

Elementary School Handbook



PARENT & STUDENT HANDBOOK

2019 - 2020

Center Elementary School

Crystal Lake Elementary School

Windermere Elementary School

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ABSENCES

Under Connecticut General Statute 10-184, parents have the responsibility to assure that students between the age of five and eighteen attend school regularly or show that the child is elsewhere receiving equivalent instruction in the studies taught in the Ellington Public Schools. We recognize that students may occasionally miss school for entirely legitimate reasons such as those listed below. These reasons, when verified in writing within 10 school days of the absence by a parent or guardian, are considered “excused”. **It is important to note that while the first nine absences in a school year can be deemed excused for any reason the parent or guardian provides, the 10th and each subsequent absence establish a more stringent and specific set of reasons for the absence to qualify as excused.** To assist in monitoring children's attendance, please call the school nurse before 9:00 a.m. if your child will be absent from school. If we do not receive a call, the school nurse will call parents and emergency contacts to attempt to locate the child. Absences from school fall under two categories:

Excused: An excused absence results from any of the following reasons:

1. illness
2. death in the family
3. religious observance
4. court appearance or other legal obligations
5. school sponsored field trip
6. state or school required testing
7. medical appointment that cannot be scheduled at any other time
8. homebound/tutorial situations

Unexcused: An unexcused absence is one in which the student is absent for reasons other than those listed above. Family vacations, trips, etc. are examples of absences which, while condoned by parents or guardians, shall be considered unexcused absences. The amount of and kind of assistance provided to a student who has an unexcused absence is at the discretion of the student's teacher(s). Additional information is located in the Truancy section of this handbook.

Notification: Following Board of Education policy, parents will be notified of significant absenteeism. Schools send notices to parents after ten absences. A school building team meeting will be conducted to determine whether there is cause to suspect that a disabling condition is causing the student's absenteeism. After 18 absences, parents will be requested to attend a conference regarding the student's absenteeism. After 22 absences a letter is sent to parents. After 27 days, a second conference will be held with a summary of discussion and decisions transmitted to the Superintendent of Schools.

TRUANCY

A student is considered truant if they have four (4) or more unexcused absences in one

month or if they have ten (10) or more unexcused absences in a school year.

If a student is found to be truant, the school administration will use the following procedure:

- 1) A parent meeting will be scheduled and an attendance plan will be created. Attendance plans may include home visits from school staff or discipline/loss of privilege for absences if appropriate given the circumstances of the truancy.
- 2) If truancy continues, the student will be referred for a Planning and Placement Team (PPT) meeting. Additional supports and structures to improve attendance will be implemented at this meeting.
- 3) If truancy continues, a referral to an outside agency such as the Ellington Truancy Board, Ellington Youth and Family Services or the Connecticut Department of Children and Families will be made for additional family supports to improve attendance.

Make up Work: When a student is absent for three days or less, parents should not ask for make-up work. It is better to allow a student to rest and make a full recovery before he/she returns to school. If a student feels up to some work, reading would be the best activity. Whenever a student returns to class from an excused absence, he/she shall be given the opportunity to make up missed work and tests. Teachers will prioritize the work a child missed upon his/her return and will allow adequate make-up time. If a child will be out of school for an excused absence for more than three (3) days, school work may be requested. Please allow 24 hours notice for teachers to prepare materials. Homework will not be provided for unexcused absences (e.g., family vacations).

Tardiness: Arriving late to school has a serious impact on school performance. At the beginning of the day, teachers give important instructions and explain activities that the children will do during the day. Your support in getting your child to school on time will help teach a lifelong skill of promptness.

ACADEMIC INTEGRITY

As part of the Ellington Public Schools' mission to encourage students to reach their individual potentials and prepare them for productive lives and responsible citizenship, all students are expected to practice academic integrity. All work submitted by a student must represent their personal efforts and follow guidelines established by the teacher. When a student has a question about plagiarism or appropriately citing sources, he/she should ask a teacher for clarification. If a student plagiarizes, he/she will face consequences as determined by the teacher or administrator.

ASBESTOS MANAGEMENT

Federal AHERA regulations require that all parents, staff and employee organizations be notified of the availability of Asbestos Management Plans on an annual basis. Asbestos Management Plans containing the extent, location, and condition of asbestos containing materials in each school are available for review in the office of any school building. If there are any questions about a plan or its contents, contact the Director of Facilities, Ms. Rebecca Gonzalez.

BEFORE AND AFTER SCHOOL PROGRAM

The district has worked in partnership with the YMCA to expand after school programs so that they are offered at all three elementary schools. In addition, a before school program will be offered at Center School only. Students in Grades K through 6 are accepted. For students enrolled in the before school program, transportation from Center School to Crystal Lake or Windermere is provided by the school system. For further information, call the Indian Valley YMCA at (860) 872-7329. Before and after school daycare is also available from a number of local providers.

BIRTHDAY CELEBRATIONS

We make birthdays special at school. If you would like your child to hand out a treat, please send in a non-food item for each child in the class, such as stickers or pencils. Please do not send in invitations to be distributed in school or on the bus unless the whole class is invited. On request, the school office can give out addresses of classmates, as long as the parent has NOT notified the district that the directory information for his/her child may not be disclosed. (See section on Student Records for additional information on directory information.)

BLOODBORNE PATHOGEN EXPOSURE CONTROL: UNIVERSAL PRECAUTIONS

In compliance with OSHA regulations regarding employee exposure to bloodborne pathogens in the work place, the Ellington Board of Education has developed an exposure control plan which can be reviewed in each school medical room. Highlights of the plan include:

1. Work practice controls: Universal precautions are followed as an approach to infection control.
2. Personal protective equipment: Gloves and goggles are available for teachers in all classrooms.
3. General housekeeping: Custodial staff wear utility gloves when cleaning a surface contaminated by blood or other body fluid spill. They follow guidelines as outlined in policy.
4. Employees considered at high risk for exposure will be offered the Hepatitis B vaccine. In our school system, those identified are coaches, custodians, and health care providers.
5. Post exposure evaluation and follow up: It is imperative that an employee report any incident where an exposure may have occurred to the nurse and building administrator the same school day. An exposure incident is defined as a specific

eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or potentially infectious materials that results from the performance of an employee's duties. The plan specifically details post exposure follow up. Any employee who is determined to have sustained an exposure incident will be offered evaluation by a medical doctor and treatment as prescribed by the doctor.

BOARD OF EDUCATION POLICIES

Ellington Board of Education policies are posted on the district website. From the main page of the website (www.ellingtonschools.org), click on the Board of Education tab at the top of the page, then Board of Education Policies. If you do not have internet access at home, public computer access with internet is available at Hall Memorial Library.

