

FAMILY HANDBOOK

2017 - 2018

68 Thermos Avenue

Norwich, CT 06360

860-892-1900 Tel. 860-892-1902 Fax

First Student (transportation): 860-886-4194

Web site: www.idcs.org

August 2017 (2) Mon Tue Wed Thu Fri PD PD ER 31					OPENING DAY FOR STUDENTS: August 30, 2017 (PreK 8/31/2017) LAST STUDENT DAY: June 13, 2018 (180 student days) Please plan trips, vacations, & appt. on non-school days.																			
September 2017 (20) Mon Tue Wed Thu Fri NS 5 6 7 ER 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29					October 2017 (21) Mon Tue Wed Thu Fri 2 3 4 5 ER NS 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31					November 2017 (18) Mon Tue Wed Thu Fri 1 2 ER SLC PD SLC SLC NS 13 14 15 16 17 20 21 ER NS NS 27 28 29 30					December 2017 (16) Mon Tue Wed Thu Fri 4 5 6 7 8 11 12 13 14 15 18 19 20 21 ER NS NS NS NS NS					January 2018 (21) Mon Tue Wed Thu Fri NS 2 3 4 ER 8 9 10 11 12 NS 16 17 18 19 22 23 24 25 26 29 30 31				
February 2018 (15) Mon Tue Wed Thu Fri 1 ER 5 6 7 8 9 12 13 14 15 16 NS NS NS NS NS 26 27 28					March 2018 (20) Mon Tue Wed Thu Fri 1 ER 5 SLC SLC SLC PD 12 13 14 15 16 19 20 21 22 23 26 27 28 29 NS					April 2018 (16) Mon Tue Wed Thu Fri 2 3 4 5 ER 9 10 11 12 13 NS NS NS NS NS 23 24 25 26 27 30					May 2018 (22) Mon Tue Wed Thu Fri 1 2 3 ER 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 NS 29 30 31					June 2018 (9) Mon Tue Wed Thu Fri ER 4 5 6 7 8 11 12 ER **14 **15 **18 **19 20 21 22 25 26 27 28 29				

HOLIDAYS, VACATIONS AND PROFESSIONAL DAYS

<p><u>NS - No school on the following days:</u> Labor Day: September 4, 2017 Indigenous Peoples' Day: October 9, 2017 Veterans' Day (observed): November 10, 2017 Thanksgiving Recess: November 23 - 24, 2017 Holiday Recess: December 25, 2017 – January 1, 2018 Martin Luther King Day: January 15, 2018 President's Day: February 19, 2018 Winter Recess: February 20 - 23, 2018 Spring Recess: April 16 – 20, 2018 Memorial Day: May 28, 2018</p> <p><u>PD - Regional Professional Development Days</u> (No School for Students) November 7, 2017 & March 9, 2018</p> <p><u>ER - Early Release at 12:00 p.m. on the following days:</u> First & Last Day of School: August 30, 2017 & June 13, 2018</p> <p><u>SLC – Student Led Conferences: (Early Release)</u> November 6, 8, & 9, 2017 and March 6, 7, & 8, 2018</p> <p><u>TPD – Teacher Professional Development: (Early Release)</u> 9/8/17, 10/06/17, 11/03/17, 12/01/17, 01/05/18, 02/02/18, 03/02/18, 04/06/18, 05/04/18, 06/01/18</p> <p><u>Thanksgiving and Holiday Recess: (Early Release)</u> November 22, 2017 & December 22, 2017</p>	<p><u>**Potential Make Up Snow Days**</u> Please do not make summer plans until after these dates.</p> <p><u>RC – Report Card Dates:</u> November 6, 2017 March 6, 2018 Last day of School</p> <p><u>Open House for Prospective Parents:</u> March 28, 2018 @ 9:00 a.m.</p> <p><u>PreK Lottery</u> April 4, 2018 @ 4:00 p.m.</p> <p><u>PreK Screening/Registration</u> May 2, 3, & 10, 2018 8:00 a.m. – 2:00 p.m.</p> <p><u>Standardized Testing Dates (SBAC)</u> TO BE DETERMINED</p> <p>Board meetings are held on the third Wednesday of each month, 5:30 p.m., Conference Room on main floor and are open to the public.</p> <p>Please call 860-892-1900 for more information. Visit our web site: www.idcs.org</p>
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Founders

Tony Alessi

Linda Allen

Malcolm Brown

Heidi Clarke

Tom Griffin

Joan Heffernan

James Luckey

June Morrone

Sandy Quarto

Paul Rak

George Rezendes

Paul Sheppard

Claire Warren

Joyce Werden

Governing Board

Anna B. James, Director

annaj@idcs.org

June Morrone, Assistant Director

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williamm@idcs.org

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Christopher Lacey, Parent Member

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Sandy Quarto, Community Member

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Jen Spangle, Teacher Member

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Brianne Temple, Teacher Member

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Terri-Ann Woronecki, Teacher Member

terriw@idcs.org

Joyce Werden, Norwich Board of Education

joycew@idcs.org

Administrative Staff

The IDCS is staffed with experienced professionals whose goal is to provide children with a nurturing, stimulating and differentiated program.

Anna B. James, Director	annaj@idcs.org	mail box 402
June Morrone, Assistant Director	junem@idcs.org	mail box 462
William Merrill, Business Manager	williamm@idcs.org	mail box 401
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Open Position, School Social Worker	To Be Determined	mail box 414
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Kim Reynolds, Food Service	kimr@idcs.org	mail box 438
Tom Scott, Maintenance	toms@idcs.org	mail box 442

Teaching Staff

Preschool:	Rina Strong	rinas@idcs.org	mail box 319
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	Constance Murphy	conniem@idcs.org	mail box 309
	Evgeniya Pololina	evgeniyap@idcs.org	mail box 305
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	Jen Spangle	jens@idcs.org	mail box 312
	Brianne Temple	briannet@idcs.org	mail box 311
Grade 4-5:	Melissa Dearborn	melissad@idcs.org	mail box 313
	Denise Hawk	deniseh@idcs.org	mail box 307
	Erin McGuckin	erinm@idcs.org	mail box 310
Grade 6 :	Katie Malafronte	katiem@idcs.org	mail box 324
	Michele Pacienza	michelep@idcs.org	mail box 318
Grade 7-8:	Julia Cronin	juliac@idcs.org	mail box 341
	Jason Deeble	jasond@idcs.org	mail box 339
	Mary Osten	maryo@idcs.org	mail box 335
	Open Position	To Be Determined	mail box 343
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Math Tutor:	Amy Cooper	amyc@idcs.org	mail box 316
Media/Library:	Diane Holtzworth	dianeh@idcs.org	mail box 304
Special Education:	Kristin Maletz	kristinm@idcs.org	mail box 347
	Open Position	To Be Determined	mail box 330
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Spanish:	Carmen Morales	carmenm@idcs.org	mail box 327
Music:	Terri-Ann Woronecki	terriw@idcs.org	mail box 326
Violin:	Nancy Ziemski	nancyz@idcs.org	
Piano:	Sue Curtis	suec@idcs.org	
AfterSchool Clubs:	Monique Kercado	moniquek@idcs.org	
Teaching Assistants:	Brynn Dougherty	brynnd@idcs.org	
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	Kayla Izbicki	kaylai@idcs.org	
	Monique Kercado	moniquek@idcs.org	
	Michelle Knight	michellek@idcs.org	
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	Open Position	To Be Determined	
	Open Position	To Be Determined	
PreK-Plus:	Jennifer Stahl	jens@idcs.org	mail box 328
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Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Mission Statement

