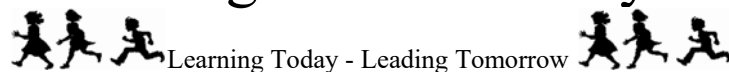


# North Stonington Elementary School



Robert Cillino  
Principal

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

Dear Parents and Guardians:

Welcome to the 2021– 2022 school year! We are so excited to be getting ready for another great year at NSES. I hope everyone has had an enjoyable summer and has had a chance to do some fun things with family. While we are currently awaiting more guidance regarding COVID protocols, we are prepared, we have a plan, and we will adjust as necessary.

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 makes 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.

Due to COVID-19, our health and safety procedures will include wearing masks for most of the school day as of now and keeping a safe distance from our peers. We will be supporting our students in understanding how we can all be safe and healthy together.

**To promote a positive school culture, we all must understand bullying.** I ask you to review the bullying policy and what bullying looks like in this document with your child and please notify the principal if you suspect bullying actions.

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. It is important to deal with issues immediately, so please do not hesitate to call.**

Yours very truly,

*Robert Cillino*



**NORTH STONINGTON PUBLIC SCHOOLS**

**North Stonington, Connecticut**

**Record of Parent Annual Notice**

Dear Parent:

It is important that you and your child read and review the contents of this handbook. It contains notices of rights that you and your child have under law. Please sign and return this page to indicate that you have read and reviewed the handbook with your child.

I understand and consent to the responsibilities in the District's student behavior policies as outlined in this handbook. I also understand and agree that my child, (children) \_\_\_\_\_, shall be held accountable for the behavior and consequences outlined in the discipline policy at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the rules established by the Connecticut Interscholastic Athletic Conference is subject to suspension from participation as describe in those rules. I further understand that any student who violates the school's rules of behavior shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. Directory information may be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information within ten school days of the time this handbook was issued to my child. I have marked through those types of directory information listed above that I wish the District to withhold.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

# 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 – Mr. Robert Cillino  
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. Carla Gorman	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	Ms. Courtney Lauer	
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. Leah Costa	Mr. Michael Costanza	Mrs. Kristi Williams	Mrs. Michelle Piper
Reading Specialists	Mrs. Heidi Mehringer-Macina	Mrs. Jacqueline Pastrana		
Math Specialists	Mrs. Deanna Scanapiego			
Art	Miss Lauren Anderson			
Library	Mrs. Kerry Schaht			
Music	Mr. Michael Noonan	Instrumental Music: Mr. Benjamin Landrette		
Physical Education	Mrs. Megan Perkins			
Computer Lab	Mrs. Joan Quinn			
Special Education	Mrs. Alexa Jonas	Mrs. Lisa McDonald	Mrs. Jenna Rogers	Ms. Sarah Barbour
Speech & Language	Mrs. Diana Anderson	Miss Sarah Peterson		
Occupational Therapist	Mrs. Rebekah West			
School Psychologist	Mrs. Melanie Rainville			
Social Worker	Mr. Dan McClure			

## School Health

Nurse Mrs. Astrid Williams  
Health Aide Mrs. Tina Leiper

## Paraprofessionals

Office Aide	Mrs. Lynn Mrowka						
Cafeteria Aide	Mrs. Cindy Coombe						
Per Diem Sub	Mr. Chazz Fairbrother	Mrs. Andrea Sadowski	Mrs. Megan Black				
Special Education	Mrs. Wendy Arruda	Mrs. Nadine Banker	Mrs. Catherine Bates	Mrs. Linda Beattie	Mrs. Cynthia Benfield	Mrs. Elizabeth Carlson	
	Mrs. Denise Collard	Mrs. Holly Main	Mrs. Laura Osborn	Mrs. Amber Steinhart	Mrs. Beth Thompson	Mrs. Patricia Manzella	
	Mrs. Courtney Gumbiner						

## Custodians

Maintenance Supervisor	Mr. Guy Boucher	
Maintenance	Mr. Allen Buck	
Custodial Staff	Mr. Jim Palmer	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.