BREAKFAST PROGRAM

As part of Connecticut's 'No Kid Hungry Campaign,' all of our schools offer a breakfast program. A nutritious breakfast is an important key in starting the learning day off right. Each morning, students are able to pick up a "Grab and Go" breakfast packet from the cafeteria. The breakfast packets include a cereal and milk selection. All cereal selections are whole grain, reduced sugar, and include a gluten free choice. Breakfast also includes a whole grain cracker or bar, a fruit selection or 100% fruit juice. Students may also purchase individual snacks. The "Grab and Go" is available for purchase or as part of the free and reduced lunch program. Students may use their ongoing lunch accounts to purchase breakfast or a snack. For more information, please contact the school office.

BUS FORMS & PASSES

All bus forms are found on the Ellington Public Schools [website](#). Forms allow parents to make regular alternative transportation changes, request bus stop changes, and request one-time travel to different bus stops.

Bus passes are issued following the approval of a Special Circumstances Request. In order to submit a request, please submit a form on the website for the appropriate school. The request must be submitted 1-7 days in advance in order for the district and First Student to review for safety concerns. You will be contacted by the school once a decision is made on the request. If the request is approved, the school will issue a bus pass on the day of the request. The student will present the bus pass to the driver in order to board the bus.

BUS RULES

Students are expected to remain seated and quiet on school buses. No eating or drinking is allowed on the bus. Bus drivers may assign students to a specific seat if it is necessary to assure a safe and orderly ride. Behavior that is disruptive or unsafe is reported to the school principal on a Bus Conduct Report. The school principal investigates and follows up on Bus Conduct Reports. Copies are mailed to parents,

central office, and the bus contractor. Students who receive multiple Bus Conduct Reports will be suspended from the bus for a period of time as determined by the principal. During the suspension, it is the parents' responsibility to transport the student to and from school. Cell phone use on school buses must follow Ellington's Acceptable Use Policy. Students are to use headphones when playing any music or videos. Violation of this policy may result in a suspension of cell phone privileges on the school bus.

Video cameras are used by the First Student manager or by request from the principal to address a discipline problem on a specific bus. Students and drivers do not know which buses have cameras on any given day. A sign reading "video camera may be in use" is on each bus. The purpose of the video cameras on buses is to maintain safety, improve behavior, and document specific discipline problems. All students and parents are informed of the use of video cameras at the beginning of each school year. Videos are stored by the contractor in a safe, confidential location. Upon request of a building principal or the Superintendent, videos documenting discipline or safety issues will be retained until otherwise notified. In the event that a problem arises on a bus, and the camera was on that bus, the principal or Superintendent may review the video. No one may view the videos unless approved by the Superintendent or designee.

Parental concerns regarding transportation issues, including safety concerns, may be addressed to First Student at (860) 875-6675; see their website for additional information www.firststudentinc.com.

While waiting for and boarding the school bus:

- A. On the way to school, students should:
 - 1) Be at the bus stop at the designated time {Five (5) minutes before pick-up}.
 - 2) Wait for the bus on the shoulder of the road (or on the sidewalk) or designated area and not on the paved roadway.
 - 3) Wait until the bus comes to a full stop before trying to get aboard.
 - 4) Do not push or crowd around the door.

- B. Upon leaving school, students should:
 - 1) Stay in classrooms until the student's bus is displayed or called.
 - 2) Follow directions of the teacher(s) while waiting for the bus to be called.
 - 3) Walk, not run, on the way to board buses.
 - 4) Obey the directions of the bus driver.

While riding on the bus, students should:

- A. Remain in their seat while the bus is in motion.

- B. Not jeopardize the safety of others. The usual rules of good conduct must be observed.
 - 1) Converse quietly. Do not shout at other students or the bus driver.

- 2) Do not throw objects in the bus.
- 3) Do not destroy or deface seats or equipment. Parents and students will be held responsible for damage.

When leaving the bus:

A. At school, students should:

- 1) Exit the bus in an orderly manner.
- 2) Go directly to their homeroom.

B. At the home bus stop, students should:

- 1) Watch their step getting off the bus.
- 2) If across the road from home, stand on the shoulder of the road at least ten (10) feet in front of the bus until the driver signals that it is safe to cross; then cross in front of the bus.
- 3) If it is not necessary to cross the road, stand aside on the shoulder of the road until the bus has moved on; then, when they can see traffic in both directions, walk on the shoulder of the road (or sidewalk) to their home.
- 4) Walk on the left facing traffic if there is no sidewalk on the roadway.
- 5) Never cross behind the bus. Never touch the outside of the bus. Always stay at least ten (10) feet away except when entering or exiting the doorway.

CAFETERIA

The cafeteria is operated on a nonprofit basis as a service to students. A well balanced, nutritious meal is served daily following nutrition recommendations of the U.S. Dietary Guidelines for Americans. All snack items sold in the elementary schools meet the requirements of the Healthy Snack Guidelines from the Connecticut State Department of Education. Menus are sent home each month. Free or reduced price meals are available to families meeting certain income criteria. Information and applications are available in the school office.

Cafeteria Rules for Students

1. Students are to enter the lunchroom in an orderly manner.
2. Students will be allowed to talk in conversational tones.
3. Activities such as running, throwing things, excessive noise, use of games/toys, or not responding to directions from the cafeteria aide may result in disciplinary action, including exclusion from the cafeteria for a designated period of time.
4. Aides are in charge of the cafeteria. Serious or persistent problems are referred to the administration for disciplinary action.
5. No students are to leave the lunchroom unless excused by the cafeteria aide.
6. Sharing and/or trading food is not permitted.

CLASS PLACEMENT

Class placements will be mailed to families the first week in August. This allows students to celebrate the end of the current school year with their teacher and friends.

CODE OF STUDENT BEHAVIOR

Ellington takes pride in the actions, honors, and appearance of our students. Therefore, it is important to all students that every member of the school observes acceptable standards of behavior. Students must comply with school rules and regulations and accept the directions of teachers, school officials, and others who have been assigned leadership responsibilities. Students must also conform to school rules on the way to and from school, on school grounds and school buses, in the lunch room, during extra-curricular activities, or anytime while under the school's supervision.

Failure to comply with school rules and regulations may result in detentions and/or suspensions, depending upon the severity and frequency of the infraction. Students who choose to violate school rules may also be denied the privilege to participate in field trips, assemblies and other special programs. At all times, we expect students to practice courtesy, respect, responsibility and good judgment.

CRISIS INTERVENTION TEAM

As part of the suicide prevention policy, each school has established a Crisis Intervention Team (CIT). Essentially, the team operates in emergency situations such as a serious accident or the death of a student, faculty member, or community member whose life affects a large segment of the student population. The CIT operates on an "on call" basis to report and treat a student at risk and facilitate the coping strategies necessary in time of crisis. This could include: identifying students at risk or in imminent danger for suicide and taking appropriate actions to ensure student safety; and identifying students who are in crisis due to another significant person's accident or death.

