

# NORTH STONINGTON ELEMENTARY SCHOOL

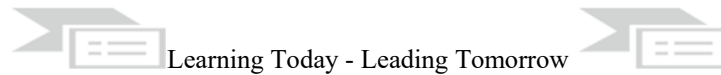
Student/Parent Handbook 2019-2020

Mrs. Veronica O. Wilkison,  
Principal

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# North Stonington Elementary School



Veronica O. Wilkison  
Principal

311 Norwich Westerly Road  
North Stonington, CT 06359  
860 - 535 – 2805

Dear Parents and Guardians:

Welcome to the 2019-2020 school year! We are so happy to have our students back! This year our school location will continue to be the former Wheeler MS/HS site while the elementary school is refurbished as new. We will continue to work to meet the needs of our young students in the new/old school and we appreciate the support of the community.

The North Stonington Elementary School Student/Parent Handbook was developed to provide you with pertinent information about policies and procedures so we will all work together to provide a safe, caring environment for every child. ***Please read the handbook with your child to help them understand that safety and respect of others make our school the special place for all to learn.*** The information in this book will help you understand how we work to create a safe, respectful environment for learning as well as details about your child’s school day and how you can help them to be successful.

**To promote a positive school culture, we all must understand bullying.** What is Bullying? Bullying is any repeated “mean” behavior performed by one or more than one student that emotionally or physically affects another. I ask you to review the bullying policy and what bullying looks like on Pages 9 – 11 with your child and please notify the principal if you suspect bullying actions. It is imperative that all students and their parents immediately report mean behavior to an adult. Please also review safe behavior so all will feel respected and safe. To ensure that, students cannot threaten hurtful actions or even pretend or play that they have a gun or bring a semblance of a weapon to school. This way students will learn to respect everyone and all will love coming to school feeling safe from emotional and physical harm.

The entire faculty and staff look forward to working with you to promote the development of your child through a positive school experience. We strongly believe that the education of our students is a partnership between home and school. Please take an active role in your child’s education. I am confident that with your sustained support and open communication between the home and school, your child will be successful and excited to come to school all year long! If you have any concerns, **please contact me at 860-535-2805 or on my cell phone at 860-941-2303. It is important to deal with issues immediately, so please do not hesitate to call.**

Yours very truly,

*Veronica O. Wilkison, Principal*



# North Stonington Elementary School Mission Statement



In a partnership with family, school and community, our mission is to educate, challenge and inspire each individual to excel as lifelong learners and to reach their highest potential as they aspire to become responsible, respectful and honest members of society.

# North Stonington Elementary School Behavior Purpose Statement



North Stonington Elementary School is a safe, caring, and honest community. We treat our school, ourselves, and others with respect, take responsibility for our learning, and always do our best.

# Faculty and Staff Members

## Administration

Principal - Mrs. Veronica O. Wilkison

Secretary - Ms. Kelly Gonzalez

## Special Services

Director - Ms. Susan Costa

Secretary – Mrs. Ryan Beattie

## Faculty

Preschool	Mrs. Roberta Curry	Mrs. Ryan Yon			
Kindergarten	Mrs. Linda Coats	Mrs. Sarah Hines		Mrs. Sheri Tardiff	
Grade 1	Mrs. Renee Bennett	Mrs. Stephanie Goodwin		Ms. Rebecca Stegeman	
Grade 2	Mrs. Brenda Clark	Mrs. Kasey Mirando		Mrs. Kara Rose	
Grade 3	Mrs. Carly Barozi	Mrs. Marilyn Kiddy		Mrs. Karen Lungren	
Grade 4	Mr. Tom Brownell	Miss Courtney Caswell		Mrs. Jane Servidio	
Grade 5	Mrs. Andrea Bessette	Mrs. Kellie Edwards		Mrs. Terry Gabriel	
Grade 6	Ms. Maureen Adams	Mr. Michael Costanza		Mrs. Kristi Williams	
Reading Specialists	Mrs. Heidi Mehringer-Macina	Mrs. Jacqueline Pastrana		Ms. Michele Piper	
Math Specialist	Mrs. Deanna Scanapieco				
Art	Miss Lauren Anderson				
Library	Mrs. Kerry Schacht				
Music	Mr. Michael Noonan		Instrumental Music:		
Physical Education	Ms. Megan Perkins				
Computer Lab	Mrs. Joan Quinn				
Special Education	Ms. Sarah Barbour	Mrs. Lisa McDonald		Mrs. Jenna Rogers	Ms. Kerrilyn Tashea
Speech & Language	Mrs. Diana Anderson	Miss Sarah Peterson			
Occupational Therapist	Mrs. Rebekah West				
School Psychologist	Mrs. Melanie Rainville				
Social Worker	Mrs. Linda Costanza				

## School Health

Nurse

Health Aide Mrs. Tina Leiper

## Paraprofessionals

Office Aide Mrs. Lynn Mrowka  
Cafeteria Aide Mrs. Elizabeth Carlson

Per Diem Sub  
Special Education Mrs. Wendy Arruda Mrs. Nadine Banker Mrs. Catherine Bates Mrs. Linda Beattie Mrs. Denise Collard Ms. Nancy Johnson  
Miss Courtney Lauer Mrs. Holly Main Mrs. Laura Osborn Ms. Lisa Stanley Mrs. Beth Thompson Ms. Paula Tuma


## Custodians

Maintenance Supervisor Mr. Guy Boucher  
Maintenance Mr. Allen Buck  
Custodial Staff Mr. Jim Palmer Mr. Greg Carlson Mr. Andrew Zuraw

# General Information

## Absences for illness or other reasons/Attendance Policy (BOE Policy #5113)

Please report your child's absence to the school office as early as possible. The office voice-mail system is available at any time so you may call at any time. The office opens at 7:45 A.M. (860-535-2805). If verbal or written contact is not made with the parent/guardian stating the reason for the absence, it will be considered an **unexcused absence**. If a child is absent and the parent does not call the school will call home or place of employment to verify that the child is absent.

 Please consider that vacations during school year take away from student learning. However, if you are planning a family vacation, prior notice of absence should be sent to the main office so the school does not call. **Please note teachers are not able to prepare work for all subject areas during family vacations because lessons are prepared daily based on student need and understanding of concepts.**

## CT State Board of Education Attendance Policy

The Connecticut State Board of Education policy states  
*“a student's first nine absences will be considered excused if a parent approves the absence and if it is properly documented with a signed note from a parent, a note from a school official who spoke directly to the parent, or other measures.”*

Knowing and abiding by the attendance regulations and procedures are parent responsibilities.

The learning experiences that take place in the classroom cannot be duplicated and are essential parts of the education process. Absences affect the continuity of student learning.

On January 2, 2008, the State Board of Education approved the following 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 (e.g., field trip), 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.*

**Due to this policy, students dismissed prior to 11:50 A.M. or who arrive after 11:50 A.M. must be considered absent for the day.**

## Animals

**Students are not allowed to bring live animals to school.** Though children are always eager to share a new pet with the class, for the health and safety of all students, animals or pets are not permitted in the school at any time.



Arrival and Dismissal Procedures at the former Wheeler MS/HS




- Bus drop off and pick up will be in the front of the building. Cars will not be able to enter that drive while buses are there.
- **Morning parent drop off** will be in the back of the building in the half circle off of Main St for all students, Pre-K – grade 6. The Pre-K teachers and Para-professionals will support the students.

## Arrival/Dismissal Procedures

**Arrival: Drop off procedures in the morning are as follows:**

- **In the morning:** Bus drop off will be in the front of the building.  Cars will not be able to enter that drive while buses are there. Buses will begin unloading children at 8:25 A.M. with the official start of day at 8:30 A.M.
- **Morning parent drop off** will be in the back of the building in half circle off of Main St for all students, Pre-K – grade 6.  You will continue around the half-circle to exit.
  - **Pre-K parents and anyone who wants to help their child out of the car, please pull your car to the end of the drive, park, and walk your child to the door.**
- We will have extra supervision in the morning opening the car doors and helping students get out of the car so they can safely enter the school.
- We ask you to drive with caution.
- After 8:35 A.M., students brought to school by car are considered tardy and need to enter the front door and be signed in at the main office.

