

REGIONAL SCHOOL DISTRICT 20

Today's Student, Tomorrow's Future

Elementary School

Student Handbook



2024 - 2025

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WELCOME MESSAGE

Dear R20 Families,

Greetings and welcome to the 2024-2025 school year! We are thrilled to embark on this journey together as part of Regional School District 20. To help familiarize you with our practices and policies, we have prepared a Student/Parent and Guardian Handbook for students in PreKindergarten through Grade 5.

Thank you for partnering with us as we navigate the academic, social, and emotional aspects of our students' education. Once you have had the opportunity to read and review the handbook, please sign the electronic form available [here](#).

For more information, please click on the links.

Looking forward to a successful and fulfilling year ahead!

Regional School District 20 Administration

Mission

Through transformative educational experiences, Region 20 School District students will acquire and apply a broad base of knowledge and skills that promote continuous personal growth and lifelong learning. All students will develop into productive, empowered, and inspired members of society.

Vision of a Learner

Coming soon...

Non-Discrimination Notice

Region 20 does not discriminate in any employment practice, education program, 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), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Region 20 is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to groups. Inquiries regarding Region 20 nondiscrimination policies and practices should be directed to the district coordinator, Julie G. Haggard, Assistant Superintendent of Special Education and Pupil Services, Region 20 Department of Pupil Services and Special Education, 14 Plumb Hill Rd. P.O. Box 110, Litchfield, CT 06759. Telephone: 860-567-7505



Our Schools

[Litchfield Center School](#)

[Litchfield Intermediate School](#)

[Goshen Center School](#)

[Warren School](#)

[James Morris School](#)

Useful Links

[Board Of Education
Members](#)

[Region 20 District Office
Staff](#)

[R20 School Year Calendar](#)

Parent, Student, School Responsibilities

Parent Responsibilities

At Regional School District 20, we recognize that a child's education is a responsibility shared by the school and the family. Successful parental involvement should include the following components:

- Have your child at school on time.
- Ensure that your child is well-rested and prepared for the school day.
- Ask to see your child's school assignments/assignment planner on a regular basis.

Student Responsibilities

Regional School District 20 students are expected to be accountable for their actions and preparedness. Successful Regional School District 20 students exhibit the following:

- Respect for self and others.
- Strong work habits—give your best effort every day.
- Be prepared for each class with appropriate materials and assignments.

School Responsibilities

The Regional School District 20 is bound to abide by all Board of Education policies and Connecticut Department of Education guidelines. The school will provide the following:

- A challenging curriculum suited to the students' age and ability levels in accordance with State of Connecticut frameworks and guidelines.
- A safe environment conducive to student learning.
- Highly qualified, experienced teachers.
- Regular communication between school and home.

School Day Start & End Times

School	Regular Day	2-Hr Delayed Opening	3-Hr Delayed Opening	Scheduled Early Dismissal	Weather-related Early Dismissal
Litchfield Intermediate School	8:50-3:30	10:50-3:30	11:50-3:30	8:50-12:30	8:50-12:30
Goshen Center School	9:00 - 3:40	11:00 - 3:40	12:00 - 3:40	9:00 - 12:40	9:00 - 12:40
James Morris School	9:00 - 3:40	11:00 - 3:40	12:00 - 3:40	9:00 - 12:40	9:00 - 12:40
Litchfield Center School	9:00 - 3:40	11:00 - 3:40	12:00 - 3:40	9:00 - 12:40	9:00 - 12:40
Warren School	9:00 - 3:40	11:00 - 3:40	12:00 - 3:40	9:00 - 12:40	9:00 - 12:40
Pre-K Morning Session	9:00 - 11:30	canceled	canceled	9:00 - 10:30	9:00 - 11:30
Pre-K Afternoon Session	1:10 - 3:40	1:10 - 3:40	1:10 - 3:40	11:10 - 12:40	canceled

Weather-related delays and early closure

Parents/Guardians will receive a message via the Region 20 district automated system if the opening of school is delayed. Delayed openings or early closures for Regional School District 20 (not individual schools) are announced on WZBG 97.3, WTIC 1080, WWYZ 92.5, and on TV Channels 8 and 30.

All after-school activities are canceled when school is dismissed early.

Morning drop-offs

The doors will be open, and children will be allowed into school beginning at 8:55 A.M. or 8:45 A.M. at LIS. As staff prepares for the start of the school day, there is no supervision for students before 9:00 A.M. For safety reasons, students should be supervised by the entrance before the schools open.