BULLYING

Bullying behavior by any student in the Ellington Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at school- sponsored activity, or on a school bus, which acts are repeated against the same student over time. Such overt acts, which occur off-campus (and not at a school sponsored activity), may also constitute bullying if it is determined that they have a direct and negative impact on a student's academic performance or safety in school.

Students may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and

school administrators. In addition, parents may also file written complaints concerning suspected bullying behavior. 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 # 4118.26, 4218.26 and 5131.8 set forth this prohibition and the related procedures in detail.

PARENT CONFERENCES/MEETINGS

Parents are encouraged to become partners in their child's educational success. Each fall we host parent/teacher conferences, which provide time for parents to meet briefly with each of their son/daughter's teachers. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Meetings are held during school hours but every effort will be made to accommodate parent schedules. Student led conferences will be held in December and March.

PARENT INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in parent organizations, attendance at Board of Education meetings and being a school volunteer are strongly encouraged. The [school website](#) is a valuable resource.

CURRICULUM OVERVIEW

Information about the elementary curriculum is available on the district website and is shared with parents at Curriculum Night. Documents include grade level overviews for each grade, K to 8, and Parent Roadmaps, which provide highlights of the Common Core State Standards addressed at each grade level in language arts and mathematics. Information about the art, music health and physical education programs is also available. From the home page of the website, click on the top tab for District Information, then Departments, then Educational Services. Follow links for Curriculum and Information for Parents.

DETENTION

Detention may be used as a consequence for student misbehavior. Parents are responsible for transportation home. A note indicating date, time of detention, reason for detention, and notice that transportation must be provided by the parent(s) is sent home the day prior to the detention session to allow parents to plan for the detention and transportation. This form must be signed by the parent(s) and returned to school the day of detention. Detention schedules are established by each school.

DISMISSAL

Students who do not have a note signed by parents for pickup from school will be sent home on the bus. Students with notes will be sent to the main office or other designated dismissal location at dismissal time. Parents or other designated adult must sign students out in the office in order to maintain attendance and security. Parents may not go to the classroom or playground to pick up students.

Dismissal time for K-6 students is 3:10 p.m. Every effort should be made to have students participate in the full day of school. Early dismissals are not only disruptive for a student, but for the entire class. Early dismissals for doctor's appointments are sometimes unavoidable. Extracurricular activities such as karate, dance class, scouts, recreational activities, etc., are not legitimate reasons for early dismissals.

MIGRANT STUDENTS

Ellington Public Schools support migrant students with appropriate education services to address their special needs while receiving full and appropriate opportunities to meet the same challenging state academic content and student academic achievement standards that all children are expected to meet. Individualized programming is available to meet the specific needs of each student. Please contact school administration for further information.

SCHOOL ALTERNATIVES

Connecticut celebrates a long tradition of excellence and innovation in education. Its schools offer a range of educational programs to meet the diverse needs and career aspirations of its students in a variety of settings including comprehensive local schools, regional vocational-technical schools, vocational agriculture centers, charter schools, and magnet schools. All these programs serve to prepare students for college, the workplace and active citizenship.

The Open Choice program allows urban students to attend public schools in nearby suburban towns. It allows suburban and rural students to attend public schools in a nearby urban center. Enrollments are offered by school districts on a space-available basis in grades K-12. Lotteries are used to place students when there are more applications than spaces available. The program includes Hartford, Bridgeport and New Haven and their surrounding districts.

DRESS CODE

The Ellington Board of Education believes in maintaining the highest behavioral and academic standards for students and, to that end, also believes that proper apparel should be worn to promote a positive, safe, and healthy learning environment. The school administration is responsible for the interpretation and implementation of this policy at the school level.

The Ellington Board of Education believes that students should dress and groom themselves for the business of school. They should maintain a decorum of decency. Their dress and person should be neat and clean and in no way be disruptive to the educational process. The wearing of clothing, hair arrangements, or other personal adornments which cause disruption of, or interference with, the educational process or operation of the school is prohibited.

In keeping with these beliefs, the following apparel is prohibited from wear in the Ellington Public Schools during the academic school day:

1. Coats, jackets, or other apparel normally worn as outerwear (unless building conditions necessitate otherwise.)
2. Apparel which constitutes a safety hazard (spiked or studded bracelets, oversized/name belt buckles, chains and any other articles of attire with spikes or studs attached.)
3. Footwear which marks/damages floors or constitutes a safety hazard is prohibited. At recess, it is strongly encouraged that students wear shoes with a back for safety. Students should refrain from wearing sandals, beach shoes, flip flops, etc. at recess.
4. Sunglasses (unless required by a doctor's written order.)
5. Shirts/blouses/dresses which reveal the abdomen, chest or undergarments. Straps on tank tops must be two fingers wide; no strapless tops are allowed.
6. Apparel or accessories such as logos or emblems that encourage the use of drugs, tobacco products, alcoholic beverages, violence, or depict gang related colors/symbols.
7. Apparel or accessories which promote discrimination against individuals or a class of individuals prohibited by law (i.e., the wearing of Confederate flags, swastikas, clenched fists or other similar symbols.)
8. Shorts, miniskirts, or pants which reveal an excessive and/or inappropriate amount of the upper thigh or undergarments (guideline: clothing must be longer than finger length when hands are at the student's side; undergarments worn as shorts or outerwear.
9. The deliberate wearing of soiled or dirty clothing.
10. The wearing of jewelry that requires piercing is limited to the ears.
11. Apparel depicting rude, pornographic or vulgar graphics, sexually implicit or explicit messages, and "double meaning" offensive messages.
12. Pants worn below the waist which fail to completely cover undergarments.
13. Head covering of any kind including, but not limited to, scarves, bandannas, masks, athletic headbands, hats, caps and hoods, except required legitimate religious head

coverings.

14. For students in grades K-6, backpacks or book bags should be left in an appropriate location and not carried by students during the day.

Students whose dress and/or grooming do not conform to these standards will be referred to the building principal or designee. Students will be warned and advised of the adjustments that must be made. If the student fails to remedy the problem, consequences will be applied according to Policy #5114. The Board of Education policy does not intend, and should not be interpreted, to illegally discriminate against a student's First Amendment rights.

DRUG AND ALCOHOL POLICY

The Ellington Board of Education prohibits possession, use, and/or distribution of any drug, alcohol, or drug paraphernalia or being under the influence of any drug or alcohol. This prohibition includes any activities sponsored by a school, on or off school premises. Any student found to be violating this policy will be dealt with in accordance with the regulations set by the school system. The consequences of such violations may ultimately result in the expulsion from school and/or criminal prosecution.