Mission The Integrated Day Charter School, in partnership with its children, families and community, provides a safe, flexible and academically challenging learning environment that meets the unique social, emotional, academic and physical needs of each child.

Vision IDCS students will become confident, socially responsible citizens and lifelong learners who apply their knowledge to improve themselves and the world around them.

Basic Tenets of the IDCS

Responsive Classroom:

Responsive Classroom is a social curriculum explicitly taught by the teachers at IDCS to enable children to CARE: be cooperative, assertive, responsible, empathetic, and self-controlled. These skills allow children to contribute to a conducive and diverse learning community.

Research:

Students in Pre K to 8 engage in research at IDCS. This gives them input into the curriculum, allows for greater creativity, and instills a sense of empowerment, personal pride, and intellectual curiosity. To understand a topic fully, several subjects need to be integrated and explored.

Families as Partners:

Families at IDCS choose our school community because they embrace the philosophy allowing them to have productive partnerships in all aspects of our environment. This allows them to have a greater role in supporting their child's education. Partnerships occur through home support, classroom support, the school community, School Council, IDEA, IDCS Foundation, and Board membership.

Environment:

At IDCS, we teach and learn about our connections to all things.

Actions impact living things whether it's in the classroom, our homes, the community, or the world.

Integration of a Critical Curriculum:

Critical thinking is valued at IDCS. Teachers at IDCS have embraced critical pedagogy as a means to support critical thinking in all content areas. Critical pedagogy can be defined as: "Habits of thought, reading, writing, and speaking which go beneath surface meaning, first impressions, dominant myths, official pronouncements, traditional clichés, received wisdom, and mere opinions, to understand the deep meaning, root causes, social context, ideology, and personal consequences of any action, event, object, process, organization, experience, text, subject matter, policy, mass media, or discourse."

Ira Shore, Empowering Education

All content areas are integrated to the fullest degree possible to allow students to make connections from multiple perspectives. As a **HOT School**, we promote teaching and learning in, about, and through the arts in a democratic setting. There is an emphasis on strong arts, arts integration and democratic practice.

Service Learning:

All students learn to impact their community and the world through action projects. They identify a need, research it, and educate an audience. This creates a sense of responsibility and solidarity with the world.

Student Achievement:

Developmentally appropriate practice means meeting the learners where they are. A focus on process vs. product results in higher order learning and higher achievement. Student progress is assessed and curricula are differentiated as needed. Research demonstrates that integration of the arts results in higher academic achievement.

Teacher/Student Empowerment:

Teachers and students have the opportunity to contribute ideas and input into the school community. Decisions are then made, always through the lens of our philosophy, to benefit the total community or class as opposed to any one individual need.

IDCS is a school of CHOICE. We thank you for choosing our community and for your support of our mission, vision, and philosophy.

Admission Policy

The Integrated Day Charter School is a free public school open to all children in Norwich and surrounding areas. Transportation is guaranteed to students in the Norwich school district. Up to 15% of the school population may be admitted from towns other than Norwich. Other towns may elect to provide transportation.

Please see "About IDCS" at www.idcs.org. The Admissions Policy is under Policies and Regulations. A copy of all IDCS policies can also be viewed in the main office.

School/Family Partnership

Governing Board

The IDCS Governing Board consists of four teachers, four parents and four community members. This Board is concerned with the strategic planning and operation of the school. They are caretakers of the long range, "big picture" plans for the school. The four major committees of the Board are Governance, Planning, Curriculum and Finance. The Board constructs task forces from time to time to deal with short range issues. The school administration is responsible for the day to day operational decisions.

All meetings are open to the public and are held on the third Wednesday of each month at 5:30 pm. in the IDCS Conference Room. (check website: www.idcs.org for exceptions).

Foundation

The IDCS Foundation Board is a non-profit entity (501(c)3) whose goal is to raise awareness, inform/educate and raise money from corporations/businesses, the general public, and IDCS families. Because it is separate from the school, it can apply for grants for which the school might not be eligible. The goal of the Foundation is to raise enough money to establish and sustain an endowment so that the school can draw (and eventually benefit) from the interest.

The Foundation is composed of parents, staff and community members who have expertise in business, law, finance, and the pulse of the surrounding community. Parents who are interested in serving on the Foundation are asked to call the director at the school.

School Council

The School Council is responsible for communicating policy, grant writing, planning parent workshops and special events, aligning school activities with the mission and vision of the school, and approving spending of IDEA funds.

The voting members of the council are the director, assistant director, three non-rotating teachers, classroom teachers on a rotating basis, one parent from each multi-age level, and two student representatives from the seventh and eighth grade. The council meets at 3:45 on the first Thursday of the month.

Parents, students, and staff are welcome to attend School Council in a non-voting capacity.

IDEA: Our Family/Teacher Organization

The Integrated Day Education Alliance is open to all. This meeting of the IDCS community includes activities such as guest speakers, informational meetings, sharing food, Multicultural Festival, Environmental Fair, Arts Night, Health and Fitness Fair, Math and Science Night, Research Night, Gathering and Giving, Game Night, among others. IDEA functions are typically on the first Thursday of most months.

The committee to plan IDEA events meets on a regular basis. Parents are encouraged to help with at least one event. Sign up is at the first IDEA meeting. See calendar (p. 2) for meeting dates.

Family Involvement/ Volunteering

Family involvement is one of the basic tenets of the Integrated Day Charter School. Upon enrolling their children, caregivers accept that they will be called upon to become active participants in the educational process. Parents, students, and instructors work together to establish a developmentally appropriate program for each student.