**Dismissal procedures in the afternoon are as follows:**

- **In the afternoon:** Buses will load in the front of the building.  Cars will not be able to enter that drive while buses are there
- Afternoon **parent pick-up** will be in the **cafeteria for all students**. There is parking in the parking lock and half circle behind the school for those picking up. Please remember an ID must be shown daily.
- All parents and guardians will enter the school for Parent Pick-Up through the “Parent Pick-Up” door of the cafeteria upon completion of the physical education classes at 3:05 P.M.
- Tables will be set up with the sign-out lists (A-L and M-Z) for parents to sign the children out. A second table will be located in the same area for Pre-K students.

- All other students will walk with their classroom teacher to be dismissed at 3:10 P.M. to the buses. Parent Pick-Up students will be dismissed to the cafeteria and will sit at a table to wait for the teacher to dismiss them to the adult who is picking them up.
- Once the parent/guardian provides their picture ID (If you do not have your ID, you will need to go to the office.) and signs the student out, the child will be dismissed to the parent/guardian and they will leave through the cafeteria door. Please be careful of moving cars.

**Banned Items/Electronic Devices** ❌

In order to create the best environment for learning that is safe and respectful, we ask you to be sure your child does not bring certain items to school that will distract from the learning process or active play during recess. These items include but are not limited to:

- Any kind of trading cards such as *Bakugan* cards
- Toys that distract from learning such as Fidget Spinners
- No Legos on the bus due to pieces causing safety concerns.
- Cell Phones or cameras - Students are not allowed to take pictures or videos of other students
- Electronic devices including hand-held video-games and listening devices
- Anything that might resemble a weapon even toy soldiers
- Laser Pointers
- Gizmo Pal type devices

Many of the toys cause a safety issue and/or problems when traded and these items do not encourage physical activity during recess. We want students to

enjoy physical activities and interact socially at recess rather than playing videogames. Electronic devices that become lost or broken can lead to problems at school. *If students are allowed to play with electronic items on the bus, the device must be turned off and kept in the backpack while in school.*

**Behavior Plan**

**Behavior Purpose Statement**

**North Stonington Elementary School is a safe, honest, and caring community. We treat our school, ourselves, and others with respect, take responsibility for our learning, and always do our best.**



The purpose of our behavior plan is to work with our families to develop positive social skills in our students as they aspire to become responsible, respectful, and honest members of society.

We encourage and expect good citizenship and appropriate social behavior at all times. All children and adults are expected to show respect to their peers and to all adults in the building. North Stonington Elementary School has utilized the school-wide **Positive Behavior Intervention and Support (PBIS)** program developed by Dr. George Sugai. The premise of PBIS is to provide curriculum and instruction to help students understand what acceptable school behavior in all environments looks like and positively recognize students who demonstrate the expected behaviors.

**School-wide Behavioral Expectations**

Students are expected to:

Be Responsible

Be Respectful

Be Honest

Be Safe



“Today I will be respectful, responsible, honest, and safe!”



# NORTH STONINGTON ELEMENTARY

## PBIS TEACHING MATRIX

		Hallways	Bathroom	Cafeteria	Playground	Assembly	Bus
<b>EXPECTATION</b>	<b>I am Respectful.</b>  I will:	<ul style="list-style-type: none"> <li>- remain silent</li> <li>- be helpful by picking up papers or objects left in the hallway</li> </ul>	<ul style="list-style-type: none"> <li>- allow others their privacy</li> <li>- quietly wait my turn</li> <li>-take care of school property</li> </ul>	<ul style="list-style-type: none"> <li>- use a quiet voice</li> <li>- eat with good table manners</li> </ul>	<ul style="list-style-type: none"> <li>- share equipment and take turns</li> <li>- include others in play</li> <li>- follow directions</li> </ul>	<ul style="list-style-type: none"> <li>- sit on my bottom</li> <li>- be a good listener</li> </ul>	<ul style="list-style-type: none"> <li>- use a quiet voice and kind language</li> <li>- keep my hands and feet to myself</li> </ul>
	<b>I am Responsible.</b>  I will:	<ul style="list-style-type: none"> <li>- watch where I'm going</li> </ul>	<ul style="list-style-type: none"> <li>- sign out and in when using the bathroom</li> <li>- report any problems to my teacher</li> </ul>	<ul style="list-style-type: none"> <li>-pick up after myself and dump my trash properly</li> <li>- respond to quiet signal immediately</li> </ul>	<ul style="list-style-type: none"> <li>- clean up and put away recess equipment</li> <li>- line up quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>- applaud politely</li> </ul>	<ul style="list-style-type: none"> <li>- respond immediately to quiet signal and bus driver's directions</li> <li>-keep food in my backpack</li> </ul>
	<b>I am Honest.</b>  I will:	<ul style="list-style-type: none"> <li>- be truthful about my actions</li> <li>- report actions accurately</li> <li>- go directly where I am supposed to go</li> </ul>	<ul style="list-style-type: none"> <li>- be truthful about my actions</li> <li>- report actions accurately</li> <li>- only use the bathroom when necessary</li> </ul>	<ul style="list-style-type: none"> <li>- take the lunch I ordered</li> <li>- be truthful about my actions</li> <li>- report actions accurately</li> </ul>	<ul style="list-style-type: none"> <li>- be truthful about my actions</li> <li>- report actions accurately</li> </ul>	<ul style="list-style-type: none"> <li>- be truthful about my actions</li> <li>- report actions accurately</li> </ul>	<ul style="list-style-type: none"> <li>- be truthful about my actions</li> <li>- report actions accurately</li> </ul>
	<b>I am Safe.</b>  I will:	<ul style="list-style-type: none"> <li>- walk on the right side of the hallway</li> <li>- keep my hands, feet and objects to myself</li> </ul>	<ul style="list-style-type: none"> <li>- wash and dry my hands</li> <li>- flush the toilet</li> </ul>	<ul style="list-style-type: none"> <li>- move through the lunch line safely and orderly</li> <li>- walk safely to my table</li> <li>- touch only my food</li> <li>- stay in my seat until given permission to get up</li> </ul>	<ul style="list-style-type: none"> <li>- follow playground rules</li> <li>- tell an adult about safety issues</li> </ul>	<ul style="list-style-type: none"> <li>- keep my hands, feet and objects to myself</li> <li>- maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>-walk safely, sit down, and stay in my seat until it is my turn to get off the bus</li> <li>- keep backpack on the floor in front of me</li> <li>- cross the road when given permission from the bus driver</li> </ul>

**Sharing expectations with students:** The behavior expectations will be taught to the students through planned lessons at the start of the school year and the lessons are reviewed as needed throughout the year.



## Recognition of Positive Behaviors

Staff members will recognize students exhibiting positive, appropriate behaviors in all school environments by awarding “Pompoms.” Students will work together to fill their “Classroom Buckets” in supporting each other in making appropriate behavior choices. Once the class fills their bucket, the class will receive an extra recess. Students who always make appropriate behavior choices will attend the PBIS Celebrations each month. If a child makes an inappropriate or unsafe behavioral choice and receives a Major or Minor Office Referral, they will be restricted from the monthly celebration.

**PBIS 2019 - 2020** - The goal is to have more positive celebrations of appropriate behavior.

**Monthly Lions’ Pride Celebrations:** Two grade level teachers will be a part of the monthly lions’ pride celebration. The other grade level teacher will reteach behavior lessons in the third classroom. Specialist and support staff will also help out in the needed areas if available. The celebration will be about 30 minutes.