Recognizing the potential of each student and that drug and alcohol abuse and dependency can seriously impair a student's ability to learn, it is the policy of the Ellington Public Schools to take positive actions to prevent drug and alcohol abuse. These actions will be through education, school intervention, parental involvement, medical/assessment, referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior-affecting substances. These substances shall include but not be limited to marijuana, LSD, inhalants (which have behavior-affecting ingredients), alcohol, and barbiturates.

School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel.

Disciplinary procedures will be administered with the best interests of the student, school population, and community in mind. Personal privacy rights of students shall be protected as provided by law. Disciplinary actions and referrals will be in accordance with regulations provided by the administration.

Smoking is prohibited on school property while classes are in session or student activities are occurring and on school buses. Disciplinary actions and referrals will be in accordance with regulations provided by the administration.

ENGLISH LANGUAGE LEARNERS

Connecticut state law requires every school to know which languages students and their families speak. Based on the Home Language Survey that is completed as part of

school registration, the district contacts families whose children may qualify to receive English Language Learner (ELL) services. The Language Assessment Scales (LAS) Placement Test is used to evaluate a student's English language proficiency. If your child qualifies for services, district personnel will contact you to discuss the ELL program.

FIELD TRIPS

Field trips are experiences directly related to what students are studying in class. Established guidelines help make for well- planned and educational field trips. Prior to any field trip your child will be given a permission form which includes the date of the trip, the date the permission form is to be returned, the destination of the trip, and any additional information. No child will be allowed to go on a field trip without written permission from his/her parent or guardian. Field trips are regular school days for attendance purposes.

FIRE AND CRISIS RESPONSE DRILLS

Emergency drills are conducted monthly during the school year. The building is evacuated and students practice correct fire emergency procedures. Fire evacuation plans are posted in every room and teachers familiarize students with them. When the alarm sounds, students immediately stand and line up at the classroom doorway. They then proceed to the designated area under the direction of their teacher. Running and talking are not permitted during a fire drill. No one is to return to the building until the all clear signal is given. Crisis response drills are conducted three times each year. In these drills, students and teachers remain in the classroom or other designated area and follow emergency procedures.

GOOGLE APPS FOR EDUCATION

Since 2014, students in Ellington Public Schools have had access to Google Apps for Education accounts in school. These Google accounts include Google Docs, Google Drive and Gmail. At the elementary and middle school level, for security and safety, student Gmail accounts may not be used to send to or receive from email accounts outside of the Ellington Public Schools.

What are the benefits of Google Apps and what's included?

- Anytime, anywhere access - Google Apps works in any browser on any computer, which means students and teachers can access email, calendars, and documents from school or at home.
- No flash drives required with documents and files stored in Google Docs.
- Students can easily collaborate with students from other classes, buildings, and schools working together on group projects.
- Teachers can be involved throughout the whole assignment process providing comments and feedback directly in the documents.

- Students can develop an e-portfolio of work throughout their years at the school.
- Through websites, calendars, and email, parents can stay informed about the latest assignments and activities.

Google Apps for Education affords us many wonderful creativity and collaboration tools that we can use with our students. A team of Ellington teachers and administrators have determined which Google Apps are appropriate and useful for use with our students. All students will review the Acceptable Use Policy and Procedures (see section on Student Acceptable Use of Technology) to ensure that they are clear of guidelines that will ensure safe and responsible use of district technology resources.

If you would like more information about Google Apps for Education, please visit this website:

<http://www.google.com/apps/intl/en/edu/k12.html>

HEALTH OFFICE PROCEDURES

Administering Medications

With seasonal problems including sore throats, flu, colds, bronchitis, asthma, allergies, etc., physicians may prescribe medications occasionally for your child. When medicine is prescribed two, three, or even four times daily, please ask your physician if it can be given before school, after school, supper time and/or bedtime to avoid having to bring it to school.

Connecticut State Law (CGS 10-212a) and Regulations require a written order from an authorized prescriber (physician, dentist, advanced practice registered nurse or physician's assistant) and parent/guardian written authorization for the school nurse, or in the absence of the school nurse, the school principal, teacher or their designee, to administer medications. Medications must be delivered directly to the school nurse by a parent or guardian. All prescription medication must be in the pharmacy prepared container with the proper pharmacy label attached. Non-prescription medication must be in the original, unopened packaging. Authorization forms are available in each school nurse's office, or at your physician's office. No more than a three month (90 day) supply can be accepted. No exceptions can be made to this law.

Reporting Illness

Students with a medical condition that may expose others to contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Before a child may return to school after an absence due to such condition, a parent or guardian may be required to submit medical documentation that their child has recovered sufficiently to prevent exposing others. Additional information may be obtained from the school nurse. The following conditions must be met in order to attend school:

1. Chicken Pox - Rarely seen due to the vaccine. Exclusion until rash/pox are scabbed over.
2. Conjunctivitis - Exclusion depending on type (allergic, viral or bacterial) and severity of symptoms. Check with your school nurse.
3. Fifth Disease - Communicable only prior to rash. No exclusion required. Provide a note to the school nurse from health care provider if student was seen by provider.
4. Impetigo - Lesions must be dry.
5. Ringworm - Over the counter treatment may be used, and the area must be covered.
6. Scabies - Exclusion until eight hours after treatment with a note from health care provider.
7. Strep Throat - Exclusion until 24 hours of antibiotic therapy and fever-free.
8. Hand, Foot & Mouth Disease – Exclusion until student is fever-free for 24 hours (without the use of anti-fever medication) and/or there is no drainage from sores.

Pediculosis Protocol

Head lice are a common condition in children ages 3-12 years of age. Lice do not transmit disease and are not a sign of poor hygiene. Lice are spread by direct head to head contact and sometimes by sharing personal items such as combs or hats. Studies have shown that transmission in the school setting is rare.

1. The school nurse will check an individual student for lice at the request of a parent, guardian or teacher and at the discretion of the school nurse.
2. The nurse will call the parent/guardian if evidence of head lice is discovered. The parent may pick up the student prior to dismissal time but is not required to do so. The student may take his or her regular transportation home at the end of the school day.
3. It is recommended that the parent seek advice from his or her health care provider. The school nurse will provide information to the parent/guardian that includes treatment options and prevention procedures. Siblings of students found to have lice will be checked by their school nurse.
4. The student and his or her parent/guardian should come to the health office prior to start of the school day following treatment to be evaluated by the school nurse before returning to class. Most treatments recommend a second application a week to ten days after the first one. The student will be checked again during that time.

Health Assessments

A physical examination by a qualified practitioner is required prior to attendance for all kindergarten students and for new students at any level per state law (C.G.S. 10-204a,

10-206 and 10-214). Physical examinations must have been conducted within one year of entry. A physical examination is also required at the sixth grade. This examination must be conducted after January 1st of the fifth grade year and before April vacation of the sixth grade year. The Board of Education will provide assessments free of charge to students whose parents meet the eligibility requirements for free and reduced price meals.