Pick-ups at dismissal time

To ensure the safety and security of all students and staff, we ask and expect that all visitors understand and abide by the following:

Students being picked up at dismissal time are sent:

- to the cafeteria door at **GOSHEN CENTER SCHOOL** and **LITCHFIELD INTERMEDIATE**
- to the side entrance at **JAMES MORRIS SCHOOL**
- to the front entrance of **WARREN SCHOOL** and **LITCHFIELD CENTER SCHOOL**

Once students are dismissed, they cannot return to the classroom without a staff escort.

The responsible parent/guardian must CHECK IN with the supervising staff before taking children from the building.

A PHOTO I.D. is required for anyone picking up students.

Parents/Guardians wishing to enter the school must do so by the front entrance, following standard sign-in procedures. Please do not leave your car running in the parking lot, per State law.

Please keep your children with you at all times as you walk to your car. It is a busy time of day, and drivers may not see your child if they are not with you. When exiting the parking lot in your vehicle, please do so slowly and carefully.

Late arrivals

Students arriving after 9:05 A.M. must be accompanied into the building by an adult and must sign in at the main office via the front entrance before going to their classroom. Any student arriving after 9:05 A.M. will be considered tardy.

Pick-ups during the school day

Parents/guardians should use the front entrance and report to the school office when picking up their student before regular dismissal time. Parents/guardians should send a written note to the school office that morning indicating the pickup time. Please only email or call the office with changes as messages to teachers may not be seen until after the school day ends. Students must be signed out from the office on the "Student Pickup/Sign Out Sheet." Please make every effort to notify the school office by 10:00 A.M. if you have a change in your end-of-the-day plans. Only those individuals listed on the student's emergency form may pick up the student from school.

Attendance Policy

All students are expected to attend school. To ensure the safety of our students, parents/guardians are requested to notify the school office when a student is absent before 8:55 A.M... An answering machine is available 24/7 for your convenience. You may also notify us by email at the school email address. If notification is not received, the school will contact parents.

Personal Vacations

While we understand the importance of family time, vacations taken during the school year that do not coincide with the Region 20 designated vacation closings are considered UNEXCUSED absences and may result in your child being reported to the state as truant.

Safe School Climate

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, sexual orientation, gender identity or expression, or any disability they may have. The District prohibits harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect, avoid any behaviors known to be offensive and 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, he/she should report the behavior to a teacher or administration. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to the administration or a trusted adult. The allegations will be investigated and addressed and appropriate disciplinary action taken where necessary.

Communication

We encourage all parents and guardians to use the website to their advantage by checking the district and school web pages often. Items such as weekly and monthly lunch menus, event calendars, books, and notices will be posted on the website. Thrillshare is used as an online communication system for school information. Please let the school office know of any changes in contact information, including phone numbers and email addresses.

Dress Code

Students are encouraged to dress in clothing that is appropriate and non-distracting to the school environment and activities. We encourage students to wear comfortable clothing and sneakers. Students must come to school dressed appropriately for the weather. Students are required to wear boots and snow pants to play in the snow. Students who are not dressed appropriately will play only on the blacktop area. Students participate in recess every day, and sneakers are best for the playscape and the playing fields. Students are not allowed to wear hats or have hoods covering their heads indoors.

Emergency Drills

The Principal of each school shall hold at least one fire drill each month during which all students, teachers, and other employees are required to leave the school building. The initial fire drill must be held by thirty days after the first day of each school year.

A crisis response drill shall be substituted for one of the required monthly school fire drills every three months. Such drills shall incorporate the basic protocols of lockdown, evacuation, and shelter-in-place responses. They shall also activate and utilize the Incident Command System.

Field Trips

Parents will be notified in advance of all field trips. Before a student is allowed on a field trip, a permission form must be signed by a parent or guardian and received by the classroom teacher.

School Health Programs

Health Services

Our school nurse is on staff to provide care and support to students who become ill or are injured while in school. A cumulative health record is maintained for each student. This record includes notations of past illnesses, results of physical examinations, and other pertinent health information. Please keep the nurse apprised of any health concerns and health updates.

Administration of Medication

No prescription or over-the-counter medication can be administered without proper authorization from the student's medical provider and parent/guardian. Students may not have medication with them in school or on the bus.

Health Assessments and Immunizations

The State of Connecticut requires a complete medical evaluation and submission of the necessary reporting form for students as they enter Preschool and Kindergarten, as well as for any new student entering Grades 1-5 & 6.