There are opportunities for this involvement in a variety of arenas. **Caregivers are expected to volunteer inside or outside of the school.** New volunteers are given the **Parent Volunteer** handout. The classroom teacher will contact caregivers throughout the year to schedule volunteer time in the classroom and to secure volunteers for other activities. Volunteers will be expected to follow conduct expectations and sign a confidentiality form. Volunteers are asked to sign in at the main entrance before going to the classrooms.

Volunteer Code of Conduct

Volunteers shall—

- Support the philosophy of the school.
- Be respectful of students, their individual levels and needs.
- Use statements that will be encouraging and positive when redirecting behavior, following the Responsive Classroom model.
- Respect student confidentiality, as described in the confidentiality policy below.
- Adhere to the volunteers' schedule and notify the school if unable to come. This will allow the teachers to plan accordingly.
- Be willing to take part in training sessions when available.
- Agree not to abuse his/her position as a volunteer to personal advantage.
- Give equal attention to all students, unless otherwise requested by the teacher.
- Honor the professional's role in the school community and shall not undermine or detract from the efforts of professional staff.
- Always conduct themselves in such a way that is not physically, emotionally, sexually or verbally abusive to students or staff.

Confidentiality Policy

All members of the IDCS community have a right to privacy. Volunteers shall consider confidentiality before discussing academic, behavioral or health information about students, families or adults. Observations and concerns about students shall be brought to the teacher's attention, rather than shared with others. If there is any question about what is to be held confidential, err on the side of caution and keep the information to yourself.

Dining Room Volunteers

Volunteers are always needed to assist students in setting up and clearing tables and to provide role models. Please call the school if you would like to help in our dining room on a given day. Parents are always encouraged to dine with their children.

Home/School Communication

The staff at the IDCS will strive to keep parents informed of all aspects of their child's experience in school. Some of the resources to meet this goal are conferences (please see the school calendar for dates), phone calls, handbook, school events, volunteer time, web page, email, home/school contracts, newsletters and narrative reports. These reports address all curricular areas as well as personal, social and physical development.

Prior to the beginning of the school year, the professional staff conducts home visits. Teachers go to the homes of the children who are new to their classroom, encouraging open dialogue and an avenue for communication.

Caregivers are able to leave messages for staff members in their voice mail boxes (see Mailbox list in Home Visit Packet). A School Directory, published once a year and available in October, allows for family-to-family communication.

Teachers and other staff members communicate primarily via email, text message to caregivers, or calls directly to the home. General announcements are sent weekly via email, and urgent or timely messages are sent via our robotic call system. For this reason, caregivers should keep their contact information up to date by calling the school with any changes. Handouts are given to those families who do not wish to receive them electronically in the weekly email announcements or directly from the teacher.

Since instructional time is very precious and interruptions can be disruptive, family members are asked to refrain from calling the school to speak to students unless an emergency occurs. Also, students should only use the phone with permission from a teacher. **Do not call or text your child on cell phones as this is a violation of our electronic device policy. Students should not be calling or texting caregivers unless a change has been made in bussing or pickup for that day.**

Family members are also asked not to interrupt teachers during the school day. This includes at the beginning and ending of the school day.

Communication Expectations

The Integrated Day Charter School (IDCS) promotes and expects civility and respectful communications among school employees, students, parents and the public. IDCS encourages all adults to act as positive role models for students by engaging in positive communication and avoiding harassing, defamatory, obscene, abusive, discriminatory or threatening communication or actions, some of which may be against the law. (See Civility Policy on our web site for details).

Communication of School Philosophy, Objectives and Programs

Workshops are provided periodically to facilitate understanding of the philosophy and methods employed at the Integrated Day Charter School. Workshops are provided in curricular areas, parenting skills, Responsive Classroom techniques and other topics of interest.

Classroom Assignments

Many factors go into choosing a classroom teacher for each child. A students' academic ability, previous experience, gender, interaction with his or her peers and input from the child's current teacher are taken into consideration. Teachers and administrators meet in June to prepare class lists for the following year. Although parents are permitted to give input regarding their child, classroom teacher assignment is ultimately an administrative decision.

***Responsive Classroom**

The Responsive Classroom philosophy and training will provide direct instruction for staff members and students in conflict resolution and proper social behavior.

Students in the Integrated Day Charter School will:

- have input into classroom rules and guidelines. These rules and guidelines will be prominently displayed and signed by all members of the school community.
- be honest and forthright in dealing with social and academic issues.
- exhibit proper behavior, not because they fear being caught, but because they know what is right and good and strive to achieve that goal.
- recognize their ownership of the school and will therefore have a personal stake in the Integrated Day Charter School. This will be reflected in their behavior and care of their physical surroundings.

*Northeast Foundation for Children website – www.responsiveclassroom.org

Support Services

By law, the sending school district must finance the special education services for IDCS special needs students. In-service workshops have been provided by the school and the social worker to identify area agencies to educators.

An inclusion model is employed for delivery of special education services. Special education teachers work in all classrooms and with individual students to insure that IEP objectives are met. A team consisting of a psychologist or social worker, the classroom teacher and special education teacher, meet regularly to monitor progress.

A social worker is employed by the IDCS. Teachers may refer students for counseling.

Homework

Homework is seen as necessary for academic growth. It is also an opportunity for family members to become familiar with the work being completed at school. The students at the IDCS have homework every evening. Not all homework assignments include a written product. If no written work is assigned, a student should work on his or her personal research project or read a book of choice. The amount of time spent on homework increases as the student gets older. The general guidelines below do not reflect the needs and pace of every student. Some students may complete assignments quickly while others take a bit more time. The following guidelines are suggested:

<u>Grade</u>	<u>Minutes Each Day</u>
Kindergarten	up to 15 minutes
1	up to 20 minutes
2	up to 20 minutes
3	up to 30 minutes

4	up to 45 minutes*
5	up to 60 minutes*
6	up to 60 minutes*
7	up to 60 minutes*
8	up to 60 minutes*

Research projects are completed at all grade levels and students should work on them at home. It is impossible to complete all facets of a project during school hours. Research should be considered an ongoing homework assignment and the final presentation should be considered a form of performance assessment.

*For students above third grade, this time should be in addition to approximately one half hour per day of silent reading or being read to by an adult.

Parent Guidelines for Research

An integral tenet of the IDCS philosophy is to give students an opportunity to “independently seek knowledge.” The IDCS handbook cites that research projects are completed at all grade levels and students should work on them at home as part of an ongoing homework assignment. The following recommendations and guidelines will help clarify the research expectation at each grade level. Please contact your child’s teacher if you have any additional questions.

RESEARCH RECOMMENDATIONS:

Don’t do it for them. Research is student produced work.