The school health office will conduct vision and audiometric screenings for students in kindergarten and grade one and again in grades three, four and five. Postural screenings will be conducted for female students in grade five.

HEALTH SERVICES

The school health office is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Scoliosis and hearing tests are administered to students in grade eight. The results are provided to the parents.

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

Administration of Medication - Refer to [BOE Policy 5141.21](#)

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication. The administration of medication is regulated in a twenty page BOE policy. Please refer to the full document for more information or consult with the school's health care professional.

Communicable/Infectious Diseases

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Defibrillators in schools (AEDs)

Each elementary school has automatic external defibrillators (AEDs) and school personnel trained in AED operation and cardiopulmonary resuscitation (CPR). The AEDs and trained personnel will be available during the school's normal operational hours, at school sponsored athletic events and practices on school grounds, and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies.

Disabilities

The Ellington school district will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

Emergency Medical Treatment

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

Health Records

School nurses maintain health records using the Connecticut "Health Assessment and Record Form." These records are accessible to certified staff working with the child and school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six (6) years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self testing. Such self testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

Homebound instruction

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist with proper documentation on the school form provided to the parents for the physician to complete. A 504 meeting or a Planning and Placement Team will also be scheduled as necessary. Home instruction may also be provided for

those students who have been excluded from regular school attendance for disciplinary reasons. Contact Dr. Kristy LaPorte, Director of Special Services, 860.896.2300.

Homeless Students

Homeless students, as defined by federal and state legislation (McKinney-Vento Act), will have all programs, services, and transportation that other students are entitled to and they may continue to attend the school of origin. The local liaison for homeless children is Dr. Kristy LaPorte, Director of Special Services at 860.896.2300. Please contact her for further information.

Immunizations

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella and Hemophilus Influenza Type B. Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

For further information regarding immunizations contact the school nurse.

Physical Examinations

A physical examination by a qualified practitioner is required prior to attendance for all kindergarten students and for new students at any level per state law (C.G.S 10-204a, 10-206 and 10-214). In accordance with C.G.S, section 10-206, the Ellington Board of Education requires each sixth grade student to have a health assessment during the sixth grade year. This mandated health assessment must be performed anytime from January 1st of a student's fifth grade year through May 1st of the sixth grade year, and must be performed by a legally qualified practitioner of medicine (M.D. or D.O.) who is licensed in this or another state, or by a qualified registered nurse (R.N) or advance practice registered nurse (A.P.R.N.) or a physician assistant (P.A.) licensed to practice in this state.

The health assessment must be documented on the State Department of Education's required health assessment record (HAR-3) or "blue form", and must include, but need not be limited to, the following:

1. Review and update the state-mandated immunizations to ensure compliance with requirements (obtain information from the health office).

2. Hemoglobin or hematocrit, blood pressure, height, weight, vision, hearing speech, postural and gross dental screenings;
3. Risk assessment for tuberculosis. If the student is in a high risk group, a Mantoux test for tuberculosis sensitivity must be administered and the test results must be documented on the form;
4. Chronic disease assessment

For your information: CT colleges now require students to have the meningococcal vaccine for college entry; other states may require this for college entry as well.

If a parent or legal guardian (or a student who is 18 years old or an emancipated minor) objects on religious grounds to:

1. the state-mandated health assessment, a signed statement to that effect must be submitted to the school nurse.
2. Immunization, a signed copy of the Immunization Exemptions and Exclusions-From School form must be already on file or submitted to the school nurse along with the complete HAR-3 form.

If a mandated immunization is contraindicated for medical reasons, a written statement for the health care provider, including the reason for the deferment, must be submitted to the school nurse along with completed HAR-3 form.

The HAR-3 form is reviewed by the school nurse and filed in the student's confidential school health record. If you have questions or confidentiality concerns, please speak with the school nurse.

Families who may require financial assistance in order to obtain a health assessment for their child should contact the school nurse.

INSURANCE

An annual insurance policy is offered to students. Parents may choose 24 hour coverage or school time only coverage. The policy clearly states provisions and procedures for claims. Claim forms may be obtained from the school nurse. The school system does not endorse or profit from this program, but rather offers the insurance as an optional service to parents.

Low cost or free health insurance is also available to families through the Connecticut HUSKY Plan (Healthcare for Uninsured Kids and Youth). The federal comprehensive health insurance program is available to children up to age 19 through the Connecticut Department of Social Services. Information is available at 1-800-877-CT HUSKY, or at www.huskyhealth.com

LOST AND FOUND

Please label sneakers, physical education clothing, outerwear, and lunch boxes with your child's name. Please check with the school office for lost items.

NOTES FROM HOME

Students should bring written notes from parents or guardians under the following conditions:

1. When requesting early dismissal. The parent should state the reason.
2. When a parent is picking up a child after school. The child must be picked up and signed out from the school office.
3. When a child has been absent from or tardy to school. The parent should state the reason for the absence and the dates of absences. Notes are to be brought in on the child's first day back to school. The administration reserves the right to require physician or other appropriate certification for absences in excess of five (5) consecutive days or a total of fifteen (15) days in any school year. Otherwise, absences are considered unexcused.
4. When the family is moving out of the area served by the school. A note should be sent in several days before the move to allow time to prepare necessary transfer forms and records.
5. When a child is to go home other than in the usual manner.
6. When someone other than the parent is temporarily responsible for the child.
7. When telephone or other contact numbers have changed.
8. Any variation from the routine program.

PARENTAL CONCERNS

Ellington Board of Education Policy #1312 encourages parents to express their concerns with the school system and/or its employees when motivated by a sincere desire to improve the quality of the educational program. Parents are encouraged to present concerns regarding employee performance directly to the employee involved, in an effort to resolve the matter with the employee directly. However, a parent not satisfied with an employee's response to his/her concern may also communicate such concerns directly to the employee's immediate supervisor. If necessary, parents may also address concerns directly with appropriate administrators and/or the Superintendent of Schools. When a parent raises a concern with an administrator, the administrator will take the steps that he/she deems appropriate to investigate and/or resolve the situation.

PESTICIDE APPLICATIONS

Public Act 99-165 is a law which requires schools to allow parents, guardians, and staff to be placed on a registry to be notified each time the schools are going to apply pesticides. *Parents, guardians, and staff may register to receive notice each time pesticide is going to be applied. Parents who wish to be notified for the current school year should call the school and request to be put on the Act 99-165 registry.* Ellington Public Schools has adopted the Integrated Pest Management (IPM) Program to deliver safe and effective pest control. We hire a state-licensed company for any application to the schools. Safety is always our most important consideration. From time to time, emergency applications may be needed. Those registered will receive notification of emergency applications (i.e., bee or wasp spraying) as soon as possible. Information on pesticide application is also posted on the district website under "District Information".