Based on the COVID 19 pandemic and a full return to school all must follow plan below:

- Students and staff must stay home if sick with COVID-19 related symptoms
- Students and staff will inform the school nurse if they are sick with COVID-19 related symptoms, particularly if they had a known contact with someone diagnosed with COVID-19 and have also had contact with the school population
- All students, parents, and staff will call the school nurse to report any symptoms, positive COVID test, or absences due to COVID symptoms
- Schools will educate staff and families about when to stay home
  - Distribute the COVID Health and Safety Protocols to all staff and families to identify symptoms of COVID and when to remain home
- All staff and students (or their parents and guardians) will perform a self-assessment prior to leaving for school to identify fever and other possible COVID symptoms. Staff and families will be provided a list of symptoms.
- Each school will revise their attendance policies

### *Returning to School*

- Students or staff must adhere to the most current CDC guidelines on returning to work/school if they have been sick with COVID
- Anyone with close contact with someone diagnosed with COVID must remain home per district guidelines
- We encourage staff members and teachers with concerns about individual risk factors to talk to their healthcare provider to assess their risk for working in an environment where social distancing might be difficult to maintain.
- A review and considerations of policies and procedures related to student and employee absences will take place to ensure that policies do not incentivize coming into school even if sick (e.g., "perfect attendance" policies).



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 prior to COVID

**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.**

**Based on new regulations students are allowed two (2) mental health days.**

## 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/Dismissal Procedures

### **Arrival: Health Procedures are as follows:**


- Any student suggesting that they are not feeling well upon arrival will be sent directly to the nurse.
- Buses will begin unloading children at 8:25 and the official start of day at 8:30 A.M.
- Staggered arrival time will enhance safety protocols on buses; students will disembark as soon as the bus arrives:
  - Bus: All must wear masks.
  - AM – Students embark bus from back to front and disembark from front to back
  - All students will enter through the main doors of the building

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

- **The only entrance** to the elementary school will be through the Wheeler entrance at the MS/HS.
  - **Parents who are dropping students off** will drive in front of the MS/HS, turn left and proceed the long way around the lot up to the sidewalk on the gym side of the school and drop students there. Please pull up as far as possible and have the students get out on the sidewalk side for safety and as quickly as possible to prevent back-up of cars in the street. You will continue around the circle to exit.
  - **Pre-K parents and anyone who wants to help their child out of the car, you must park your car for drop off.**

- We will have extra supervision in the morning to help students get out of the car only on the sidewalk side for the children's safety.
- We ask you to drive with caution since cars will be passing on the left.
- After 8:35 A.M., students brought to school by car are considered tardy and need to come to the main office window by parent. After checked in by office staff, the child will receive a late slip and proceed to their classroom.

### **Dismissal Procedures in the afternoon are as follows:**

- **In the afternoon:** Buses will load in the front of the building and on the side of the building.  Cars will not be able to enter that drive while buses are there. **All students will walk with their classroom teacher to be dismissed at 3:05 P.M. to the bus lines. Students will wait in line to embark the bus.**
- **For Parent pick-up** in the afternoon, we will follow the same procedure as last year
  - **If your child will be Parent Pick-up daily, please send information to the office prior to the first day of school. All dismissal information needs to go through the office.**
  - Parent Pick-Up students will be dismissed to the gym and will sit six feet apart to wait for the teacher to dismiss them to the adult's car who is picking them up.
  - Afternoon **Parent Pick Up** – Due to COVID-19 parents will wait in their car and students will be brought to them. You will be provided a poster with your child's name to be held up for teachers so they can deliver your child to the car.
  - **Parents/guardians are asked to provide their picture to the adult who is bringing the child/children to the car.**
  - **Since there will be many children walking between the cars, no one is allowed to pull away until directed to by staff.**

### **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

- Toys that distract from learning such as Fidget Spinners
- No Legos on the bus due to pieces causing safety concerns.
- Cell Phones or cameras including Smart Watches- Students are not allowed to make calls, take pictures or videos of other students
- Electronic devices including hand-held video-games and listening devices unless the bus driver allows these items on the bus.
- 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

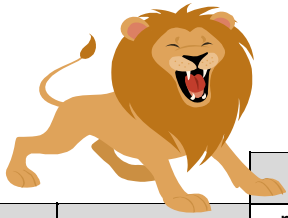
Be Honest

Be Safe



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





# NORTH STONINGTON ELEMENTARY

## PBIS TEACHING MATRIX

		Hallways	Bathroom	Cafeteria	Playground	Assembly	Bus
EXPECTATION	<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.

**Monthly Lions' Pride Celebrations:** Two grade level teachers will be a part of the monthly lions' pride celebration. The other grade level teacher will encourage students to demonstrate positive behavior in the third classroom for five to ten minutes of the celebration time if they received 1 or 2 behavior discipline sheets during the month. If a child makes an inappropriate or unsafe behavioral choice and receives a Major or 3 Minor Office Referrals, they will be restricted from the monthly celebration **for the duration of that celebration.** 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 entire monthly celebration.

*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 to 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, alternate recess, community service in a classroom, 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.