- Follow grade level guidelines for
 - Time management
 - Schedule
- Choosing a topic
 - High interest/some knowledge of the topic
 - Relevant
- Practice
 - Read about the topic
 - Ask questions
 - Help them be the expert
- Check work
 - is the work presentable
 - is it their work/ best work
 - use a ruler
 - correct spelling
 - is it legible

RESEARCH GRADE LEVEL GUIDELINES:

What Parents Should Know About Research In....

Pre-K – K

- 1) Child produced
 - Parent guided
 - Child produced rather than computer generated or store bought material or title.
- 2) Practicing presentation
 - at home prior to coming to school
- 3) Ask questions...be able to answer independently
 - who, what, when, where, how
 - to guide students
- 4) Organization of materials
 - to keep sequence
 - labeling facts 1-5 etc.
- 5) Picture/word clues for each fact
 - remembering to integrate subject areas (literacy, math, science, arts, etc.)

Grade 1-2

- 1) Student produced with – parent guided
- 2) Follow guidelines
 - time management
 - schedule
- 3) Choosing a topic
 - high interest
 - slight knowledge
 - relevant
- 4) Practice

Grade 3-4

- 1) Talk with your child about their topic and what he/she is learning and what questions they have.
- 2) Keep up with classroom timeline.
- 3) Help your child find resources, gather needed materials, take mini trips and brainstorm ways to share what they've learned.
- 4) Make sure research is focused on guiding questions.
- 5) Practice their presentation and provide feedback.

Grade 5-6

- 1) The most successful presentations/projects have parent support:
 - Library visits
 - Discussion
 - Field trips
- 2) 8 week process (approximately)
- 3) Students generate a thesis about their topic and support it with evidence. A *thesis* is a statement that declares what you believe and what you intend to prove.
- 4) Process defined:
 - Student identifies an area of interest
 - Gather resources, generate questions
 - Develop a thesis
 - Find evidence that support thesis or answers their questions/take notes and develop an appropriate way to present what they have learned.

Grade 7-8

- 1) Talk with your child about research and ask challenging questions like:
 - what are you learning?
 - how will you share this information?
- 2) Take your child to an enriching experience like:
 - a museum exhibit
 - an expert interview
 - a lecture
- 3) Offer to be a practice audience for your child's presentation.
- 4) Take your child to the library and get them a library card.
- 5) Get supplies in advance for presentations:
 - tri-fold board
 - science experiment materials

Overtime

Overtime shall be given by a teacher at the IDCS for one of the following reasons:

- a. The student has failed to complete work on time.
- b. The quality of the work is not up to the student's capabilities.
- c. The student is not using class time well.

Overtime will be held after school on Tuesday, Wednesday and Thursday from 3:30 to 4:30 p.m. with adult supervision, for students in fourth grade and up. An overtime given on Monday will be served the next day and an overtime given on Thursday or Friday will be served the following Tuesday. All other overtimes will be served the following day. Parents will be notified by voice mail and/or email. Parents will be required to pick up their child at 4:30 p.m. Students should arrive prepared to work. **Students not assigned overtime by a classroom teacher cannot opt to stay.**

Failure to attend a required overtime will result in a make-up overtime the following session (i.e. If a student misses Tuesday, he or she would go on Wednesday). Two such occurrences will result in an in-school suspension. Three occurrences will result in a Home/School Conference meeting with possible suspension from school.

Preschool Hours

The preschool hours are as follows:

A.M. Class - 8:00 A.M. to 11:00 A.M.

P.M. Class - 12:00 P.M. to 3:00 P.M.

Noon and 1 p.m. dismissal days: Morning preschoolers will go home at 11 a.m. on the bus or be picked up by caregivers at 11 a.m. The p.m. preschool class will not meet on half days.

If your child attends PreK Plus, he/she may stay on half days until 3 p.m. for no additional charge. However, space is limited in the Extended Day program (3:00-4:30 p.m.); if interested, the office must be notified at the start of the year, as there is a maximum number of students who can attend. Waiting until later in the year may mean an opening is not available. If there is a delay due to inclement weather, the a.m. preschool class will not meet. (see "Snow Days" for additional information).

School Hours

The day begins at 8 a.m. and ends at 3 p.m. Please do not leave your children at school before 7:45 a.m. Caregivers who are picking up children at the end of the day should park in the Crown St. or Thermos Ave. lots and wait in front of the school at 3:00 p.m., when "walkers" are released. Please make note of half day dismissal times on the school calendar.

Dropping Off Students

Caregivers who are bringing children to school should enter via Crown Street, drop children off at the stop sign and exit via Thermos Avenue. Please make sure children are ready beforehand, since there is often a line at the stop sign. **Children should only exit vehicles on the right hand side to avoid the left-hand lane of traffic.** Parents may also park in the Crown St. or Thermos Ave. lot and walk children into the school. School personnel will be available from 7:45 a.m. until 8 a.m. to help children enter the school safely. All children should be in their classrooms by 8:00 a.m.

Students Arriving Early or Late

Please do not drop your child in front of the school between 7:30 and 8:30, as buses are entering at this time and it presents a safety hazard. Park in one of the upper lots and walk your child to school or drop your child in front of the guard shack and observe them walking to school (older students). All children should be in their classrooms at 8:00 a.m.

Picking Up Students

Caregivers must park in the Crown St. or Thermos Ave. lot if they wish to pick up their child at dismissal time. **First Student does not permit bus drivers to pick up students if any cars are double parked in front of the school.** Buses are arriving and departing from 2:30 until 3:30 p.m.; attempting to park in front of the school presents a hazard to the children.

PLEASE DO NOT DRIVE YOUR VEHICLE INTO THE LOWER PARKING LOT NEXT TO THE SCHOOL OR IN FRONT OF THE SCHOOL BETWEEN 7:30-8:30 A.M. AND 2:30 AND 3:30 P.M. THIS POSES A SAFETY HAZARD.

Parking

The only parking areas available for IDCS parents and visitors are located:

1. In the Crown St. and Thermos Ave. lots
2. In the spots directly in front of the school (except the Director's spot and the delivery spot)
3. In the spots along the fence facing the river and adjacent to the Playscape clearly **marked "IDCS Parking Only."**
4. In the spots along the cement wall below the guard shack, clearly **marked "IDCS parking only."**

If you park anywhere else, you are subject to towing by the Condo Association.

Note: Signs that say "visitor parking" are for visitors to the Condos only. Please do not park in these spots.