PETS

Children are not allowed to bring pets to school. If a child wishes to bring in a pet to show the class, the parent must first check with the teacher and the principal. The pet is to be brought in at the designated time by the parent and then returned home.

PLAYGROUND RULES

1. There is no playground supervision provided for nonschool hours or activities.
2. Clothing appropriate for the season should be worn on the playground. If a child does not have boots, he/she must stay on the blacktop while snow is on the ground. Children should not slide, sit, or play in the snow in a manner as to become soaked. Flip flops are not considered safe footwear for playground activities.
3. No student is allowed to throw snow, rocks, or any object that could injure another person.
4. There will be no fighting on the playground or in any other part of the school.
5. Disruptive behavior will not be tolerated on the playground. Students will be assigned to time-out periods when an infraction occurs. Persistent or more serious incidents will be reported to the principal.
6. Students are to stay on school property at all times.
7. Students are to respect all adult supervisors and follow instructions at all times.
8. Care must be taken with playground equipment in order to avoid injury. Students should not play near swings, slides, or climbing equipment when they are not using this equipment.

REPORT CARDS

Report cards are issued three times per year in December, March, and on the last day of school. Conferences are held at the end of the first and second trimesters. Students may participate in conferences to share their work, progress, and future goals. Students receiving special education may be graded on the basis of goals and objectives in their IEP (Individualized Education Program).

RESPECT FOR SCHOOL PROPERTY

Theft and Vandalism:

1. Parents will be informed of the infraction immediately.
2. Restitution must be made as soon as possible.
3. Second offenders will not be readmitted to school unless accompanied by a parent at a scheduled conference concerning the infraction.

SALUTING THE FLAG

Teachers provide students the opportunity to salute the flag as part of the daily opening exercises.

SCHOOL CLOSINGS OR DELAYS

When there is no school or a delayed opening due to inclement weather or other emergency, an announcement will be made over radio station WDRC, television stations WVIT Channel 30, WTNH Channel 8, and WFSB Channel 3; and the district website, www.ellingtonschools.org. The district also makes use of the School Messenger Notification System. This system is designed to use phone and email to provide timely communication to parents and staff members on matters such as snow days, early dismissals, and school or district emergencies. The district will use the contact information on file to send messages to you. More information is available on the district website: www.ellingtonschools.org.

If school is closed for inclement weather, all activities at the schools are canceled for the day. In the event of an early closing due to inclement weather, parents who are away from home should arrange emergency shelter for their children with a neighbor or friend. Please anticipate the potential for an early closing, make appropriate arrangements, and discuss these arrangements with your child.

SCHOOL SECURITY

All school doors are locked or monitored while school is in session. Anyone visiting the school is required to check in at the office and wear an identifying badge while in the school. Surveillance cameras are in use in all schools. Children will be dismissed only to a designated adult. These measures are not intended to keep visitors away from the schools, but to assure the safety of all students, staff, and visitors.

SCIENTIFIC RESEARCH-BASED INTERVENTIONS

As a result of changes in federal law, Ellington Public Schools have implemented Scientific Research-based Interventions (SRBI). SRBI are a way to provide support and instruction to children who are struggling to learn. A child's progress is studied and findings are used to make decisions about teaching and other learning supports.

SRBI are most commonly used in addressing needs in the areas of reading, math, and behavior. A continuum of support is developed by school districts and programs to meet the needs of the children they serve. The SRBI framework has three tiers. Each tier provides differing kinds and degrees of support.

All children receive high quality curriculum and instruction in the general education classroom or program (Tier I). The school conducts universal common assessments, which help schools identify children who may need more support or other types of instruction. As a result, students may be identified as needing help in addition to the high quality instruction they are receiving in Tier I. Additional teaching strategies or methods that have been proven to be effective in helping children learn are used (Tier II). These teaching methods can happen in large or small groups, in or outside the classroom.

Another key component to SRBI is progress monitoring. Progress monitoring is a way for teachers to better understand a child's needs and demonstrate the growth children are making in a specific area. It shows how well the instructional strategy is working. It includes observations and other types of assessment. Progress monitoring helps determine whether a strategy is successful or needs to be changed. When progress monitoring shows that a child has not responded to the additional help, another approach or strategy may be tried. However, when a higher level of support is needed, children are given the individualized instruction they need to be successful learners (Tier III).

SRBI does not replace the special education process. If at any time parents believe their child has a disability that is affecting his or her learning, they have a right to request an evaluation for special education. SRBI cannot be used to delay or deny this evaluation if the child is not making progress in learning and the lack of progress is not due to the lack of instruction. In addition to the information gathered through SRBI, other forms of evaluation must occur to determine if a child is eligible for special education and parent's written consent is required for the evaluation.

Source: *Using Scientific Research-Based Interventions: Improving Education for All Student: A Family Guide*, Connecticut State Department of Education

SEVERE FOOD ALLERGIES AND OTHER POTENTIALLY LIFE THREATENING ALLERGIES

Ellington schools make every effort to raise the awareness of faculty, staff and students about severe food allergies and other potentially life threatening allergies. Should you have any specific concerns about your child's severe food allergy or other potentially life threatening allergy, please contact the school health office and complete a health alert form. Parents are encouraged to contact the school bus company and provide them with a copy of the health alert form. Parents are encouraged to call the school for an appointment to discuss their child's severe food allergy or other potentially life threatening allergy before the start of the new school year.

SEX DISCRIMINATION AND SEXUAL HARASSMENT

Neither sex discrimination nor sexual harassment will be tolerated in the Ellington School District. The Board of Education prohibits any form of sex discrimination or sexual harassment by students, personnel, individuals under contract, or volunteers

subject to the control of the Board of Education. Employees who engage in sex discrimination or sexual harassment will be subject to discipline, up to and including termination of employment. Additional information, including definitions and complaint procedures can be found on the district website, www.ellingtonschools.org. Questions, complaints, and other matters concerning sex discrimination or sexual harassment can be directed to the district's Title IX Coordinator, Dr. Kristy LaPorte, at 860-896-2300.

SILENT MEDITATION

Section 10-16a of Connecticut General Statutes requires each local and regional board of education to provide an opportunity for silent meditation for teachers and students at the start of each school day.

SPECIAL SERVICES

Ellington Public Schools provide special education services for those students identified under the Individuals with Disabilities Act (IDEA). A student or parent with questions about these services should contact Dr. Kristy LaPorte, Director of Special Services. For more information, visit the district website: www.ellingtonpublicschools.org; from the home page of the website, click on the top tab for District Information, then Departments, then Special Services.