**Prideful Lions Club:** All students that have no blue or green slips will participate in monthly celebration.

**Lions’ Den:** Students that receive a blue or green slip(s) will report to a classroom with one of the grade level teachers where behavior lessons will be re-taught. *Teachers came up with many creative ways to help students learn from their behavior mistakes.*

*Monthly celebrations will vary per grade level. Each class will vote on ideas and the top 3 ideas from each class will be used to create the master list.*

*Duplicate ideas can be used. For example, if all 3 classes voted on extra recess as their top 3 choices, then recess can be duplicated 3 times.*

## Consequences

It is pertinent that we help our students learn from their inappropriate behavior choices. Inappropriate behavior infringes upon the rights of other students and disrupts the learning process and classroom environment. We strive to match behaviors with appropriate consequences as well as a discussion. Teachers have the authority to remove a pupil from class when the student deliberately causes a serious disruption of the educational process within the classroom.

### **Unacceptable behaviors that may lead a Major Discipline Referral:**

- Aggressive behavior in school or on school grounds – Example: bullying, fighting, play fighting, pushing, punching, unsafe conduct, tackling, teasing, making threats including threatening gestures, etc. (i.e. Pretending to shoot gun with use of fingers or threatening a peer.)

- Use of objectionable language or gestures – Example: threats, swearing, profanity, obscenity.
- Disrespectful behavior toward people or property – Example: rudeness, stealing, defacement of property, or harassment of any kind including sexual harassment or inappropriate touching of others
- Causing safety issues by bringing dangerous objects to school, pulling the fire alarm, etc. Authorities will be notified.
- Leaving the school building or property without permission

### **Procedural Guidelines**

- Parents are notified by phone if a child receives a major office referral, the consequences for the behavior choice and will receive a copy of the Office Discipline Referral (ODR) by mail.

Should any of the unacceptable behaviors occur, the following consequences will be followed:

First Offense	The principal will discuss the matter with the student. The consequence for the misbehavior may include: the writing of an apology letter, recess detention, community service in a classroom during recess or in-school suspension from school for one or more days. Parents will be notified in writing and by telephone.
Second Offense	The principal will notify parents. The consequences for this misbehavior may include detention or in-school suspension, and/or any consequences from the First Offense deemed appropriate.
Third Offense	A conference will be held with parents, teacher, and principal to discuss the third offense and previous consequences. A plan of action will be developed to address the student's behavior. The consequences for this misbehavior will include detention or suspension.

***The student will not attend the monthly PBIS celebration scheduled because they have received a Major or Minor Office Referral.***

## North Stonington Elementary School Major Office Disciplinary Referral (ODR)

Student: _____ Homeroom Teacher: _____ Grade: _____ <input type="checkbox"/> IEP Referred by: Date: _____ Time: _____ A.M./P.M.	<b>Core Value Unmet:</b> <input type="checkbox"/> Be Respectful <input type="checkbox"/> Be Responsible <input type="checkbox"/> Be Honest <input type="checkbox"/> Be Safe	<b>Behavior Occurred During:</b> <input type="checkbox"/> Seatwork <input type="checkbox"/> Group/pair work <input type="checkbox"/> Direct instruction <input type="checkbox"/> Transition <input type="checkbox"/> Silent Reading <input type="checkbox"/> Presentation <input type="checkbox"/> Other
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Describe the specific events and observed behaviors as they occurred:

<b>Location</b>	<b>Major Learning Error</b>																													
<input type="checkbox"/> Classroom <input type="checkbox"/> Unified Arts Classroom <input type="checkbox"/> Playground (recess) <input type="checkbox"/> Bus <input type="checkbox"/> Cafeteria <input type="checkbox"/> Restroom <input type="checkbox"/> Hall <input type="checkbox"/> Other	<input type="checkbox"/> Abusive language/ Inappropriate language/Profanity <input type="checkbox"/> Physical aggression <input type="checkbox"/> Defiance/Disrespect/ Non- compliance/ Insubordination <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Fighting <input type="checkbox"/> Disruption <input type="checkbox"/> Inappropriate display of affection	<input type="checkbox"/> Property Damage/Vandalism <input type="checkbox"/> Forgery/ Theft <input type="checkbox"/> Dress code violation <input type="checkbox"/> Technology violation <input type="checkbox"/> Building threat/False alarm <input type="checkbox"/> Arson <input type="checkbox"/> Use/possession of weapons <input type="checkbox"/> Other																												
<b>Motivation</b>	<b>Others/Involved</b>	<b>Prior Actions Taken Related to Behavior/Report</b>																												
<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain item/activity <input type="checkbox"/> Avoid task <input type="checkbox"/> Avoid peer(s) <input type="checkbox"/> Avoid adult(s) <input type="checkbox"/> Other <input type="checkbox"/> Unknown	<input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Unknown <input type="checkbox"/> Other:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;"><u>Today</u></td> <td style="text-align: center;"><u>Previous</u></td> </tr> <tr> <td>Severe - Immediate referral to principal</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Informal talk and/or warning</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Conference to re-teach expectations</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Change in student's work setting</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Removal of privilege/Time out</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Student meeting with support staff</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Behavior contract</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Consultation with SAT Team</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		<u>Today</u>	<u>Previous</u>	Severe - Immediate referral to principal	<input type="checkbox"/>	<input type="checkbox"/>	Informal talk and/or warning	<input type="checkbox"/>	<input type="checkbox"/>	Conference to re-teach expectations	<input type="checkbox"/>	<input type="checkbox"/>	Change in student's work setting	<input type="checkbox"/>	<input type="checkbox"/>	Removal of privilege/Time out	<input type="checkbox"/>	<input type="checkbox"/>	Student meeting with support staff	<input type="checkbox"/>	<input type="checkbox"/>	Behavior contract	<input type="checkbox"/>	<input type="checkbox"/>	Consultation with SAT Team	<input type="checkbox"/>	<input type="checkbox"/>	
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<b>Administrative Decision</b>	
<input type="checkbox"/> Formal Apology <input type="checkbox"/> Time in office <input type="checkbox"/> Loss of privileges <input type="checkbox"/> Conference with student <input type="checkbox"/> Parent contact <input type="checkbox"/> Time Out/Detention: Days _____ <input type="checkbox"/> Restitution <input type="checkbox"/> Individualized instruction <input type="checkbox"/> Bus suspension <input type="checkbox"/> In-school suspension: Days _____ <input type="checkbox"/> Out-of -school suspension: <input type="checkbox"/> Expulsion	<input type="checkbox"/> Parent Notified by: _____ Phone _____ Letter _____ Conference _____  <u>Comments:</u>    Administrator Signature: _____ Date: _____

## **Birthdays**

With the Connecticut State Law addressing nutrition and a healthy environment in our public schools, children may bring in a small, healthy treat to celebrate their birthdays. Summer birthdays may be celebrated during the month of June. Please contact the classroom teachers to plan a time. *It is essential to recognize there are children with food allergies in some of the classrooms and all birthday treats must keep the safety of these children in mind.*

**Students are not allowed to distribute invitations for parties at school since it could cause hurt feelings.**

## **Building Entry**

Students should not enter the building after dismissal. It is the student's responsibility to have books and all other materials with them so they do not have to come back to school at night. If your child does need to come back for a forgotten item, please stop in the office before going to the classroom since the classroom doors will be locked.

## **Bullying Policy** (BOE Policy #5131.911)

### **North Stonington Elementary School Bullying Procedure:**

The purpose of this procedure is to raise awareness about the scope of bullying for our students and staff; to develop a reporting system; to provide a learning opportunity for the child who bullies; to establish clear consequences for bullying; and help to ensure that our school provides a safe culture for our entire school community.