Parking is prohibited at all times in the FIRE LANE. If you are volunteering at the school, please park in the Crown Street or Thermos Ave. lot. The first two spots below the guard shack in the lower lot are reserved for caregivers dropping off or picking up their children from the PreK Plus program (marked "30 minute parking").

See page 31 for a map of the property/school. **Parking is not permitted along Crown St.**

Attendance

Online Access

Please take the time to acquaint yourself with the PowerSchool Parent Portal on the IDCS website. This is an excellent tool for parents to monitor their child's attendance record. Instructions on accessing the parent portal are sent to parents in July along with the classroom teacher assignment letter. Please contact Rachel Stahl at rachels@idcs.org or 860-892-1900, ext. 445 if you need assistance.

To access the portal:

- Go to IDCS.org and click on the header labeled "Parents"
- Click on the PowerSchool Parents Icon
- If you have already created a PowerSchool account, enter your user name and password.
- If this is your first time on PowerSchool, click on "create an account", enter the requested info and select any user name and password.
- List each of your children by name with their unique ID and password. (Call Rachel at IDCS, 892-1900, if you do not have it.) Keep your password confidential.
- Select your relationship to your child.

Directions can also be found on our web site, www.idcs.org.

Excused and Unexcused Absences

The State Department of Education notified IDCS in September 2012 of a change in the definition of excused and unexcused absences. The first nine absences in any given year can be excused by IDCS for any reason the parent and/or guardian deems appropriate, provided they notify IDCS prior to the absence or within 10 days after the absence. Parent and/or Guardian notification may be in the form of: (a) written note signed and dated by the parent, (b) email to cathyb@idcs.org *from the parent's email on file*, (c) in person verbal notification *at the front desk only*, (d) verbal notification over the phone. Parent and/or guardian notification requires the parent's name, relationship to the student, reason for AND date of absence. Siblings cannot excuse an absence.

For absences ten or greater in any school year, parent notification (see above) along with appropriate documentation (see below) is required. Absences will *only* be excused for the following reasons if accompanied by the appropriate documentation. All other absences will be considered unexcused and subject to truancy regulations. The state statute on truancy (p. 19) remains the same. If a student is truant, the parent will be called to arrange a meeting with the director. If the parent is uncooperative, the juvenile justice system will be notified.

Excused Absences:

1. Illness, exempted by the IDCS school nurse due to fever, vomiting or other illness.
2. Health concerns such as illnesses or doctor's appointments. A note from a medical professional is required for absence to be considered excused. A physician's note is always required if the student is out more than five days in a row. If your child is out on two or more days preceding a weekend and does not return to school on Monday, the weekend days are counted in the five day period. If your child's physician will not examine your child or provide a note for return to school, please call our school nurse, Donna Manca, R.N. at (860) 892-1900 x 331 to arrange clearance for your child's return to school.
3. Religious Holidays. Please notify the IDCS front office prior to your child's absence
4. Court appearance. Legal documentation required.
5. Funeral or death in the immediate family. Please notify the IDCS front office within 10 days of absence.

If a student has 15 or more consecutive unexcused absences an attendance review meeting will be scheduled.

Informing IDCS of Student Absence:

A parent/guardian should inform the school any time a student is absent. This is a safety procedure to be sure the parent is aware the student is not in school that day. As an extra precaution, when a student is marked absent, the automated attendance system will call the caregiver that day.

Tardiness or Leaving Early:

Excessive tardiness or removing your child before the end of the school day is a form of truancy. The school hours are 8:00 a.m. to 3:00 p.m. Students should be in school during these hours so the student maximizes his/her learning opportunities. Parents should schedule medical appointments after school hours when possible. A note from the doctor's office (dentist's, counselor's, etc.) should be presented when the student returns to school from an appointment. **All students who arrive after 8 a.m. must sign in. If your child will arrive after 9 a.m., please call the office if your child will need a hot lunch, so that kitchen staff can be notified.. Please do not leave a voice mail for the teacher, as she/he may not have an opportunity to check messages in time.**

Our records are closely scrutinized by the State Department of Education. Excessive tardiness or absenteeism is documented and must be reported.

Definition of Truancy According to Connecticut State Statutes:

Current law defines a student as "truant" if they are between age 5 and 18, enrolled in a public or private school, and has four unexcused school absences in one month or 10 unexcused in any school year. A "habitual truant" is a child with 20 unexcused absences in a year. Regular and punctual attendance is essential to the education process and parents/caregivers are responsible for being sure their child attends regularly during school hours.

We want all our students to be successful learners and regular school attendance is an important part of this. Let's work together to help your child gain the most benefit from his/her education.

The IDCS Attendance and Truancy Policy is available at www.idcs.org or in the main office.

Extended Absence

The IDCS Governing Board and the School Council strongly recommend consistent school attendance. If there is a family emergency that warrants an extended absence when school is in session, it is the responsibility of the parents to notify the teacher, the front office and the director **in writing** at least one week ahead so that work can be provided for the student to complete during missed time. Please specify the reason for the absence and the expected length of the absence. Once the child submits the completed work, the absences will be excused if the absence has been pre-approved. This procedure is used so that students do not miss required assignments. Excused absences also mean your child will not have to be reported as truant (4 unexcused absences in a month, or 10 in a year).

It is worth noting that several academic studies have established that consistent attendance represents the highest correlation with school success. Further, the State Department of Education closely monitors our attendance records, among other documents. This is a very serious matter.

Vacations

Family vacations should not be scheduled when school is in session. We are committed to providing the best education possible. This commitment is expected from all members of the IDCS community.

We are a community of learners at the IDCS. We are best served when we are a full community, pursuing our common goals on a day-to-day schedule.

Emergency Dismissal Procedures

Should an exceptional situation occur between 8 a.m. and 3 p.m. (e.g. extreme weather or school maintenance breakdown), it might become necessary to close the school before the normal dismissal time. For that reason, it is requested that parents provide the office with the following up-to-date information:

- 1) current home, cell & work phone numbers, email addresses
- 2) name and current phone numbers (home/cell/work) of **THREE** people to call in an emergency

An automated message will be sent to notify families via phone and email of any dismissal changes.

If the family moves or changes phone numbers during the school year, the school should be notified immediately. Please keep in mind we may not be able to reach you in an emergency if contact information is not current. **Students may not go home with anyone but their parent, without prior written notice-no exceptions. Emails are considered written notice.**

Snow Days

If school has to be canceled or delayed due to hazardous conditions, it will be broadcast on WICH 1310 and also on Channel 3 and Channel 4. Early dismissals are put on our web site (www.idcs.org) as soon as we receive them. Keep in mind we follow the Norwich Public School announcements. **If we have a delay, the a.m. preschool class will not meet but PreK Plus will still be open at 11 a.m.** The p.m. preschool class will not meet if school is dismissed early due to inclement weather.

