachers about classroom routines, curriculum, texts/materials and special projects. A separate Open House will be held during the spring term. It brings students and parents back to school to celebrate progress and enjoy the company of successful peers and friendships. Orientation and Open House are not a time for individual conferences or progress up dates. Please call the teacher to arrange a private meeting for this purpose should the need arise.

PARENT CONFERENCES

Parents are encouraged to become partners in their child's educational successes. Conferences, both formal and informal, are valuable opportunities for communication between school and home. Informal conferences are conducted on a regular basis and teachers welcome your telephone call, e-mail and/or request for a personal meeting. Parents and students, as well as teachers, counselors or administrators may initiate a conference. Formal conferences are scheduled twice per school year. In the fall, formal conference days initiate an ongoing dialogue and support the written reports that are sent home at the close of each trimester. It is our hope that all families will take advantage of these important opportunities to get to know your child's teacher better and to remain abreast of your child's progress in school.

PARENT INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of the educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged. As an important part of our commitment to children and families, we will provide opportunities for conversation as well as written notification whenever non-mandated support services are recommended.

PARENT-TEACHER ORGANIZATION

All parents who have children enrolled at either Allgrove or Seymour are welcomed into the Parent-Teacher Organization. The PTO is a vital link between the school, community and the parents it serves. Parents are urged to join and take an active part in the PTO. The mission of the PTO is to assist and support the School. There are a number of planned events throughout the year that are sponsored by this group and, with the support of the entire parent body, are successful year after year! Included in the many contributions made by the PTO to the improvement of life at Allgrove have been outstanding cultural arts performances, purchase of a substantial number of books and materials as well as support for curriculum enrichment and field trips.

Without exception, parents are encouraged to become active participants in the life at Allgrove and in the educational lives of their children. There are numerous ways to get involved and, although every classroom can use an extra set of "helping hands", the needs of each room are slightly different and so we suggest that parents speak directly with teachers about volunteer opportunities.

PROGRESS REPORTS/INTERIM REPORTS

Progress Reports may be issued at the mid-point of a term and are abbreviated versions of the report cards. These reports include an academic skills checklist, a short summary of classroom content and a description of student deportment and behavior.

At the close of each term, teachers prepare a comprehensive *Report Card* for every child. These reports document student progress throughout the trimester and are geared to reflect mastery of core expectations as well as personal growth. Consistent with our emphasis on growth and personal responsibility, teachers conference with students regularly about their work and about individual/personal goals.

PROMOTION, ACCELERATION AND RETENTION

Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade. A student shall be promoted from one grade to the next on the basis of academic performance. Students who master objectives at an exceptional rate may be considered for acceleration to another grade or class. Students who fail to master basic learning objectives at a normal rate will be considered for retention. Retention and acceleration decisions are the responsibility of the teaching staff and Principal, following notification and discussion with parents. The final decision rests with the Principal. Parents are invited to review criteria as outlined in Board of Education policy 5123(a) with the Principal.

PROPERTY/ EQUIPMENT - SEARCH AND SEIZURE

The right to inspect desks, school bags and equipment assigned to students may be exercised by school officials to safeguard students, their property and school property with reasonable care for the Fourth Amendment rights of students. The Principal may search a student's desk or school bag under the following conditions:

There is reason to believe that the student's desk or locker contains contraband material. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

Searches of desks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk. An opportunity to review Board of Education policy 5145.12(c) related to Search and Seizure can be scheduled with the Principal. This *Handbook* serves as advance notice that Board of Education policy allows desks and bags to be inspected if the Principal has "reasonable grounds" to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students strictly pursuant to Board policy, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs.

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student. Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate. In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those that the school must incur to repair the damage.

PSYCHOTROPIC DRUG USE

School personnel are prohibited by BOE policy from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, school psychologists and guidance counselors may recommend that a student be evaluated by an appropriate medical practitioner. A copy of the BOE policy is available in the Principal's office.

RECESS/OUTDOOR PLAY

We consider recess and outdoor play a required course in social development. It is during the supervised but unstructured play at recess time that children develop successful peer skills, learn to compromise and understand the value of negotiation. Children are observed in their play from a short distance at all times and are assisted with conflict resolution as needed. Within the safe confines of our playgrounds, children are granted the distance they need as they learn to get along with each other.