Bullying in schools is a worldwide problem that can dramatically affect student's progress academically and socially, and has negative consequences on the general school climate and the right of students to learn without fear in a safe environment. Bullying can have negative lifelong consequences - both for students who bully and for their victims. A comprehensive intervention plan that involves all students, parents, and school staff is required to ensure that all students can learn in a safe and fear-free environment.

**What is Bullying? Bullying is any "mean" behavior that emotionally or physically affects another.**

### **As of July 1, 2011, bullying is now defined as:**

(A) The repeated use by one or more students of a written, oral, or electronic communication such as cyber bullying, directed at or referring to another student attending school in the same school district;

(B) A physical act or gesture by one or more students repeatedly directed at another student attending school in the same 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 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 or mean behaviors can be exhibited in many ways:**

- **Physical bullies** use aggression or take victim's property.
- **Verbal bullies** use words to hurt or humiliate. It is the easiest bullying strategy to use and often is denied by the bully. Verbal bullying can leave longer-lasting scars than physical bullying.
- **Relational bullies** try to control relationships by persuading some children to reject others.
- **Reactive victims/bullies** live in both worlds: victim and bully. They may bully others because someone else bullies them or they may taunt bullies, making it appear that they draw the bully's attention because of their own behavior.

**Zero Tolerance:** We understand that no child will feel totally safe if bullying is taking place. We need to raise our level of concern so that all incidents of bullying are addressed immediately.

**Consequences:** All written or verbal reports of bullying will be investigated by the principal.

First incident: Teacher/principal will speak to the student to note awareness and discuss the incident and consequences. Teacher or reporting staff member will complete a Major Office Disciplinary Referral and a **Bullying Incident Report**. Parents will sign the report and return it to school. Appropriate consequences will apply.

Second incident: Principal will speak to the student to note awareness and discuss the incident and consequences. Appropriate consequences will apply. A Major Office Disciplinary Referral and a **Bullying Incident Report will be**

**completed.** Student will be assigned kindness sessions with our school social worker and principal. Parents will meet with school social worker and principal.

Third incident: Principal will speak to the student to note awareness and discuss the incident. Parents will meet with teacher, social worker, and principal. Appropriate consequences will apply which could be a in-school suspension. Student will be referred to our SAT (Student Assistance Team), or PPT/504 as appropriate.

**Please be aware that if you call the school the first time your child shares an act of mean or bullying behavior, it can be stopped immediately!**

- Reporting system** includes all school employees and bus drivers
- We recognize that at times children will make wrong behavior choices that may include bullying and we will continue to educate those children who need social intervention.
  - Children must understand that reporting bullying or mean behavior towards themselves or others is a social responsibility that benefits the entire school community.



**Bus Procedures** (BOE Policy #5131.1)  
**M & J Bus Company – 860-535-8051**

If your child/children will be riding home on a bus different from assigned, **a note must be sent to school with your child/children.** *Please do not give notification of bus changes to just the bus drivers. Notices must be sent to the office to ensure the children are placed on the correct bus.* If they are riding to the home of a friend, **both students** must have a note. **Please call the school for permanent bus changes.**

At the start of the school year, all students will view the tape of their bus ride with their bus driver to review rules for safe passage on a bus. (BOE Policy #5131.111)

**Please Review These Rules with Your Children**

**Bus Rules and Regulations**

1. For morning school bus pick up, each student shall be at the pickup point (end of driveway, designated street corner or other specified place) **at least five minutes prior to the scheduled pick up time.**
2. Students waiting at their bus stops should stand at a safe distance from the road.
3. Students shall not move toward the bus until it has come to a complete stop and the entrance door has been opened.

When a student must cross the road to get on the bus, he/she must wait for the bus to stop and look for the driver’s signal. The student should still check in both directions before crossing and must walk at least 10 feet in front of the bus, so the driver can clearly keep them in sight.



4. Students shall enter the bus and move as quickly as possible to their assigned seat placing their backpack in front of them to ensure they are sitting correctly and safely on the seat.
5. While on the bus, students will remain seated at all times. Assigned seats may be given to encourage appropriate behavior.
6. Students are not to tamper with any equipment on the bus.
7. Throwing of objects, unsafe behavior, or verbal abuse of the driver or other students is not acceptable and will result in a discipline report.
8. Consumption of food (including chewing gum and candy) and beverages of any kind are not allowed on the bus due to choking hazards.
9. Students must exit only at their own bus stop, unless they have written permission from parent/guardian and approval of the school.
10. Students are liable for expenses arising from damages or the defacing of school bus equipment.
11. Failure to observe bus rules will result in disciplinary action.

**Suspension from Bus Transportation**

The decision to remove or deny transportation to a student shall be made by the administration. The following guidelines shall be observed in such cases:

1. Bus drivers shall report, in writing, all violations to their bus supervisor who will report such violations, in writing, to the administrator responsible for the student(s).

In the event of a serious problem or repeated violation of bus regulations, the administrator may:

1. Immediately suspend the student(s) from riding the bus with notification to parent(s)/guardian(s), by telephone, of the decision.
2. Confirm the decision to suspend in a letter to the parent(s)/guardian(s).
3. Conduct a hearing prior to allowing the student(s) back on the school bus.
  - a. Persons invited to the hearing should include the parent(s)/guardian(s), bus officials, bus driver and the student(s) involved.
4. Inform the Superintendent of Schools and/or Board of Education that a long-term suspension has been implemented.

### **Cancellation of School/Delayed Openings/Early Closings**

In the event that school has to be cancelled or a delayed opening is necessary due to inclement weather or other emergencies, families will be notified by a Power Announcement call from the Superintendent. **Please be sure to list the appropriate phone number on your child's emergency card for receiving this call.** Announcements will also be found on the North Stonington School District website and local radio and television stations generally no later than 6:30 A.M.

### **DELAYED OPENINGS**

Delayed openings will always be scheduled as a Two Hour Delay:

	<b>2-Hour Delay</b>
Morning Preschool	NO AM PRESCHOOL
North Stonington Elementary School	10:30 A.M - 3:10 P.M.

### **EARLY SCHOOL CLOSINGS**

In an emergency, early dismissals are the most difficult because many parents have to make alternate arrangements for childcare. Weather conditions might necessitate early dismissals prior to 1:00 P.M. A Power Announcement call will be made for all early dismissals. The times of the early dismissals will be posted on our website, announced on the local radio and television stations, and if parents have signed up for the service, an email and Remind text will be sent with the early closing information.

**Please discuss with your children what they are to do in the event school closes early.**

It will not be possible to personally call parents if school is dismissed early.

Therefore, parents should:

1. Be sure children are able to get into the house when they arrive at home;
2. Make arrangements with a neighbor to receive children if needed;
3. Be sure the phone number for the Power Announcement and Remind is up to date.

### **Class Placement** (BOE Policy #5122)

The process of assigning students to teachers and classes is very complicated and many factors are considered, including the following:

Students' learning styles	Classroom performance
Developmental levels	Emotional development
Peer relations	Gender balancing
Teacher recommendation	Parent input
Social development	Class make-up

Using the above criteria, class lists of heterogeneous (mixed-ability) groups are developed by classroom teachers in conjunction with special education teachers, our reading teachers, the school psychologist, the social worker, the unified arts teachers and the principal. Class placement letters are mailed during the summer.