Again, families will be notified via automated message in the event of a delay or cancellation due to weather. Please be sure to keep your information up to date.

Health Regulations (Nurse's Hours: 8:00 a.m. – 3:30 p.m.)

The health of the children is a cooperative effort between the home and the school. The home should provide each child with a good night's rest and nourishing breakfast. **No child should be sent to school with a severe cold, fever of 100 or higher, sore throat, vomiting, rash or any other symptom of a contagious disease.** Please notify the school if your child has a communicable disease.

Administering Medication

- A parent/guardian must provide a completed authorization form signed by a physician, dentist or registered nurse before medication (prescription or over the counter) can be administered. The school nurse or a medication trained classroom teacher will give medication during school hours.
- Medication must be brought to the school nurse by the parent/guardian in a physician, dentist or pharmacy prepared and labeled container. Medication should not exceed a 45 day supply.
- Medication should be picked up by a parent/guardian within one week of the last day of school or whenever a medication is discontinued. Medication not picked up within one week will be discarded according to Connecticut State regulations.
- Non-prescription medication order by a physician, dentist, APRN or physician's assistant must be supplied by the parent/guardian with a completed authorization in an original prepared and labeled container.

Health Reasons for Exclusion from School

ACUTE GASTROENTERITIS Vomiting – Two or more times during the previous 24 hours.

Diarrhea – Two or more times during the previous 24 hours or if stool cannot be contained by toilet use.

CONJUNCTIVITIS (Pink Eye) Exclusion until 24 hours after the start of medication therapy.

ERTHEMA INFECTIOSUM (Fifth Disease) No exclusion.

FEVER 100 degrees or greater, student to remain home until he/she has 24 hours of no fever.

HEPATITIS A Exclusion – one week after onset of illness and or resolution of Jaundice (yellow skin collar). Physician's note required for school re-entry.

HERPES SIMPLEX (Oral, Cold Sores, Fever Blisters) No exclusion.

HERPES ZOSTER (Varicella-Zoster, Shingles) No exclusion, if areas are able to be covered. Exclusion for seven days after onset of rash or until all areas are crusted, if areas are unable to be covered.

IMPETIGO Exclusion until 24 hours after the start of medication therapy and until purulent drainage can be controlled.

MEASLES (RUBEOLA) Exclusion for seven days after onset of rash. Physician's note required for school re-entry.

MONONUCLEOSIS Primary care physician to determine if exclusion is necessary for health and convalescence of individual student. Physician's note required for school re-entry and instruction for limitations at school.

MUMPS Exclusion until 9 days after onset of Parotitis (inflammation and swelling of parotid gland). Physician's note required for school re-entry.

PERTUSSIS (WHOOPIING COUGH) Exclusion 3 weeks after onset of disease or 5 days after start of medication therapy. Physician's note required for school re-entry.

PEDICULOSIS (HEAD LICE) Exclusion until after treatment and proof of product. Parent/adult must accompany student to school for re-entry (student must be examined by the school nurse prior to return to class).

RUBELLA (GERMAN MEASLES) Exclusion for 7 days after onset of rash. Physician's note required for school re-entry.

SCABIES Exclusion until 24 hours after medication treatment.

SCARLET FEVER (SCARLETINA) Exclusion until 24 hours after start of medication therapy.

STREPTOCOCCAL PHARYNGITIS (STREP THROAT) Exclusion until 24 hours after start of medication therapy.

TINEA CORPORIS (RING WORM) Exclusion until 24 hours after the start of medication therapy. Areas must be covered while at school.

TINEA CAPITIS (RING WORM OF THE HEAD/SCALP) Exclusion until 24 hours after the start of medication therapy.

TUBERCULOSIS (ACTIVE) Exclusion until primary care physician or health director state that the student is non-contagious.

VARICELLA (CHICKEN POX) Exclusion for 7 days after onset of rash and or until all areas have crusted. Physician's note or examination by the school nurse required for school re-entry.

Breakfast Program

Breakfast is served daily from 7:45 a.m. – 8:10 a.m. Please note that BREAKFAST WILL NOT BE SERVED IF THERE IS A WEATHER RELATED DELAY. The cost for student breakfast is \$1.35 for full pay or \$.30 for reduced pay. Please make sure your child's breakfast/lunch balance is sufficient; breakfast will be deducted from his or her account.

Lunch Program

We will be serving hot lunch and grab and go lunches beginning the first full day of school, September 1. Menus are posted on our website www.idcs.org. Milk (and juice for students who are lactose intolerant) is available (\$.50) daily. The cost for lunch for students is \$3.00 for full pay and \$.40 for reduced pay. If you would like your child to receive lunch as soon as school starts, please send enough money for your child's account. If your child orders lunch on occasion, you can pay on that given day;

however, if your child will be eating on a daily basis, you are asked to pay one week in advance for your child's lunch. Please keep track of your child's balance by marking the hot lunch days on your school calendar (p. 2 of this handbook). When his/her balance is low, please send your next payment.

Parents can now **check their child's breakfast/lunch account** by logging in to the PowerSchool Parent Portal (see directions on page 18). Please check your child's account on a regular basis. Instructions for logging on the Power School Parent Portal were sent in July with the classroom teacher notification letter. Directions are also on our web site, www.idcs.org.

Lunch is not served when there is a noon dismissal.

Free or Reduced Lunch

Free or reduced lunch applications are distributed with the July mailing to parents and should be sent in with other forms on the first day of school. Caregivers will be notified as soon as the applications are processed. Applications must be submitted each year. **Free/reduced lunch applications can also be mailed to the school so that eligibility can be determined before the first day of school. If your child receives free/reduced lunch, they can also receive free/reduced breakfast, provided an order form is submitted to your child's teacher each week.**

All IDCS families are asked to submit this form since the data affects our grant eligibility.

Lactose Intolerance/Food Allergies

If your child is lactose intolerant, please notify the school nurse so that modifications can be made. For students with food allergies requiring epipens, please ask your pediatrician for the medical form that is required and submit it to the nurse. Schools are required to have documentation on file to substantiate any substitutions or modifications that are made in the required meal patterns.

The IDCS has a Plan for Management of Life Threatening Food Allergies, available for parental review on the school's web site, www.idcs.org. Students with life threatening allergies, as indicated by the caregiver on the yearly registration form, will be asked to complete a Systemic Allergy Record and the child's physician will be asked to provide a letter detailing instructions to follow in the event of an allergic reaction at school. A peanut free table is provided for students with nut allergies.