STUDENT ACCEPTABLE USE OF TECHNOLOGY

The mission of the Ellington Public Schools' technology initiative is to improve learning and teaching through access to information, research, teacher training, collaboration and dissemination of successful educational practices, methods, and materials. The Ellington Public Schools support access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

The use of computers and related technology supports the curriculum and enhances communication. Users, students and staff will access a vast scope of information available in the school system, as well as connections to global resources via the Internet. Since neither the Ellington Public Schools nor any of its staff controls the content of the information available on the Internet, users must be aware that some of the information may be controversial or offensive. Users encountering such controversial or offensive information should exit the site and contact their teacher or school administration.

Students are responsible for good behavior on school computer networks just as they are in a classroom, and general school rules for behavior apply. Thus, all users are

expected to act in a responsible, ethical and legal manner, in accordance with Board of Education policy. Students shall not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others, including but not limited to unauthorized photos or recordings. Students shall not record audio or video without the explicit permission of authorized staff. Students shall not send, share, view, or possess pictures, text messages, e-mails or other digital material depicting sexually explicit or offensive content on a cell phone or other electronic device while the student is on school grounds, at school-sponsored events or on school buses or vehicles provided by the district. The definition and determination of offensive content is at the sole discretion of the administration. Failure to adhere to these guidelines will result in disciplinary action that may include loss of computer access, referral to legal authorities or other administrative action.

Ellington Public Schools (EPS) Accounts

- EPS provides various student accounts to facilitate the use of technology in the classroom. These accounts include an EPS login to computers, Internet and the school portal. In addition, students grades 3-12 will have an EPS Google Account that provides access to the Google Apps for Education tools, such as Google docs, Gmail and other features. In addition, students in gr. 1-2 will have an EPS Google Account (without email access). Beginning in grade 6, students will have a Naviance account for college and career planning and to assist with the management of student success plans.
- Individual teachers may also use applications that require the creation of additional student accounts to support student learning and facilitate communication with students and parents. The specific applications used will be posted on the district website as Ellington Public Schools Approved Apps/Accounts and may be accessed through this link: <https://goo.gl/Vmvfrz>
- School accounts and associated files are not private and may be inspected at any time without prior notice by any administrator, teacher, or network administrator.
- No person may use another individual's account with or without his or her permission.

EPS Technology

Vandalism to any EPS technology, including uploading viruses, is prohibited. Failure to comply with any part of this policy may result in disciplinary action as deemed appropriate by the district's administration including, but not limited to, financial compensation for damages caused by the student.

Network Access

Ellington Public Schools provides content filtered Internet access for student use. Circumventing the content filter to access blocked websites is not permitted.

Ethical Use of Information

Students shall comply with Ellington BOE Policy #5131.81 (Use of Electronic Devices) and shall not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others, including but not limited to unauthorized photos or recordings.

Bring Your Own Device (BYOD)

- EPS allows students to bring their own technology into the classroom as a tool for learning for grades 5-12. Use of student owned devices is permissible only when deemed appropriate by teachers or school administration.
- Each student is responsible for the proper care of his or her personal device and its security. EPS is not liable for theft or damage to personal devices.
- EPS reserves the right to inspect a student's personal device if there is a reason to believe that the student has violated Board policies, school rules, or has engaged in other misconduct while using a personal device at school.
- Personal devices may not be plugged into the wired network (EPS LAN). Access to the wireless network is allowed using a student's district computer account.
- At EMS, Windermere Intermediate and the elementary schools, cellular phones should be turned off and left in lockers or backpacks during the school day to ensure a quiet, attentive learning environment that is free of disruptions.

1 TO 1 DEVICES AND INSURANCE OPTIONS

Ellington Public Schools will continue our one-to-one chromebook initiative for all students in grades 1-12. All students in grades 1-12 will be assigned a school issued Chromebook. Students in grades 1-8 will leave this device at school. Students in grades 9-12 will take this device home at the end of each school day and are responsible for bringing it back to school fully charged on a daily basis.

As with any school owned property (textbooks, instruments, etc), families are responsible for any damage that requires a repair or replacement of the device. Families are never responsible for replacement costs that are attributed to age and normal wear and tear on the device. For grades 1-4, a chromebook is assigned to each student and remains in the students classroom at all times. For grades 5-12, Ellington Public Schools has three options for parents to ensure the student has a device that is in optimal condition for learning.

- **Option 1:** Student will receive a school issued chromebook and insurance will be purchased that will cover accidental damage (payment of \$25 cash or check made out to *the school Activity Fund*). Fee will be waived if student is eligible for Free/Reduced lunch.
- **Option 2:** Student will receive issued chromebook without insurance, and agree to pay for any possible repairs.
- **Option 3:** Student will bring his/her own device (Chromebook/laptop) to school.

An information form was sent to each family before the start of the school year and is available on the Ellington Public School website at <https://www.ellingtonpublicschools.org/technology>. Parents should return the form before the start of the school year.

STUDENT PRIVACY, SHARING AND PUBLISHING OF WORK

Ellington Public Schools is committed to providing a safe and secure learning environment for students, in both physical and virtual settings. The use of digital platforms, including online services or mobile applications for general district operations and curricular has and will continue to grow in a 21st century district. With student information used in many of these platforms, the risk that this information could be distributed, lawfully or otherwise, also grows. The Board has implemented this policy to protect student interests while promoting the innovative use of such platforms to provide students with a 21st century education. Student data privacy information is available on the Ellington Public School website at <https://www.ellingtonpublicschools.org/technology>

In Ellington, we believe publishing and sharing student work online makes learning authentic and relevant to students. Sharing examples of students engaged in high-quality learning experiences extends learning beyond the classroom walls, helps students create a positive digital footprint, and prepare students with 21st century skills.

Also, the sharing of student work and accomplishments connects families, community members and other stakeholders to the learning process. We believe this is possible while respecting the safety and privacy of all students by adhering to the following guidelines.

Posting photos of students online (class website, social media, etc) Posting pictures of students doing great work is encouraged. Teachers are asked to make sure no identifiable student information is included with the picture (last name, e-mail, address, phone number, any account username) and that the student's parents haven't opted out of allowing student pictures to be posted.

Posting student work (writing, projects, videos) online Posting quality student work online is encouraged and can help paint a positive picture of daily teaching and learning in the Ellington Public Schools. Teachers are asked to refrain from posting students' full names and to check that the student's parents haven't opted out of allowing student work to be posted.

If you do not want your child's picture or work published, [please complete the form on our district website under Departments, Information Technology](#). You may indicate if you would prefer not to have your child's picture or student work published, or if you would prefer that neither are published. A new form must be submitted each year.