### **Disaster Instructions** (BOE Policy #6114)

Security is one of our primary concerns and the doors of the building are locked while students are in the building for the safety of all. In the event of a disaster or emergency, we will be taking some additional precautions to help ensure that our children are safe. There is a variety of contingency plans that we may employ. One may include going into a **lock-down** situation where the children and their teacher will stay in the locked classroom. Parents will be notified in the event of an emergency event through use of our Power Announcement system. Depending on the emergency the children will either be released to their families or if possible, the children would be taken home on their regular bus. It is important for all children to know your family's plan if no one else is at home. For example, should they go to a neighbor's house, or do they have a key to get into your house? **It is crucial that we have updated emergency contact information and phone numbers.**

### **Communication:**

To ensure all students are safe in school and going home, please send communications to the office. If your child/children will be riding home on a different bus, ***a note must be sent to school*** with your child/children. Please do not give ***notification of bus changes to the bus drivers. Notices must be sent to the office to ensure the children are placed on the correct bus.*** If they are riding to the home of a friend, **both students** must have a note. **Please call the school for permanent bus changes.**

### **Dress Code** (BOE Policy #5132)

Students must dress in relation to their age and in a manner, that shows pride in themselves and their school. The administration reserves the right to decide what may be unacceptable dress.

**The following clothing is not appropriate for elementary students:**

- **Backless tops**
- **Low-fitting sleeveless shirts**
- **Low riding pants**
- **Tank tops with low hanging sleeve openings**
- **Sweatbands and hats**
- **Inappropriate words or pictures on clothing**
- **Gloves and jackets or coats cannot be worn during the school day due to health concerns and the warmth of the building.**

Parents or guardians of students who dress inappropriately will be contacted, and in some cases be required to bring in a change of clothes before their child will be allowed to attend class.

Our students are beautiful as they are so the wearing of make-up is not allowed.

**Please note: When children wear flip-flops, they can be injured during recess.** Therefore, to ensure that recess is a safe, fun time for the children, it is strongly recommended that appropriate footwear, such as sneakers, be worn for recess.

### **D.A.R.E. (Drug Abuse Resistance Education)**

The D.A.R.E. program is taught in Grade 5 by Resident State Troopers. Students are taught about the dangers of drugs and how to just say NO to drugs and alcohol through the DARE program.

### **Early Pick-up**

If it is necessary to pick up your child/children early, please observe the following procedures:

- Send a note to school stating the time you will be picking up your child.
- Come to the school office to sign out your child. Your child will be called down to the office for dismissal at that time. To avoid losing valuable classroom time, students will not be called until you arrive.
- Please remember: Students dismissed prior to 11:50 A.M. or who arrive after 11:50 A.M. will be considered absent for the day due to the CT State Board of Education 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 (e.g., field trip), for at least half of the regular school day.*

**For the safety of all students, parents or guardians are not allowed to go directly to the classroom. No child will be allowed to leave the building during the day unless accompanied by a parent, guardian or other designee.**

### **Field Trips** (BOE Policy #6153)

All classes take at least one field trip per year. The field trips are usually culminating activities for a unit of study and are an integral part of our regular curriculum. Teachers work to keep the cost of the trips to a minimum, however at times students will need to pay a fee. **However, no child will be denied participation on a field trip because of difficulty to pay. Please inform the classroom teacher or principal if a need arises.** We appreciate the support of the NSPTO in supplementing funds for the field trips for each grade level.

**For safety reasons and because it is a special day for your child in the specific grade level, younger or older siblings are not permitted to accompany parent chaperones on field trips.**

### **Health Services**

The nurse will have office hours throughout the school day. Students will not be released for medical purposes until the nurse, health aide, or administrative staff has spoken with the parents or guardians. The nursing staff is not responsible for transportation home in the event of a dismissal for health reasons.

### **Screenings performed by the school nurse:**

**Vision Screenings:** Performed annually in kindergarten – Grade 5.

**Scoliosis Screenings:** Done annually in grade five. An information/exemption form will be mailed home. If you do **NOT** want your child screened, please return the exemption form to the school nurse by April 1<sup>st</sup>.

**Hearing Screenings:** Done annually in grades kindergarten through three and grade five.

## Health Appraisal Requirements

**Physical Exams:** The Connecticut State Law requires that each student receive a State Assessed Physical Exam (requirement by Connecticut School Health Law section 10-206c) four (4) times during a child's school years; Preschool, Kindergarten, Grade 6, and Grade 10. This requirement allows for the promotion of optimum health among school students and is a screening tool for early identification and treatment of health problems.

**Requirements to enter Kindergarten:** A blue State Assessed Physical Exam form must be completed for registration requirement. The form must include the child's height, weight, blood pressure, pulse, HCT/HGB, Urinalysis, Gross Dental, Postural evaluation, vision and hearing screenings, and chronic disease assessment. Also needed is documentation of immunizations that includes:

- DtaP: At least 4 doses. The last dose must be given on or after 4<sup>th</sup> birthday.
- Polio: At least 3 doses. The last dose must be given on or after 4<sup>th</sup> birthday.
- MMR: 2 doses separated by at least 28 days. 1<sup>st</sup> dose on or after 1<sup>st</sup> birthday.
- Hepatitis B: 3 doses. Last dose on or after 24 weeks of age.
- Varicella: 2 doses separated by at least 3 months. 1<sup>st</sup> dose on or after 1<sup>st</sup> birthday or verification of disease.
- Hib: 1 dose on or after 1<sup>st</sup> birthday for children less than 5 years old.
- Pneumococcal: 1 dose on or after 1<sup>st</sup> birthday for children less than 5 years old.
- Hepatitis A: 2 doses given six calendar months apart. 1<sup>st</sup> dose on or after 1<sup>st</sup> birthday.

**If the requirements are not met, exclusion of your child from school will occur.**

For further immunization requirements, please visit the State of Connecticut website at:

<http://www.sde.ct.gov/sde/lib/sde/PDF/deps/student/health/SchoolImmunizations.pdf>

**Working together for a healthy school environment we ask parents:**

- Any student who comes to school with symptoms of illness such as coughing (uncontrollable), earaches, fever (temperature of 100 degrees or over), nausea, rash, red or discharging eyes, or sore throat will be sent home.

- For the health of the child and fellow students, students should not return to school until they have been free of fever, vomiting, or diarrhea for at least 24 hours.
- If a child is ill and requires exclusion from school, parents will be notified. If a parent is unable to pick the child up from school, it is the parent's responsibility to make other arrangements for the care of the child. If a parent cannot be reached by telephone an individual designated by the family, as noted on the emergency card in the school office, will be asked to assume responsibility until the parents can be reached. Students who are ill should be taken home immediately.
- It is important to notify the nurse's office if your child has any contagious disease, to help prevent it from spreading further. Please also notify the nurse for strep throat, ringworm, and head lice.

**Services:** The school nurse is always willing to help families meet the individual physical or psychological problems of their child. Through them, state agencies may provide assistance for special medical, dental, psychiatric, or visual help for the individual with a serious problem.

### Medications - Administering to Students:

The Connecticut State Law and Regulations (Public Act #723) requires a physician's written order and written authorization of the parent/guardian for each medication ordered including any medications required for insect bites. Forms for physician's orders and parent/guardian authorization are available in the main office or nurse's office. **TYLENOL, COUGH DROPS, OR OTHER OVER THE COUNTER MEDICATIONS WILL NOT BE ADMINISTERED WITHOUT WRITTEN AUTHORIZATION FROM A PHYSICIAN AND PARENT/GUARDIAN.**

**All medications must be delivered by a parent/guardian in a dispensed from a pharmacy labeled container with the name of the child, name and strength of medicine, physician's name, the date of the original prescription, and directions.** Not more than a 45-day supply should be delivered to school. Prescribed medications should not be administered during school hours if it is possible to achieve the desired effects by home administration during other than school hours. We suggest, if you take your sick child to your physician, that you take an authorization form for medication along, in the event the physician prescribes medication to be given at school. This form must be updated annually. **ALL medications need to be picked up by a parent/ guardian at end of the school year. Any remaining medications will be destroyed if arrangements have not been made to pick up meds.**

**For the safety of all, students are not allowed to bring the following items to school or carried in backpack.**

- **Hand Sanitizer** – Students wash hands with soap and water regularly throughout the day and there is sanitizer in each classroom.
- **Cough Drops** – Students must be assessed by the nurse to determine if they have a cough and need a cough drop.
- **Any over the counter or prescription medication** – The nurse must have doctors’ order to administer medication to students.