*Note: Some severe infractions and/or the inability for a student to remain safe and under control during in-school suspension will result in immediate out-of-school suspension.*

### 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:

Location	Major Learning Error																													
<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																												
Motivation	Others/Involved	Prior Actions Taken Related to Behavior/Report																												
<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;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;"><u>Today</u></th> <th style="width: 10%; text-align: center;"><u>Previous</u></th> </tr> </thead> <tbody> <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> </tbody> </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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Administrative Decision	
<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"/> Parent Notified by: _____ Phone _____ Letter _____ Conference _____  <u>Comments:</u>

<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	Administrator Signature: _____ Date: _____
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**Birthdays**

Due to COVID-19, students will not be able to bring in treats to share for their birthday unless they are individually wrapped from the store.

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

**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 call the office before entering the building since the doors to the building and to the classroom will be locked.

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

**North Stonington Elementary School Bullying Procedure:**

Bullying behavior by any student in the North Stonington Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means an act that is direct or indirect and severe, persistent or pervasive which:

- A. Causes physical or emotional harm to such student
- B. Places an individual in reasonable fear or physical or emotional harm
- C. Infringes on the rights or opportunities of an individual at school

Bullying shall include, but need not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or physical, mental, developmental

or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

- A. Creates a hostile environment at school for the victim,
- B. Infringes on the rights of the victim at school, or
- C. Substantially disrupts the education process or the orderly operation of a school.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

**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 – 860-535-8051/860-535-8058**

- Face coverings must be worn on buses. Extra face masks will be available on buses. Repeat offenders of the face covering policy will be reported to the administration.

- Parents should have their children wash hands or use sanitizer prior to boarding the bus.
- Pre-K through grade 6 will sit in assigned sections. Students in middle/high school will not have assigned seats.
- Windows and a vent hatch will be opened during runs, weather permitting.
- At the end of the runs the doors will remain open to vent the buses.
- All high touch areas will be sanitized between runs

*Pick Up/Drop Off*

- **Students will only be allowed to ride their assigned bus to and from school. If before school or after school care has been arranged and a different bus is needed than the bus assigned based on address of record, this can be requested by the parent/caregiver and the student will be assigned to that bus. Students are not permitted to ride a different bus on a one-off basis.**
- Buses will drop off students as soon as they arrive at the school. School staff will be present to direct students to their assigned entrance (elementary school).
- Buses will unload at the school from the front to the back.

Students will load buses in the afternoon by bus number.

**Please call the school for permanent bus changes.**

#### **Prior to boarding the bus:**

All students (or their parents and guardians) will perform a self-assessment prior to boarding the bus to identify fever and other possible COVID symptoms. Please note the list of symptoms:

*New onset cough or shortness of breath by themselves OR at least 2 of the following:*

*Fever (100.4 degrees Fahrenheit or higher)*

*Chills,*

*Muscle pain,*

*Sore throat,*

*Loss of sense of taste or smell,*

*And gastrointestinal symptoms of diarrhea, nausea, or vomiting.*

**Students must have mask in place before boarding the bus.**

#### **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 must remain in their assigned seat at all times facing front.
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 and the spread of COVID-19.
9. Students must exit only at their own bus stop or daycare.
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:

#### **2-Hour Delay**

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. Students are made aware of their class placement for the upcoming year on the last day of school during our “Step Up” activity.

## **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**

North Stonington Elementary School uses a variety of means to communicate information to parents including email to the address you provide, REMIND text (Please provide your cell phone number), hard copies of notices (Please check your child’s backpack daily), Power Announcements phone calls, bi-monthly newsletters, Schoolnotes daily from teachers as well as email and phone calls from the teachers.

To ensure all students are safe in school and going home, please send communications to the office. 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.*** **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.

**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 entrance window 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)

If the health situation improve, classes may take at least one field trip this 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:**

**COVID-19 - Performed if student or staff exhibit symptoms,**

**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**

**We recognize that some families may not have the opportunity to receive exams for their children due to the current health situations. Please contact our nurse, Astrid Williams at (860)535-2805/ [williamsa@northstonington.k12.ct.us](mailto:williamsa@northstonington.k12.ct.us) or the principal, Rob Cillino.**

**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:**  
**Health Practices and Protocols**

*Staying at Home*

- Students and staff must stay home if sick with COVID-19 related symptoms
- Students and staff will inform the school nurse if they are sick with COVID-19 related symptoms, particularly if they had a known contact with someone diagnosed with COVID-19 and have also had contact with the school population
- All students, parents, and staff will call the school nurse to report any symptoms, positive COVID test, or absences due to COVID symptoms
- Schools will educate staff and families about when to stay home
  - Distribute the COVID Health and Safety Protocols to all staff and families to identify symptoms of COVID and when to remain home
  - Send email updates to families from district liaison weekly
- All staff and students (or their parents and guardians) will perform a self-assessment prior to leaving for school to identify fever and other possible COVID symptoms. Staff and families will be provided a list of symptoms.
- Each school will revise their attendance policies

#### *Returning to School*

- Students or staff must adhere to the most current CDC guidelines on returning to work/school if they have been sick with COVID
- Any student who comes to school with symptoms of illness not related to COVID 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 unless diagnosed with COVID-19.*
- 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.**

- **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)

In a typical school year, 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.