An important part of the program at each grade level, children go to recess every day possible – except in the event of extreme weather conditions. Please dress your child for the changeable New England weather! Thanks for understanding that all children will go out for recess unless your physician or the school nurse advises us otherwise.

RESOLUTION OF ISSUES

The right of community members to register individual or group concerns about district instruction, programs, and materials, operations and/or staff members is recognized. Complaints and grievances will be handled and resolved as close to their origin as possible. Complaints will be referred to the administration through the appropriate channels before investigation or action by the Board or Superintendent unless the concerns involve Board actions or operations only. A procedure also exists for the placement and response to criticism or approval of instructional materials.

Specialized complaint procedures exist regarding identification, evaluation or educational placement of a student with a disability; loss of credit due to absences; discrimination on the basis of sex; harassment; sexual abuse or harassment; and instructional materials.

SAFETY/ACCIDENT PREVENTION

Student safety at school is a high priority for the entire community. Although the District has implemented a number of safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the school's published discipline guidelines.
- Remain alert to and promptly report safety hazards to the Principal or a teacher.
- Know emergency evacuation routes and signals.

SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Martin Luther King Jr. Day, Memorial Day, Thanksgiving and Flag Day are encouraged. Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. With these guidelines in mind, religious music shall not entirely dominate the performance program at assemblies and gatherings. Program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme, which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Principal should be contacted.

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Non-participants are expected to maintain order and decorum appropriate to the school environment.

SCHOOL HOURS

The school day at Allgrove begins promptly at 8:35 AM. Pickups are dismissed at 2:55 PM; bus riders are dismissed at 3:05 PM.. For information about emergency closings and early release days, please see the appropriate section above. Students are invited into classrooms beginning at 8:20. Parents dropping off may do so beginning at 8:20 am as well. **Please note students that arrive later than 8:35 are considered tardy.**

SNACKS

Students are invited to bring snacks to school each day to be enjoyed at morning recess or at another time at the discretion of the teacher. Nutritious snacks and juice are preferred. Please refer to the Board of Education's Wellness Policy (6142.2) for further guidance.

SPECIAL EDUCATION PROGRAMS

The district provides special programs and services for those students identified with specific learning or emotional needs as well as for those students identified as *at-risk*. Utilizing a research-based, *Response to Intervention* model, academic and social support is provided to *at-risk* students in leveled *Tiers* for both short and long term intervention programs. For students in need of assessment, evaluation, counseling services or special education programs, a planning and placement team is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in special education and special services programs.

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special

education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation will be developed by the PPT, with parental involvement. For information about this process, please contact your child's teacher, the Principal or Ms. Karen Gogel, Director of Pupil Personnel Services. (860-413-9079)

STUDENT COMPLAINTS/GRIEVANCES: DUE PROCESS

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the Principal should be requested within five calendar days of the event or events causing the complaint. If the outcome of the conference with the Principal is not satisfactory, a conference with the Superintendent or designee can be requested. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education, in accordance with Board policy.

STUDENT RECORDS

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

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

The Director of PPS is custodian of all records for currently enrolled students in the district. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed within five business days during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

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

- Working with the student;

- Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;

- Compiling statistical data; or

- Investigating or evaluating programs.

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

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

Parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. (Ref. BOE policy 5125(k))

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

STUDENT RESPONSIBILITY/DISCIPLINE/CONDUCT

As described in our Mission Statement, all members of our community are expected to be respectful, responsible and resourceful contributors to Allgrove. We acknowledge the needs of others, respect the truth, accept responsibility for our decisions and demonstrate caring and compassion. Students are encouraged to be courteous, prepared and involved in their own learning. They are expected to accept the leadership and authority of administrators, teachers, staff and volunteers and to do nothing that would in any way cause harm to themselves, others or the environment.

The faculty and staff at Allgrove work hard to guide students in meeting our high expectations. A child who exhibits inappropriate behavior discusses this with the teacher, parent or Principal as needed. Students are encouraged to be reflective about their misbehavior and to make alternative decisions in the future. Parents can support our efforts by reinforcing our expectations at home.

In the event of a serious infraction or repeated misbehavior, a meeting with the Principal, teacher and parents may be convened. At the discretion of the Principal and the Superintendent of Schools major infractions could result in suspension or expulsion from the School.