**Asthma, Respiratory Problems, Allergies (Bees/Insects, etc.) \***

Students with these ailments should have the following information in their medical folders in the nurse's office:

1. Orders, provided by parents, from the physician for treatment of acute attacks.
2. Orders, from parents/physicians, in case of extreme emergencies and parents/guardians are not available, as to the preferred course of action for student.
3. Students should have an inhaler, Epipen or other medication in the nurse's office at school at all times.

**\*Documentation must be provided by the doctor with any of these conditions.**

**New Students to North Stonington Elementary School:**

All new students must have their health records reviewed by the school nurse before entering North Stonington Schools. A physical that is less than one-year old, as well as all state mandated immunizations are required for all in state/out of state/exchange students before entering. Connecticut State Physical Forms are available in the nurse's office and the main office.



**Homework** (BOE Policy #6154)

Homework is an extension of the school day that serves to provide valuable practice for concepts taught. Equally important, homework helps children develop a sense of responsibility. As a parent/guardian, you are asked to guide children to complete their homework but not do the work for them or simply give the answers to homework questions. It is important that students complete the work on their own so teachers recognize where the students are struggling and appropriate support can be provided for your child the next day.

Please contact the classroom teacher if your child is spending more than 10 times the grade level. (For example – Grade 3 should typically have about 3 x 10 minutes = 30 minutes of homework not including the night time reading.)

Homework assignments may be obtained after a child has been out for more than one day by calling the main office before 9:00 A.M. To develop the love of reading and development of skills, all children are expected to read independently or with a parent every night.

**Lost and Found**

The lost and found is located at the main door entrance. Items found there are typically articles of clothing and lunch totes. Smaller items such as jewelry may be retrieved from the main office. Last school year over 40 sweatshirts/jackets and other unclaimed items were left behind. **Please label all coats, sweaters, raincoats, boots, lunch boxes, hats, gloves, etc. with the student’s name so they can be returned to your child.**

**Lunch Program**



Lunch is available to students, including milk. Milk may be purchased for students who bring their own lunches. Lunches may be paid for by the day, week or month. When paying by check, please make it payable to NS Lunch Program. Families can also make payments online at **mySchoolBucks.com**. When registering an account, you will be asked for your child’s student ID number. Please call the school office if you need this information.

**Lunch Prices \$2.95**

**Milk \$ .50**

**Lunch schedule**

Grades K, 1 & 2:	10:55-11:20
Grades 3 & 4:	11:20 -11:45
Grades 5 & 6:	11:50 -12:15

**North Stonington P.T.O.**

All parents, teachers and administrators in the North Stonington School System are automatically members of the N.S.P.T.O. There are no formal registration requirements or dues.

The Goal of the N.S.P.T.O:

1. To open the lines of communication between parents, teachers, students, administrators, the Board of Education and residents.
2. To work within the current system to improve the quality of education for the entire community.



To achieve the goals, the N.S.P.T.O., needs your help. By becoming active member, you will demonstrate your commitment to the education of our children, and you will be an informed, contributing partner in education.

**WHO'S WHO IN THE N.S.P.T.O.**

President : Tana Brewer, [tanadan23@gmail.com](mailto:tanadan23@gmail.com)  
 Vice President: Jenn Richter, [therichters1301@gmail.com](mailto:therichters1301@gmail.com)  
 Treasurer: Dawn Goralewicz, [goraldawn@yahoo.com](mailto:goraldawn@yahoo.com)  
 Recording Secretary: Breeze Floyd, [breeze@loveresembles.com](mailto:breeze@loveresembles.com)  
 Corresponding Secretary:  
 Middle/ High School Liaison:  
 Staff Liaison: Linda Coats

**NSPTO Events for 2019-2020 School Year**

Friday, October 18<sup>th</sup>, Fall Fest, 5:30-8:30   
 Holiday Sale: Week of December 9<sup>th</sup>   
 Basket Raffle: Date TBA 

**2019-2020 MEETING SCHEDULE**

Meetings are held the second Monday of of each month at 6:00 P.M. in the elementary school library.

September 9th	October (TBD)	November (TBD)
December 9th	January 13th	February 10th
March 9th	April (TBD)	May 11th
June 8th		

**What Parents Can Do to Help**

- Attend the PTO meetings on the first Thursday of each month
- Become informed about the work of the PTO
- Support the fundraisers by volunteering
- Collect Box Tops and soup labels

**Open House**

Open House will be held on Thursday, September 5th at 6:00 P.M. This is an opportunity for parents to meet the teachers and begin to establish a relationship. The classroom teachers and your student will present information about the

classroom and expectations for the year. More information about Open House will be sent home with students as the date approaches.

**Parent Pickup**

Children who are being picked up at the end of the day need to come to school with a note stating they will be Parent Pickup. If your child will be picked up daily, please send a note stating that to the office.

The procedures are as follows:

- All parents and guardians will enter the school for Parent Pick-Up through the back of the cafeteria upon completion of the physical education classes at 3:05 P.M.
- Tables will be set up at the door with the sign-out lists (A-L and M-Z) for parents to sign the children out. A second table will be located in the same area for Pre-K students.
- Students will be dismissed at 3:10 P.M. to the cafeteria and will sit at a table to wait for the adult who is picking them up.
- Once the parent/guardian provides their picture ID (If you do not have your ID, you will need to go to the office.) and signs the student out, the child will be dismissed to the parent/guardian by a teacher on duty and you will leave through the cafeteria door. Please show caution walking and driving in the parking lot.

**Playground Safety Rules**



At the start of the school year, the students will review all rules for a safe, respectful, and fun recess. Teachers and paraprofessionals will be on duty during recess time. Children should be aware of the following regulations designed to increase safety while allowing them to have fun during their recess break.

1. The use of regulation baseball, softball, football, hockey, or lacrosse equipment is not allowed during the lunch recess due to possible injuries.
2. Soft, rubber playground or tennis balls are the only balls permitted for the safety of all students.
3. Children should refrain from rough play and tackling others.
4. Students must remain within the boundaries of the schoolyard. Permission to go inside must be given by a teacher or an aide.

- At the conclusion of the recess period, children are responsible for putting the equipment away, lining up quietly and waiting to be dismissed to their classroom or the cafeteria.

To encourage healthy life habits, every child is expected to run or walk once around the track before beginning their recess activity. Recess is a time to encourage physical activity and social interaction so students should not bring videogames, iPads, trading cards, etc., out for recess.

### **Photographs/Videos**

Throughout the school year, there may be occasions when your child’s photograph or video image may be taken for our school newsletter, website, or local newspapers. For your child’s safety and protection, we ask that you complete and return the permission slip included in the packet of paperwork received during registration or on the first day of school indicating any restrictions for photos.

### **Reporting to Parents** (BOE Policy #5124)

#### **Parent/Teacher Conferences**

It is essential that regular, ongoing communication be maintained between the school and the parents/guardians of our students. Conferences to discuss student progress and/or concerns can be scheduled at any time during the school year by simply calling the teacher and scheduling an appointment. Scheduled conferences will be held in November and February with the distribution of the report cards.

#### **2019-2020 Trimesters and Parent/Teacher Conferences**

	<b>Trimester 1</b>	<b>Trimester 2</b>	<b>Trimester 3</b>
<b>Grades Close</b>	Nov.22, 2019	Feb. 25, 2020	June 2, 2020*
<b>Report Card Issued</b>	Dec. 11, 2019	March 10, 2020	Last day of school
<b>Parent/teacher conference</b>	Dec. 12 <sup>th</sup> & 13 <sup>th</sup>	March 11 <sup>th</sup> & 12 <sup>th</sup>	

\*May make-up day if there are no cancelled days due to weather.