Snacks

Childhood obesity and poor nutrition have become a nationwide problem. Please provide healthy snacks, such as fruit and nuts, rather than candy and processed snack foods, when sending food to school.

Transportation (First Student: 886-4194)

The Norwich Board of Education is required by law to transport students residing in Norwich who attend the Integrated Day Charter School. First Student is the company providing transportation services. **If a student does not reside in Norwich, he/she cannot use the First Student buses.**

Schedules, rules and routes are designed and implemented by First Student. Any comments about service should be directed to the Norwich Board of Education (823-6284) or First Student (886-4194).

Buses arrive at school between 7:45 and 8 a.m. each day. Students are picked up by First Student buses in the morning along with parochial school students and brought to Kelly Middle School. They immediately board shuttle buses for the charter school. Parents should receive a bus pass from First Student in late August listing the bus number and approximate pickup and drop off times. All afternoon bus runs deliver children directly home.

Students can be bussed to established day care centers in Norwich after school instead of home addresses. However, home day care centers need prior approval from First Student. **Please call the school if:**

- your child's pick up or drop off point has changed over the summer
- you have a change in address, home, work or emergency phone numbers
- you need to change your child's pickup or drop off point during the school year

Norwich students are not permitted to bring friends, who live in Norwich, home on the bus unless they have a written note from the parent, signed by main office personnel. We must have current contact information in the event your child misses the bus.

Bus Discipline Guidelines

All IDCS students are expected to stay in their seats and obey all bus rules. If a student receives three discipline referrals, the student will be suspended from riding on the bus for two days. If two additional referrals are given, the student will be suspended for one week. Another referral will result in a two week suspension. Parents may call First Student and request a meeting to view the video tape made on the day of the referral.

School Policies and Procedures

All IDCS policies are available for review at the school or at our web site, www.idcs.org.

Visiting the IDCS

All parents volunteering or visiting the school after eight a.m. must sign in at the front desk. All parents, volunteers and visitors will be given a badge or a lanyard to wear while in the school.

Many visitors come to the Integrated Day Charter School. Visitors are asked to call ahead and schedule a visit. Parents, caregivers, and visitors must enter and exit the building through the main entrance. Community members and other interested parties are encouraged to visit the IDCS. Tuesday, Wednesday, and Thursday are the best days to visit. Student or parent tour guides may be provided to escort visitors through the building or a floor plan for a self-guided tour will be provided.

Upon entering the classrooms, visitors are asked to refrain from engaging instructors in conversation. Instructional time is extremely precious and teachers must focus entirely on the needs of the students. It is requested that visitors strive to be as unobtrusive as possible. Any visitor is invited to schedule an

appointment with a staff member if he or she wishes to discuss the philosophy or methodology implemented at the school. The student guide can answer most questions.

Former students are asked to call in advance if they wish to visit. Visitations begin at 3 p.m. so that instruction is not interrupted. However, former students are invited to volunteer in the preK-4 classrooms during school hours if they call a day ahead of their visit.

Recess

Students will have one fifteen-minute recess period during the school day. At this time students will go outdoors, weather permitting. For safety's sake on the playground, we ask students to:

- stay off the bank.
- go DOWN the slide, feet first and one at a time.
- climb UP the plastic rock.
- stay off the "real" rock.

Dress Code

1. No bandanas or hats within the school building or indoors at any school functions.
2. No chains, spikes or studs can be worn, except necklaces, bracelets and anklets.
3. No clothing that advertises alcoholic beverages, drug culture, violence, sexual harassment, swear words, etc.
4. No gang colors, gang paraphernalia or clothing adjustments, such as pant ankles rolled up or pocket hanging out.
5. No slip dresses, strap tanks, cut-off jeans, short shorts, halters, one strap tops, tube tops, swimsuits or apron tops, bare midriff tops.
6. Underwear straps cannot be visible.
7. Boxers or other underwear cannot show. T-shirts must cover undergarments.
8. No pajamas, loungewear, or flannel pants.

Student Code of Conduct

The rules of conduct have been established to reflect the mission (see page 8) of the Integrated Day Charter School. It is assumed that all students are capable of making choices and accepting responsibility for their actions. Redirection of student behavior will be handled in a respectful manner. Caregivers should review our Discipline Policy at www.idcs.org.

Suspension/Expulsion

The Integrated Day Charter School adheres to a zero tolerance policy with regard to bullying, physical violence, possession of a dangerous weapon and/or possession of drugs or drug paraphernalia. Such infractions may result in suspension or expulsion. In any case, the parent will be notified by phone and/or in writing. The parent or guardian may be expected to meet with the IDCS director and to transport the child home.

If a student is expelled, a hearing will be held by the IDCS Governing Board to review evidence and determine proper consequences. The parent or guardian of the expelled student will be notified of the date and time of the hearing.

A detailed revised Suspension and Expulsion Policy is available in the office for parental review or at our web site, www.idcs.org.

Health Insurance

Public Act 07-04 requires caregivers to report annually whether or not the student has health insurance (on annual yellow registration form). Information about the HUSKY program, a state health insurance program, is provided in Addendum B of the Free & Reduced Lunch packet given to all caregivers at the Home Visit.

Holidays

Our school is comprised of many ethnic and religious groups. Out of respect for all of the IDCS families, we choose not to have holiday celebrations. We do include educational opportunities to discuss cultures and communities through history, music, art, and the academics. The school has a long history of its own traditions such as All School, Bread Feast, Multicultural Festival, and the Annual Picnic which provide an opportunity for us to come together. We believe that celebrating these traditions strengthens the fabric of our school community.

Birthdays

Birthdays are celebrated (or not) in many different ways by children and their families. We feel it is important to acknowledge every child's uniqueness and individuality but prefer (as with holidays) to leave the actual birthday celebration to the family and the home.

Invitations

Invitations to parties (birthday, graduation, etc.) should be mailed to the homes of classmates and not brought to school. When all students in a class are not invited, feelings can be hurt.

Handouts

If you are making copies of a handout to go home with students, it must be reviewed and approved by the director beforehand. Handouts are distributed to classrooms on Wednesdays.

E-mails to Parents

If you would like a school related handout scanned and sent to parents via email (usually on Wednesdays), it must be approved by the director beforehand and submitted by Monday of the week you would like it sent out.

Field Trip Policy

Incorporating real life learning experiences can enrich and provide opportunities that cannot be duplicated within the school building. Due to transportation constraints field trips cannot generally extend beyond the school day.

Field trips shall:

- be of sound educational value.
- provide opportunities not available to the student within the school building.
- make the best use of instructional time.
- be approved by the director.