As above, students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

- Attending school regularly.
- Being prepared for each class with appropriate materials and assignments.
- Being dressed appropriately, including wearing face coverings appropriately
- Demonstrating respect toward others.
- Behaving in a responsible manner, including maintaining social distance
- Obeying all general rules, safety rules, and rules pertaining to Internet safety.
- Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action.

Students at school or school-related activities are prohibited from:

- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help.
- Throwing objects that can cause bodily injury or damage property.
- Leaving school grounds or school-sponsored events without permission.
- Disobeying directives from school personnel or school policies, rules, and regulations. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers and other school employees.
- Playing with matches, fire, or committing arson.
- Committing robbery or theft.
- Damaging or vandalizing property owned by the school, other students, or school employees.
- Disobeying school rules on school buses.
- Fighting, committing physical abuse, or threatening physical abuse.
- Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.

Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.

Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.

Assaulting a teacher, staff member or other individual.

Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.

Possessing a weapon or dangerous instrument.

Smoking or using tobacco products.

Behaving in any way that disrupts the school environment or educational process.

Violating the district's Internet Safety policy.

Others as described in BOE policy 5131(d+e)

Dangerous Weapons and Instruments

No guns, knives or any other objects, including martial arts weapons, capable of threatening or causing injury or death may be brought onto school grounds. Firearms, weapons and dangerous instruments shall include those defined by state and federal law. Any object used to cause injury will be considered a weapon. Violators will be subject to appropriate disciplinary action, including suspension and expulsion pursuant to BOE policy 5131.7(b) and, if warranted, arrest and prosecution.

Smoking

All persons shall not smoke or use tobacco products on school property or at any school-related or school sanctioned activity, on or off school property as provided by state and federal law.

Substance Abuse

The school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to appropriate disciplinary actions.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and after care support.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale and/or consumption of dangerous drugs, narcotics or alcoholic beverages are considered grounds for expulsion.

A student who violates the school's expectations for appropriate behavior shall be subject to disciplinary action. Disciplinary actions may include using one or more behavior management techniques, such as detention, removal from class, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. While the expectations vary somewhat by school, it is the policy of the Board of Education that all schools in the district shall be guided by the following principles (partial listing):

The health and welfare of each individual must be protected.

Action on the part of any student which interferes with or disrupts the educational program or process will not be condoned.

Parents shall be informed about the behavior of their children while attending school.

Normally, minor disciplinary matters result in time-outs, loss of recess(es) and problem solving meetings with the teacher, Principal and/or Counselor.

Detention

A student may be detained outside of school hours for violation of the school rules and/or Board of Education policy. The detention shall not begin, however, until the students' parents have been notified of the reason (24 hours advance notice) for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

Expulsion

The Principal may remove a student from all classes when the student deliberately causes a serious disruption to the teaching and learning process within the classroom.

The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

Expulsion from school will result in the loss of all extra curricular and social privileges during the period of expulsion. Student possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is cause for expulsion. Offering illegal drugs for sale or distribution on or off school grounds is also cause for expulsion.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school, and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

Suspension [In or out of School]

The Principal may suspend a student for infractions of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instances, the informal hearing will be held during the suspension. Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

A copy of any Board of Education policy regarding student discipline is available in the office of the Principal and on the District website for review.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested, as to whether their child is provided service by paraprofessionals and the qualifications of these staff members.

TESTING

Throughout the year, student learning and progress is measured in a variety of ways. Using the grade level Common Core expectations, teachers assess students in order to track their individual performance over the course of the year. This is important in order to enable us to respond to children's learning needs in an ongoing fashion.

It is our belief that quality teaching and quality instruction go hand-in-hand. Teachers use the results of assessments to adjust instruction. Teachers are routinely developing new ways of documenting student success. In addition to publisher-produced tests and developmental assessments, we have expanded our use of standards-based assessment techniques, projects, and teacher observation rubrics. Good assessment is always a work in progress, and we continue to refine our assessment program at all levels.

Students are assessed three times a year using the standardized online adaptive assessment: Measures of Academic Progress (MAP) This assessment provides an estimation of a student's instruction level and also measures student progress or growth across the year. It is an adaptive assessment which means it responds to the performance of each student during the test session. For example, if a child makes an error the challenge of the subsequent questions gets easier. As students answer correctly, the test responds by providing questions that become increasingly more difficult. Kindergarten students are assessed in winter and spring in reading and math. First grade students take assessments in reading and math and have access to headphones through which test directions and some test questions are read to the child. Second grade students are assessed in reading and math. We utilize this data along with other measures of performance to discuss student progress.