The Board of Education adheres to those state laws that pertain to school immunizations and health assessments. It is the policy of the Board of Education to ensure that all enrolled students are adequately immunized against communicable diseases. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206, as may be periodically amended.

Communicable Diseases and Health Problems

Illness

Illness may require a child to be sent home. The nurse will notify the parent or, if not available, the person noted on the emergency form. If the information on the emergency form changes during the year, please notify the office or the nurse.

Homework

Homework assignments are given to reinforce and augment the lessons taught in class. Teachers determine assignments in accordance with the needs of students, grade level, and the objectives of the curriculum.

Lost and Found

Clothing and personal items (e.g., lunch boxes, backpacks, etc.) should be labeled clearly with the student's name or initials using a permanent marker to avoid lost and unclaimed articles. Clothing found will be placed inside the school's lost and found area. Items of value will be placed in the school office. At the end of the school year, all unclaimed items will be donated.

Pets in School

In accordance with BOE policy 6163.3, no student shall bring any animal, whether pet or wild, to any school without the prior consent of the teacher and the Principal or designee to protect both the animal and the students.

PreKindergarten

Our program is an integrated pre-kindergarten program that addresses the developmental needs of typical and developmentally delayed children. Classes are multi-age made up of three-year-old and four-year-old students. The purpose of pre-kindergarten education at Region 20 Schools is to provide an environment in which all children will develop to the optimum of their capabilities physically, intellectually, socially, and emotionally.

The curriculum is based on the Connecticut Early Learning and Development Standards (CT-ELDS) and addresses the areas of Language and Literacy, Social and Emotional Development, Physical Health and Development, Cognition, Social Studies, Creative Arts, Science, and Mathematics.

Progress Reports and Conferences

Progress Reports are sent home to parents and students three times each school year.

Regularly scheduled parent-teacher conferences are held during the school year. They provide an opportunity for a detailed reporting of a child's progress. Parents and teachers are encouraged to

communicate on a regular basis.

Conference Dates: November 6th, 7th, 8th March 19th, 20th, 21st (2024-2025)

PTO

The PTO serves as a vehicle for parents and teachers to express and implement an exchange of ideas to promote the education, socialization, and general health and welfare of our children. All parents are encouraged to attend PTO meetings. The PTO actively funds enrichment opportunities for our children.

Recess

Recess is required for all children except in extraordinary circumstances. These exceptions must be cleared through the school nurse. A signed note from a physician is required for a child to be excused from outdoor recess.

Food Services

Lunch Program

R20 participates in the National School Lunch & Breakfast Programs. Students are not permitted to bring soda or candy to school.

Student Records

Student records may be inspected and reviewed by a parent or guardian with a written request. However, student information can only be released or made public with written consent from the parents or guardians.

Technology

Responsible Use Policy

Responsible Use Agreement

Telephone use/cell phones

All student cell phones are to be off and put away during school day hours. Put away is defined as off and out of sight.

Transportation

Bus Conduct

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or other appropriate disciplinary action for misconduct. We encourage parents to remind students about the importance of bus safety—staying seated and using appropriate volume, as well as language.

Bus Drop-Off

Students aged 5-10 who ride a school bus home must be met at their designated stop by an adult. If an adult is not there to meet the bus, the student will remain on the bus and be returned to school. The student must then be picked up immediately by the parent or legal guardian.

Per BOE policy 3541.3, the district will allow students older than ten to disembark from a school-sponsored vehicle at their assigned drop-off unless otherwise informed in writing by a parent/guardian that the child must be accompanied.

Eligibility for bus transportation

Bus drivers are not permitted to deviate from regularly scheduled stops either to pick up or discharge students, except in an emergency. Only the Superintendent of Schools, or designee, will have the authority to change bus routes and/or bus stops.

Special circumstances may result in a change on a given day. The school office must be notified in writing of the reason for the change (childcare needs, Park and Rec or library program) and the address of the needed bus stop.

Visitors

Parents and other visitors are welcome at school. All visitors must first report to the office to sign in and present a valid ID.

Volunteers

Our schools actively welcome volunteers and the value they can bring to the educational experience of students.

(Links to the website need to be added for all the content below)

[Safe School Climate Anti-Bullying Information](#)

[School Incident Report](#)

[Information Regarding Section 504 of the Rehabilitation Act of 1973](#)

[Section 504 Parental Rights](#)

[Special Education Services](#)

[Helpful Special Education Links and Resources](#)

[Equal Educational Opportunity/Non-Discrimination Policy](#)

[Equity Grievance Procedure](#)

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