### **What Parents Can Do to Help**

- Instill an attitude that every child can be successful with effort.
- Be excited about what your child is learning.
- Read to or with your child every night.
- Limit the watching of TV and playing of video games.
- Stay in touch with your child's teacher.

- Have fun playing board games or guessing games with your children.

### **Retention**

At times students do not progress as expected during a school year. The primary factors in the consideration of retention are: academic achievement in all subject areas, levels of basic skill mastery, and developmental and emotional readiness for the succeeding grade. Decisions to retain a child are made through a team decision including parents, teachers and the administration.

### **School/Classroom Information**

At times notes are sent home with the students about important upcoming events, PTO information, schedules for conferences and much more. Please check your child’s backpack daily for notes from the teacher or school so you can stay informed of up-coming school events and activities.

### **School Email**

To email our staff members, type in the last name followed by the first initial@northstonington.k12.ct.us  
(i.e. [wilkisonv@northstonington.k12.ct.us](mailto:wilkisonv@northstonington.k12.ct.us)).

### **School Hours**

#### **Regular School Day**

Grades K - 6 8:30 A.M. to 3:10 P.M.

#### **Preschool**

A.M. Session 8:30 A.M. to 11:30 A.M.  
P.M. Session 12:10 P.M. to 3:10 P.M.

#### **Early Dismissal Schedule**

Grades K - 5 8:30 A.M. to 1:00 P.M.

#### **Preschool Early Dismissal Schedule**

A.M. Session 8:30 A.M. to 10:30 A.M.  
P.M. Session 11:10 A.M. to 1:00 P.M.

### **School Insurance** (BOE Policy #5143.1)

School insurance is available to parents. Depending on the plan you choose, coverage may include only school time activities or for a higher cost, twenty-four hour coverage is available. Insurance forms are sent home on the first day of

school or during registration. Forms are also available in the office any time during the year.

**School Newsletter**

A school newsletter is published bi-monthly. This is an important way to stay informed of upcoming school events and activities. In order to save on cost and go green, parents can choose to sign up to receive the newsletter by email. A form will be sent home for you to choose the email format.

**School Spirit Days** 

Each month, usually on the last Friday of the month, students and staff are invited to participate in our monthly School Spirit Day. Themes are voted on by the students and notices will be sent home with necessary information. This activity is intended to create a sense of spirit, fun, and pride within our school community. Dress codes are strictly enforced and students are reminded to adhere to them. If exceptions are made (i.e. wearing hats), students and parents/guardians will be informed.

**School Visitors and Volunteers** (BOE Policy #1250)

Visitors are welcome in school. **For security reasons and the safety of the children, all visitors, volunteers, parents, and guardians must report to the school office upon entering the school building to have their license scanned and receive a visitor’s badge which must be worn by all visitors.** This also allows us to know who is in our building in the event of an emergency evacuation so we can account for everyone. Classroom teachers will be notified by the office when a parent/guardian would like to visit the classroom to ensure it is not an interruption to the instruction and learning of our students. Volunteers that work in classrooms will be asked to sign a confidentiality agreement.

**Standardized Testing**

Students in grades 3, 4, 5 and 6 will take the Smarter Balanced Assessment Consortium during the spring of 2018. Questions should be directed to your child’s teacher or the principal related to this assessment.

The fifth grade students will take the Next Gen Science Test during the spring as well.

The Otis Lennon School Ability Test will be administered in grade 3 during the school year. This test is used as part of the criteria for identification of gifted and talented students.

**Tardiness**

Tardiness disrupts the learning process for an individual student, as well as the learning environment in the classroom. **Instruction begins at the start of the day!**

**When a child is allowed to be tardy by parents/guardians, they learn it is not important to be prompt, responsible, and ready for work.**

In an effort to ensure that all of our students progress academically without disruptions, we have developed the following procedures to support families.

**The Procedure for tardiness:**

After 4 unexcused tardies within a trimester:

A letter will be sent to the parents/guardians to let them know we are concerned. The school will offer any help, if needed, to avoid future tardies.

After 4 additional unexcused tardies:

The teacher will meet with the school principal to discuss the impact of the accumulated tardies on the child’s academic progress. If necessary, the school social worker may be involved.

If after the school social worker speaks with the parent/guardian, and the child continues to be tardy the social worker or principal may meet with the parent/guardian to discuss the need for the school to contact any local or state agencies.

**Telephone Use**

Students are allowed to use the office and classroom phones for emergencies only. Calls home due to illness will be made by our nurse.

If it is necessary to leave a message for a child, contact the school office and the teacher will be notified. In the event of an emergency, students will be called to the office. Due to the age of the students, they are not allowed to carry cell phones.

**Unified Art Subjects**

	Art	Music	P.E.	Library	Computer Lab
Grades K-6	45	45	45	45	45 (Minutes per Week)
Pre-K	25	25	25	25	25

The Unified Arts program includes art, music, physical education, technology, and library for students in grades PreK-6. An introductory Instrumental Music class is offered to students in grades 5 and 6. Details of each program will be sent home with students. Please remember to send your child with sneakers on the day they have PE so they will be able to participate.

### **Telecommunications/Internet: Acceptable Use Policy**

The Board of Education has adopted an Acceptable Use Policy for Technology. This BOE Policy is printed below for your review and the Use Agreement will be sent home to all parents/guardians to read and sign.

## **Instruction**

### **4118.5(a - i)**

#### **Network/Internet Acceptable Use**

##### **Internet Use**

The Internet is a global electronic information infrastructure. It is a network of networks used by educators, business, government, the military, organizations and private individuals. In schools and libraries, the Internet can be used to educate, inform, communicate, and entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM, and other information sources.

Internet access is now available in all classrooms, computer labs, and educational areas throughout North Stonington's Schools. The Board of Education believes this access offers vast, diverse, and unique educational resources. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication.

While various groups may use these resources, enrolled students, faculty, parents, and community members shall have priority. Whoever uses the North Stonington Public Schools Wide Area Network System shall behave ethically and comply with the policies and administrative regulations issued by the Superintendent of Schools.

The Board of Education shall determine usage priority. All groups and individuals shall have scheduled access times. For students, faculty, and staff, such times are routinely covered by class schedules. The school Principal or designee shall oversee the use of these resources, including the scheduling of user access. For non-school personnel, usage logs (date/times/system/etc.) shall be maintained and kept on file at the school site. Usage fees may be established by the Board of Education.

Failure to comply with this policy may result in the withdrawal of Internet privileges.

##### **North Stonington Schools**

The North Stonington School Board of Education recognizes the need to go forward into the twenty-first century embracing the challenge of future technology. Our students must be equipped with the anticipated technical skills to compete in tomorrow's world of information and technology. The North Stonington School District is responsible to the staff, students and community in the following areas:

1. Developing a use policy for network/Internet access.
2. Providing opportunities for training to effectively and appropriately use information technology.
3. Ensuring that users understand that if they misuse the network/Internet they will lose their privilege.
4. Discussing with users, issues of privacy, copyright infringement, e-mail etiquette, computer viruses, and intended use of the Internet resources.
5. The responsibility for developing, implementing, and maintaining security procedures to ensure the integrity of individual and institutional files, including the utilization of filters where appropriate.

6. Treating electronically stored information as confidential. All personal files are confidential and will be treated accordingly. The North Stonington School District shall not examine or disclose the contents without the owner's permission unless required by legal authority or local, state or federal law.
7. Placing effective technology measures that will ensure the safety and security of its students while they are using electronic communications. These measures shall include content-filtering software, email content and monitoring software, and virus protection software.

The Superintendent of Schools will appoint one or more administrators to serve as the "Internet Administrator(s)" who will be responsible for implementing this policy, establishing procedures, conducting training, and supervising access privileges.