TEXTBOOK CARE AND OBLIGATIONS

Students are responsible for the care of books and supplies entrusted to their use. They will assess damage to textbooks, equipment or materials. In accordance with statute, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials.

TRANSPORTATION

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of bus transportation or other disciplinary action that is appropriate for the misconduct.

The following rules shall apply to student conduct on school transportation:

Passengers shall follow the driver's directions at all times.

Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.

Passengers shall not stand while the bus is in motion.

Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus. Passengers shall not deface the bus and/or its equipment.

Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.

Passengers shall not smoke or use any form of tobacco.

Passengers shall not eat on the bus.

Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.

Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus. Students must ride the bus to which they are assigned.

Electronic devices without the expressed permission of the Principal are not permitted on the bus. Passengers must wear face coverings for the entirety of the ride

The following procedures may be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

A conference involving the Principal, the student passenger and parent may be required.

The Principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP). All complaints concerning school transportation safety are to be made to Mr. Tim Phelan, Transportation Coordinator (860-653-7113). A written record of all complaints will be maintained and an investigation of the allegations will take place.

VISITORS and VOLUNTEERS

Unauthorized persons shall not be permitted in school buildings or on school grounds. An unauthorized person is one who is described as a person who "does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function of the school." The Principal is authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

ACCEPTABLE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL

Introduction

The East Granby Public School System is pleased to offer students a computer network designed to provide access to instructional software, electronic mail, and the Internet. These opportunities are being provided to enhance the delivery of the educational program. To gain independent access to e-mail and the Internet, all students must obtain parental permission as verified by the signatures on the attached Permission Form. Should a parent prefer that a student not have e-mail and Internet access, use of the computers will still be available for word processing, to access instructional software packages, and for teacher-supervised projects using e-mail or the Internet.

What is possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. The school has taken precautions to restrict access to inaccurate or offensive materials; however, on a global network it is impossible to control all materials, so families should be aware that some material of this sort may still be accessible. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow us to provide the independent use of e-mail and Internet access to their children.

What is expected- Acceptable Use

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature, and school rules for behavior and communications apply. Users must comply with district standards, individual school standards, and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The network services may not be used for commercial purposes, financial gain, political lobbying, or other personal or illegal uses. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules - Guidelines

Privacy

Users will be advised that their files are not private, since network storage areas and communications will be reviewed by network managers to maintain system integrity and to insure that students are using the system responsibly. Students should not reveal personal information about themselves or about others.

Storage Capacity

Users are expected to respect the resources available to them, remain within allocated disk space and delete personal materials which take up excessive storage space. Sending "chain letters" or "spamming" is not allowed. Spamming is sending annoying or unnecessary messages to large numbers of people.

Illegal Copying

Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator; nor should students copy other people's work or intrude into other people's files.

Inappropriate Materials or Language

No profane, abusive or vulgar language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Students shall not attempt to access materials which are profane, obscene (pornography), that condone the commission of unlawful acts (illegal), or that advocate or condone violence, or discrimination towards other people (hate literature). Students will be advised that a

good rule to follow is never view, send, or access materials which they would not want their teachers or

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parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Vandalism/Harassment

Students shall not engage in vandalism or harassment while using the services offered through the computer network which includes hardware, software, e-mail, and Internet access. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, damage to computer equipment, the Internet or other networks or the components thereof. This includes, but is not limited to, creating and/or uploading computer viruses or any attempt to change/modify the system, or by-pass a password protected area of the computer network. Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, sending unwanted e-mail, posting anonymous messages, threatening others, or defaming another individual.

Penalties

Any user violating these provisions, applicable state and federal laws, or posted classroom and district rules is subject to loss of network privileges, disciplinary action, and criminal prosecution. Students will be held liable for all costs incurred for intentional damage to hardware, software, and network.

Terms and Conditions

East Granby Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. East Granby Public Schools is not responsible for any damages the user may suffer, including loss of data. East Granby Public Schools is not responsible for the accuracy or quality of information obtained through this Internet connection, nor for any financial obligations arising from unauthorized use of the system for the purchase of products or services.