Permission to go on field trips must be granted by the caregiver with the exception of trips to Otis Library. School age siblings of students going on field trips will not be able to accompany a brother, sister or parent on that field trip, as they need to be in school.

Request for Educational Records from Other Schools

When a student is transferring to another school, a parent must sign a Release of Records form before records can be sent. An exception is a child's health record, which can be sent to the school whenever a request is made by the school the child will be attending. A parental signature on the Release of Records form also indicates the student is withdrawing from the IDCS.

Educational Records and Annual Notification Policy

The Director shall be responsible for ensuring that all record keeping and notification requirements under federal and state statutes shall be carried out by the IDCS.

Parents are permitted to inspect and review educational records regarding their child. An eligible student is permitted to obtain and review records with their parent when they have a reason to examine them. Access may not be denied to the appropriate parties.

Personally identifiable information from a student's educational records may not be disclosed without the prior written consent of the student's parent, except as otherwise permitted by administrative regulations to other school officials within the school who have been determined by the school to have legitimate educational interests.

Parents at IDCS are provided with an opportunity to seek the correction of the student's educational records through a request in writing to the director to review and amend the records or to hold a group meeting with the director, classroom teachers and pertinent specialists. Furthermore, the parent has the right to place a statement in the educational records of the student. Access to student records are to be made within five days of the date of request, earlier if possible.

Student educational records are confidential and are secure. Orderly retention and disposition per applicable state statutes of student records is followed.

Hazardous Materials Plan

The Asbestos Hazard Emergency Response Act (40 CFR 763.93) requires that written notice be given indicating the Integrated Day Charter School has a Management Plan for the safe control and maintenance of asbestos-containing materials found in the building. No asbestos containing materials were used in the construction of the IDCS and no asbestos containing materials were found in the building prior to the renovation project. Documentation is on file.

Pesticide Plan

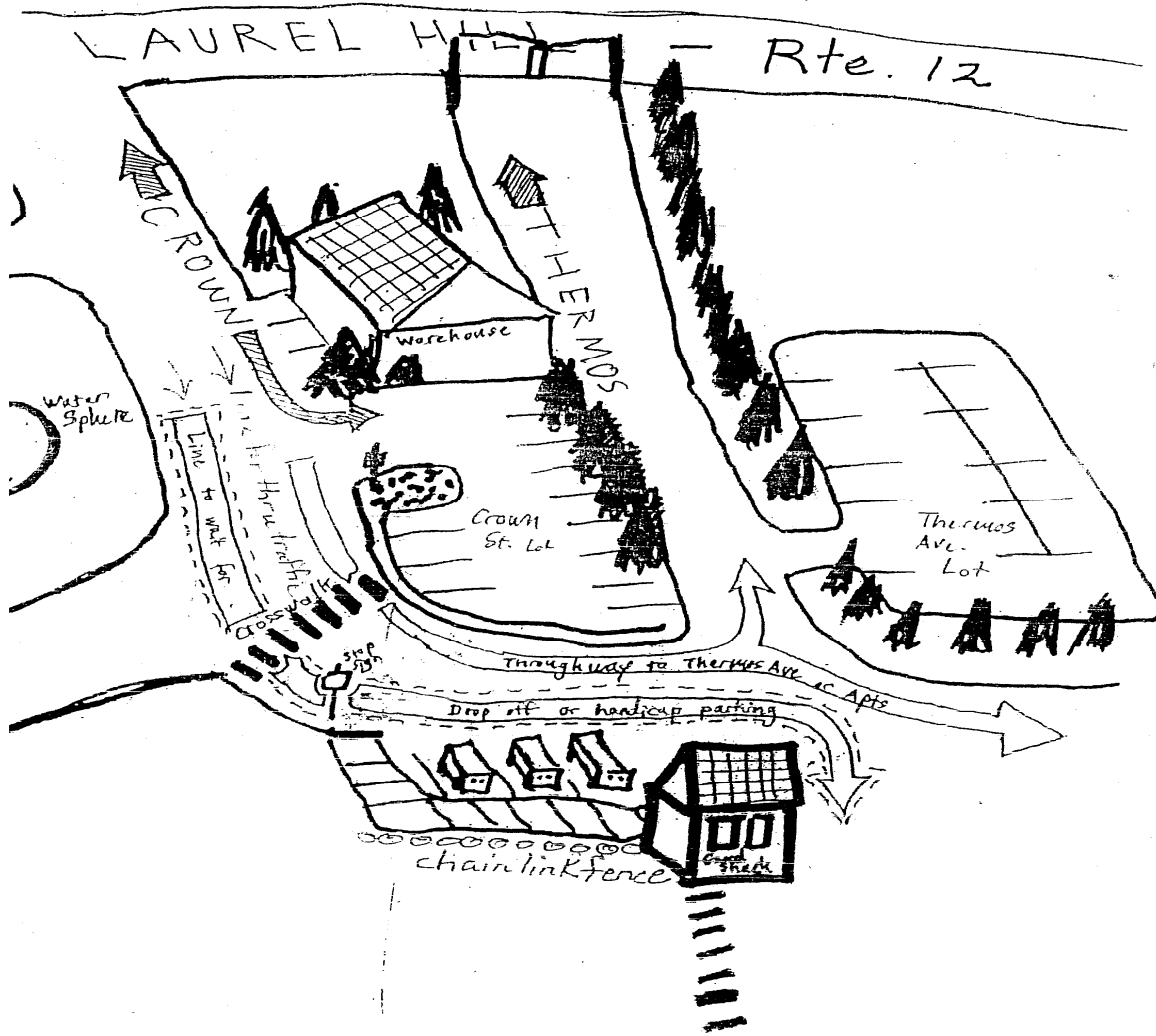
The IDCS has a Pest Management Plan. Parents, guardians and staff who would like to be notified of pesticide applications may make such request by submitting a written request to William Merrill, Business Manager, at the Integrated Day Chart School.

Security at the IDCS

Visitors will enter at the entrance closest to the flag pole after ringing a bell. A staff member is at the front desk at all times to monitor anyone entering the building. All non school employees coming into the school during school hours receive a badge or a lanyard to wear while in the building.

Internet and Electronics Usage

Please review and sign page 11 (separate booklet) and return it to your child's classroom teacher.



Map of Parking

Signature Page

I have read the IDCS Family Handbook and reviewed it with my child.

Student _____ Teacher _____

Parent signature _____ Date _____

PLEASE PRINT AND RETURN THIS PAGE TO YOUR CHILD'S CLASSROOM TEACHER ON THE FIRST DAY OF SCHOOL (ONE PER CHILD).