### **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 - Dawn Goralewicz  
Vice President - Sally Timmons  
Treasurer - Rosanne Salisbury  
Secretary - Breeze Floyd  
Staff Liaison: Linda Coats

### **NSPTO Events for 2021 – 2022 School Year**

Meetings: PTO meetings are normally held the first Tuesday of the month.

- Sept. 24 – Family Fun Night
- Oct. 29 – Fall Fest
- Nov. 26 & 27 – Family Portraits
- Nov. 29 – Dec. 3 – Holiday Sale
- Dec. 13-17 – Book Fair
- Jan. 28 – Family Fun Night

- Feb. 25 – Family Fun Night
- Apr. 8 – Basket Raffle

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

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

### **Open House**

Our Open House is scheduled to be September 2<sup>nd</sup> from 6:00 to 7:00.

### **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:

- **For Parent pick-up** in the afternoon, you will be asked to go to the left driveway into the parking lot since the buses will be parking next to the school. You will again exit through the same drive. **Please be aware the driveway pick-up space may backup.**
  - **If your child will be Parent Pick-up daily, please send information to the office prior to the first day of school. All dismissal information needs to go through the office.**
  - Parent Pick-Up students will be dismissed to the cafeteria and will sit six feet apart to wait for the teacher to dismiss them to the adult's car who is picking them up.
  - Afternoon **Parent Pick Up will be different this year.** – Due to COVID-19 parents will wait in their car and students will be brought to them. You will be provided a poster with your child's name to be held up for teachers so they can deliver your child to the car.
  - **Parents/guardians are asked to provide their picture to the adult who is bringing the child/children to the care.**

- **Since there will be a line of parent's picking up their children, we ask for you to quickly exit.**

### **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 safe fun during their recess break.

1. Children should refrain from rough play and tackling others.
2. Students must remain within the boundaries of the schoolyard and keep a distance from others. Permission to go inside must be given by a teacher or an aide.
3. 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.
  - All tables and serving areas will be cleaned/wiped between each lunch
  - PPE equipment needed for food service workers

#### **Recess**

- Recess times will be staggered with ways to minimize sharing of equipment. Students of one cohort at a time with hand washing before and after recess.
- Clean equipment between recess times
- Increased supervision will be provided to monitor social distancing

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 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. At this point the meetings will be held through Zoom or Google Meet conferencing.

**2021-2022 Trimesters and Parent/Teacher Conferences**

	<b>Trimester 1</b>	<b>Trimester 2</b>	<b>Trimester 3</b>
<b>Grades Close</b>	Nov. 19, 2021	Feb. 29, 2022	May 27, 2022*
<b>Report Cards Issued</b>	Dec. 8, 2021	March 16, 2022	Last day of school
<b>Parent Teacher Conferences</b>	Dec. 9 <sup>th</sup> and 10 <sup>th</sup>	March 17 <sup>th</sup> and 18 <sup>th</sup>	

\*Date is first day lost if there is a snow day. It could be changed if there are no weather/snow days.

**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)).

**Regular School Hours**

**Regular School Day**

Grades K - 5 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)

We appreciate all volunteers and visitors however during the pandemic, no visitors will be allowed in the school building. When the world becomes healthy again, we will follow the procedures below.

**Standardized Testing**

Students in grades 3, 4, 5 and 6 may take the Smarter Balanced Assessment Consortium during this spring depending on decisions by the State. Questions should be directed to your child’s teacher or the principal related to this assessment.

The fifth grade students may 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 for Whole School or Hybrid in school model**

	<u>Art</u>	<u>Music</u>	<u>P.E.</u>	<u>Library</u>	<u>Computer Lab</u>
<b>Grades K-5</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b> (Minutes per Week)
<b>Pre-K</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>

The Unified Arts program includes art, music, physical education, technology, and library for students in grades PreK-5. 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**

**We appreciate all volunteers however during the pandemic, no visitors will be allowed in the school building. When the world becomes healthy again, we will follow the procedures below.**

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  
2021-2022  
School year ever!