Guidelines for Acceptable Use

1. Use the computer in a productive manner and avoid harming other people or their work.
2. Treat the computer as if it were yours and do not damage it or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Follow all copyright laws and fair use guidelines for copyrighted material.
5. Do not view, send, or display offensive messages or pictures.
6. Protect yourself; do not reveal your last name, address, or phone number.
7. Do not reveal the name, address, or phone number of any other student.
8. Protect your password from unauthorized use and do not share it with another person.
9. Do not waste limited resources such as disk space or printing capacity.
10. Do not trespass in the folders, work, or files of others.
11. Notify an adult immediately, if by accident, you encounter materials, which violate the guidelines of appropriate use.

REMEMBER, you will be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

For detailed information governing the acceptable use of computers, the internet and electronic mail, please refer to East Granby Public Schools Board of Education Policy, accessible on the District website at www.eastgranby.k12.ct.us

Your Student is Sick...Guidelines for Illness!

Often an early morning decision that parents have to make is whether their child is well enough to go to school. Not only may the child feel too sick to learn very much on those days, but they are also infecting other students and staff. Below are some guidelines, which will help you decide whether to send them or keep them home.

Fever: If a student has a temperature of 100 degrees or more, parents need to keep their children home. If they have 100 degrees or more fever at school, parents will be called to come pick up their child. Students need to be **fever & medication free for 24 hours** before returning to school. Tylenol, Ibuprofen, and other similar medications will bring a fever down, but it does not mean that the child is still not sick.

Often temperature rises during the day. A slight fever in the morning will get much higher by noon. Often with a borderline temperature (99-100), kids might feel quite ill. Use your judgment about sending them when their fever is less than 100.

Vomiting and diarrhea: Vomiting and diarrhea are not considered "normal". Often children will feel better after vomiting, but will quickly become ill again. Keep them home until they are **Vomit/Diarrhea Free for 24hrs**..

Antibiotic treatment: If your child is on antibiotics for a communicable disease, such as strep throat, pink eye, etc, **keep them home until they have been on the antibiotics for 24 hours**. The exception would be for pertussis (whooping cough), where they need to stay home for 5 full days of antibiotic treatment before returning to school. If they are going to continue on antibiotic treatment at school, be sure to follow the school's medication policy. Please follow your doctor's orders for antibiotics. Stopping them when the child feels better may cause the child to become sick again. Giving them for the entire time the doctor prescribes will help insure that the infection has been treated.

Chicken pox "Varicella": Students with chicken pox need to stay home until all of the pox marks have **scabbed** over-generally 6-7 days. Promptly inform the nurse or office if your student(s) have contracted varicella.

Pink eye: Students could have either viral or bacterial pink eye. Bacterial pink eye needs to be treated with antibiotics-usually eye drops-for 24 hours before returning to school with documentation from doctor that student is not contagious. No exclusion is necessary for viral pink eye, but only a doctor can diagnosis whether it is viral or bacterial.

Head lice: If a student is found to have head lice, or a family alerts the nurse their student has head lice, letters will be sent out to the student's entire classroom. This letter is very generalized and unless your student tells others, no one will know who the student is that has it. This letter helps other parents be reminded on how to prevent getting head lice and if they get it how to treat it. Absence of head lice/nits must be demonstrated by inspection upon re-entry to school. Head lice are very treatable. Everyone in the family and close contacts should be checked for head lice and treated if found. Encourage your children not to share combs, brushes, hats, headbands, or other hair clips as this is often the cause of spread among family & friends.

Scabies: Students will need to stay home until the condition has been treated (a day after treatment) or free of condition.

Keeping healthy: Here are some tips on ways to keep your immune system ready to defend you: **HAND WASHING!!** Hand washing is vital in keeping healthy and preventing the spread of germs. Adequate amounts of sleep; the Mayo Clinic recommends 9-11 hours of sleep for school age students! Are your students' getting the sleep they need? Balanced meals/nutrition, fresh fruits and vegetables help our body defend by giving them the vitamins, minerals and nutrients its needs. Keeping sick children home when they are ill, will prevent others from becoming ill. Physical activity; the CDC recommends students aged 6-17 participate in 1 hour of physical activity.