##### **Children's Internet Protection Act (CIPA)**

CIPA became law on April 20, 2001. The North Stonington School District has the necessary infrastructure and technology to ensure the protection of its students during their use of electronic communication media. The district uses *Barracuda* to filter Internet content not deemed suitable for a K-12 environment. This policy also provides other restrictions/safeguards:

1. Access by students to inappropriate matter on the Internet and World Wide Web is forbidden. Teachers and aides are responsible to closely supervise their students during their use of the Internet.
2. Students are not allowed to participate in chat rooms. Student email accounts will be implemented only after there is suitable software to monitor its use by school administrators and designated personnel.
3. "Hacking" and other unlawful activities are strictly forbidden by any member of the North Stonington School District.
4. Disclosure, use, or dissemination of any personal information concerning North Stonington's students is unauthorized except where authorized by Board of Education policy or state law.
5. Stringent measures will be maintained to restrict students' access to harmful materials, which may be encountered on the Internet and World Wide Web.

##### **Student Use**

Students may use the Internet to participate in distance learning activities and to locate material to meet their educational and personal information needs. School library media specialists and teachers have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

With worldwide access to computers and people also comes the availability of material that may not be considered of educational value in the context of the school setting. On a global network, it is impossible to control all materials, and a user may discover controversial information. The North Stonington Public School District believes that the educational value of information and the interaction available on this worldwide network both outweigh the risks that users may procure material that is not consistent with the educational goals of the school district. One of the district's goals is to support students in the responsible use of this vast reservoir of information.

##### **Student Privileges**

***Only those students who have returned a properly signed "Internet User Agreement and Parent Permission Form" shall be given the privilege of using the Internet.***

Students are advised that correspondence via the Internet is not authorized unless approved by the administration or other proper authority. Under no circumstances will access to "chat rooms" be permitted. Use of the Internet will be monitored by the administration to ensure that its use is in support of the school district's goals.

Students have the privilege to access the Internet to facilitate educational growth in technology, information gathering skills, and communication skills.

### **Student Responsibilities**

The use of a student account must be in support of their education in the North Stonington Schools and consistent with the educational objectives of the North Stonington School District.

Since the computer systems, including equipment and operating systems, are the property of the North Stonington Public School District, students should have no expectation that their use of the North Stonington Public School District's computer systems, including Internet access and email, is guaranteed to be private. As such, the user does not have an expectation of privacy in his/her use of such systems and the North Stonington Public School District retains the right to monitor the use of such systems to ensure compliance with school policies and use.

While exercising their privileges to use the Internet as an educational resource, they shall also monitor and accept the responsibility for all material received.

### **Student users:**

1. Have the responsibilities of keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet, and to report all violations.
2. Shall not knowingly receive electronic mail containing pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware on school premises.
3. Shall report all inappropriate materials (solicited or unsolicited) to the supervising staff member.
4. Student users are not to use the network for wasteful or frivolous purposes such as playing network games.
5. Should realize that all files and programs on the network belong to someone.
6. May not erase, modify, rename, or make unusable anyone else's files or programs.

### **Student users may not:**

1. Intentionally introduces a computer virus.
2. Deliberately use the computer to annoy or harass others. For example, making accessible any obscene, abusive, or threatening messages is not allowed.
3. Intentionally damage the system, damage information not belonging to user, misuse system sources, or allow others to misuse system sources.
4. Attempt to access information on the Internet that would be considered to be inappropriate for educational use.
5. Use the network for financial or commercial gain.
6. Make any purchases over the Internet.
7. Shall not knowingly submit or received materials containing abusive, harassing, threatening, intimidating, vulgar or obscene materials or any materials that are objectionable in the school environment and that do not further the educational mission or goals of the school system.

### **Misuse of Privileges and Consequences**

Student users are held responsible for their actions and activity, as outlined in the Responsibilities section above. Unacceptable use of the network will result in the suspension of all their privileges. Reinstatement of privileges will be made at the discretion of the administrative staff.

Violations of this policy may result in revocation of access to and privileges relating to the Internet or any electronic information retrieval systems. Violations of this policy by a student may result in disciplinary action, up to and including suspension and/or expulsion. The use of the computer system to facilitate a violation of any other policy of the North Stonington Public Schools may also lead to disciplinary action.

Legal Reference: Connecticut General Statutes

Policy adopted: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

## **Volunteers**

North Stonington Elementary School welcomes our volunteers and encourages parents and guardians to be actively involved! We appreciate the efforts of our volunteers who give whole-heartedly to our children. The volunteer policy will insure the health, safety and welfare of our children. The North Stonington district policy states, "Anyone who volunteers in a North Stonington Public School or attends an event outside of school with students will need to fill out a volunteer form." A Volunteer Disclosure Statement and Application must be completed in order to volunteer in the North Stonington School District. These forms will only need to be filled out once for the duration of your son or daughter's education in the district.

Volunteers are broken into two categories:

1. Any volunteer who is in contact with a student while a staff member is present need only fill out the volunteer application form. A copy of your driver's license must also be included.
2. Anyone who at any time is alone with a student either at school or an outside event (i.e. field trip) will need to fill out the forms and be fingerprinted. Fingerprint cards are available in the school office. Since it can take a few weeks for the fingerprints to process, it is recommended you complete the fingerprinting as soon as possible, especially if you are interested in chaperoning on field trips. Instructions will be included with the fingerprint cards that will explain the procedure. Volunteers will have to be fingerprinted only once during the course of his/her child's education in North Stonington.

*All visitors to the school will also need to have their licenses scanned into our **Raptor State Identification System** when signing into the office. Again, this process needs to be completed only once. Once scanned, your information is saved into the database and a visitor sticker will be printed for your use each time you sign in.*

## **Board of Education Policies**

The North Stonington Board of Education Polices can now be viewed online on our school website, [www.northstonington.k12.ct.us](http://www.northstonington.k12.ct.us). Below is the policy numbers listed in past handbooks:

- Bullying – Board Policy 5131.911
- Child Abuse Reporting Policy – Board Policy 5141.4
- Community Relations - Board Policy 1000
- Crossing Route 2 – Board Policy 3516.5
- Equal Educational Opportunity – Board Policy 6121.1
- Equal Employment Opportunity - Board Policy 4111.1 and 4211.1
- Examination/Grading/Rating - Board Policy 5121
- Field Trips – Board Policy 6153(a)
- Hazardous Materials in Schools – Board Policy 3524
- Homework – Board Policy 6154
- Meditation/Pledge of Allegiance - Board Policy 6115
- Pest Management /Pesticide Application – Board Policy 3524.1(a)
- Procedures for Monitoring Truancy – Board Policy 5113.2(b)
- Psychotropic Drug Use – Board Policy 5141.231(a)
- Public Complaint – Board Policy 1312(b)
- Removal/Suspension/Expulsion - Board Policy 5114
- Residency Policy – Board Policy 5118(a)
- School Entrance Requirements - Board Policy 5111(a)
- Selection of and Complaints about Educational Materials – Board Policy 1312(b)
- Sexual Harassment Policy and Procedure – Board Policy 5145.52(a)
- Smoking on School Property - Board Policy 1331
- Soliciting Funds from and by Students and School Fund-Raising - Board Policy 1314
- Student Absenteeism, Truancy, and Attendance Policy – Board Policy 5113.2
- Student Records; Confidentiality – Board Policy 5125(a)
- Students/Staff with HIV, ARC or AIDS - Board Policy 5141.24
- Transportation Guidelines - Board Policy 3541
- Transportation Safety Complaint – Board Policy 3541.5
- Use of Facilities - Board Policy 1330
- Volunteers – Board Policy 1105 and 6162.4
- Weapons and Dangerous Instruments - Board Policy 5131.7
- Youth Suicide Prevention Policy – Board Policy 5141.5

North Stonington Elementary School  
Learning Today - Leading Tomorrow

Wishing all of our students and families  
the very best  
2019-2020  
school year ever!