If you are unsure whether or not to send your child, you can contact your child's school nurse.

East Granby Board of Education

P.O. Box 674
East Granby, CT 06026
(860) 653-6486

Superintendent of Schools

Melissa Bavaro-Grande

Board of Education

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Michele Holt, Vice Chairperson

Lynn Landolina, Secretary

Mark Adams

Ricky Bortz

Amanda Cormier

Robert Loomis

John Welsh

(REVISED) 2022-2023 East Granby School Calendar

August 2022 8/25 New Teacher Orientation 1/3	September 2022 9/5 Labor Day 20/21	October 2022 10/10 Columbus Day 20/20
November 2022 11/11 Veterans Day & 11/23-11/25 Thanksgiving 18/19	December 2022 12/23-12/30 Holiday Break 16/16	January 2023 1/1 New Year's Day 1/16 Martin Luther King Day 20/20
February 2023 2/20-2/21 President's Day Break 18/18	March 2023 23/23	April 2023 4/7 Good Friday & 4/10-4/14 Spring Break 14/14
May 2023 5/29 Memorial Day 22/22	School Hours Allgrove School 8:35-3:05 Early Release 1:20 Seymour School 8:30-3:00 Early Release 1:15 Middle/High School 7:40-2:10 Early Release 12:28	Parent Conferences Early Release Days Early Release for Parent Conferences Elementary Only Early Release for Parent Conferences Middle/High Only December 7, 2022 November 16, 2022 December 8, 2022 November 17, 2022 Day / Evening Day / Evening March 8, 2023 February 8, 2023 March 9, 2023 February 9, 2023 Day / Evening Day / Evening
June 2023 10/11	Legend First & Last Day of School No School Teacher In-service No School Teacher In-service Early Release Early Release (ER)	Early Release (Non-Conference) Days Early Release for K-5 Students Only! NO CONFERENCES 12-9-22 & 3-10-23 Early Release for 6-12 Students Only! NO CONFERENCES 11-18-22 & 2-10-23

2022-2023 East Granby School Calendar

182 Instructional Days / 187 Teacher Days

August 2022

25 - New Teacher Orientation
29 - Teacher In-Service, No School
30 - Opening Day and Meetings
31- First Day of School for Students
31 - Teacher In-Service, Early Release

September 2022

1 - Teacher In-Service, Early Release
2 - Teacher In-Service, Early Release
5 - Labor Day, No School
16 - Teacher In-Service, No School

October 2022

6 - Teacher In-Service, Early Release
10 - Columbus Day, No School

November 2022

1 - Teacher In-Service, No School
11 - Veterans Day, No School
16, 17 - MS/HS Parent Conferences, Early Release for Middle/High Students Only
18 - Early Release for Middle/High Students Only
23 - Early Release for Holiday
24, 25 - Thanksgiving Holiday, No School

December 2022

7, 8 - Elementary Parent Conferences, Early Release for Elementary Students Only
9 - Early Release for Elementary Students Only
22 - Early Release for Holiday
23 - 30 - Holiday Break, No School

January 2023

2 - New Years Day Observed, No School
16 - Martin Luther King Day, No School
18 - Teacher In-Service, Early Release

February 2023

8, 9 - MS/HS Parent Conferences, Early Release for Middle/High Students Only
10 - Early Release for Middle/High Students Only
20, 21 - President's Day Break, No School

March 2023

8, 9 - Elementary Parent Conferences, Early Release for Elementary Students Only
10 - Early Release for Elementary Students Only
24 - Teacher In-Service, Early Release

April 2023

7 - Good Friday
10 - 14 - Spring Break, No School

May 2023

29 - Memorial Day, No School

June 2023

14 - Anticipated Last Student Day of School for Students, Early Release
15 - Anticipated Last Teacher Workday

To verify school closings, delays or early dismissals, visit or website at www.eastgranby.k12.ct.us or tune your TV to WFSB Channel 3

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The school year calendar may be modified as necessary at the discretion of the Board of Education to reschedule lost days.

Carl D. Allgrove School 653-2505
R.D. Seymour School 653-7214
East Granby Middle School 653-7113
East Granby High School 653-2541

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Board of Education Meetings
are held on the 2nd & 4th
Monday evenings of the month
at Town Hall.

Approved by the Board of Education
5-23-22