STUDENT RECORDS

When a student enrolls in Ellington from another school district, the school notifies the previous district of the enrollment and requests the student's educational and medical records. The previous school district is required by law to transfer the records with or without written parent authorization. Similarly, when the Ellington Public Schools receives notification of a student's enrollment in another district, all records are transferred. The parent or guardian will be notified of the record transfer at the time they are sent to a new school if no written parent authorization is on file.

Annual Notification of Rights under FERPA for Elementary and Secondary Institutions

The Ellington Board of Education recognizes the legal requirement to maintain the confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, and Connecticut General Statutes. The Superintendent of Schools shall be responsible for ensuring that all requirements under federal and state statutes and regulations shall be carried out by the district. FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They

are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, such as:
 - a. Upon written request, the District discloses educational records without consent, to officials of another school district in which a student seeks or intends to enroll;
 - b. The District also discloses without consent, information designated as "directory information." Directory information includes, for current and former students, student name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent school previously attended.
4. **If any parent or eligible student objects to the District's designation of this information about the student as directory information, the District must be notified annually in writing within 30 days of the issuance of this notification that the parent or eligible student does not want this information about the student disclosed as directory information.**
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605

STUDENT VALUABLES

Students are responsible for their personal property. The school is not responsible for students' lost or damaged property. Students are cautioned not to bring large amounts of money or other valuables to school. Students are not allowed to sell or exchange personal items on school property.

STUDENTS WITH DISABILITIES - ANNUAL NOTICE TO PARENTS

In compliance with state and federal law, the Ellington Public Schools provides to each protected student with a disability, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected disabled student, a child must have a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of

the school programs.

For further information on evaluation procedures and provisions of services to protected students with disabilities, and for information on the procedural rights of parents and students, please contact the Director of Special Services, Dr. Kristy LaPorte, at 860-896-2300 between the hours of 8:00 a.m. and 4:00 p.m.

TELEPHONES

The school telephone is a business phone. Students may use the telephone in emergency situations only. The child's teacher or principal will determine what an emergency situation is. Students may not use their personal cell phones during school hours to make phone calls home. To contact teachers by telephone, call the school. If the teacher is available, you will be connected. When teachers are in class or after school hours, you will be connected to the teacher's voice mail. Please do not contact teachers at home.

TESTING

As required by state and federal law, the Connecticut State Department of Education measures every public school student's progress in reading, mathematics, and writing through the administration of standardized testing in the spring, as well as achievement in science in grades 5 and 8. School districts share information regarding individual test results with parents; school, district and state results are also shared with the Board of Education and posted on the district website.

Connecticut's current tests are the Smarter Balanced Assessment, measuring achievement of the Common Core State Standards and college and career readiness. General questions regarding state testing should be addressed to the Assistant Superintendent for Curriculum & Instruction, Mr. Brian Hendrickson, at 860-896-2300. Specific questions about a child's individual scores should be directed to his/her teacher.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks are provided free of charge to all students by the Board of Education. All lost, damaged, or defaced textbooks or library books must be paid for by the student to whom they are issued. This money is used to purchase replacements and cannot be refunded if a replacement text has been bought.

TITLE I

Title I is a federal aid program that funds supplemental educational services for children who are experiencing academic difficulties in school or who are at risk of having difficulties. Title I is the primary federal funding source for the No Child Left Behind legislation that seeks the same high performance standards for all students and encourages parent involvement in their children's education. Title I funds are based on the percentage of students receiving free and reduced price lunches. That percentage varies each year in our elementary schools and may change the schools that qualify for

funding. In Ellington, Title I funds are primarily used to support early intervention programs in reading and mathematics at the elementary level.

TRUANCY

A student is considered truant if they have four (4) or more unexcused absences in one month or if they have ten (10) or more unexcused absences in a school year.

If a student is found to be truant, the school will use the following procedure:

- 1) A parent meeting will be scheduled and an attendance plan will be created. Attendance plans may include home visits from school staff or discipline/loss of privilege for absences if appropriate given the circumstances of the truancy.
- 2) If truancy continues, the student will be referred for a Planning and Placement Team (PPT) meeting. Additional supports and structures to improve attendance will be implemented at this meeting.
- 3) If truancy continues, a referral to an outside agency such as the Ellington Truancy Board, Ellington Youth and Family Services or the Connecticut Department of Children and Families will be made for additional family supports to improve attendance.

In order to assist parents and other persons in meeting this responsibility, the Ellington Board of Education monitors unexcused student absences and attempts to notify parents or other persons by telephone whenever a student fails to report to school on a regularly scheduled school day unless school personnel have received an indication that the parent or other person is aware of the student's absence. Such attempts shall be recorded. State law provides that any person who, in good faith, gives or fails to give such notice shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which result from such notice or failure to give such notice. The board, therefore, must obtain a telephone number or other means to contact parents or other persons during the school day.

A student is considered truant after unexcused absenteeism of 4 days in any month or 10 days in any school year. The school will schedule a meeting with the parent(s) or guardian of a student not later than 10 days after a student becomes truant.

Absences from school fall into two categories:

Excused Absences

An absence from school will be excused if it meets one of the following criteria ([see Board of Education Attendance Policy](#)): illness, death in the family, religious observance, court appearance or other legal obligations, school sponsored field trips, state or school required testing, medical appointments that cannot be scheduled at any

other time, administrative office call, high school visits (3 maximum), homebound/tutorial situations.

If a student has been absent ten (10) or more times in a school year, a doctor's note will be required to excuse absences for illness or medical appointment.

Unexcused Absences

Absences from school that are not condoned by a parent or do not meet the criteria under excused absence will be considered unexcused. Four or more unexcused absences in a month or ten or more unexcused absences in a school year will result in a student being considered [truant](#).

CHRONIC ABSENTEEISM

A student is considered chronically absent if they have missed 10% or more of the total days they've been enrolled in a given school year. This includes both excused and unexcused absences as well as out of school suspension. Chronic absenteeism is different from truancy, it encompasses the total time out of school, not just unexcused absence from school.

School employees are proactive in addressing chronic absenteeism by holding regular attendance reviews each month throughout the school year. If a student is found to be chronically absent during an attendance review, school employees will use the following procedure*:

- 1) Send a letter home to alert families about concerns related to chronic absenteeism.
- 2) If chronic absenteeism continues, a parent meeting will be scheduled and an attendance plan will be created. Attendance plans may include home visits from administrators or staff or discipline/loss of privilege for absences if appropriate given the circumstances of the absenteeism.
- 3) If chronic absenteeism continues, the student will be referred for a Planning and Placement Team (PPT) meeting.
- 4) If chronic absenteeism continues, a referral to an outside agency such as the Ellington Truancy Board, Ellington Youth and Family Services or the Connecticut Department of Children and Families will be made for additional family supports to improve attendance.

**Exceptions to this procedure will be made for students chronically absent due to documented extended illnesses/injuries or other circumstances where intervention by the school to improve attendance is deemed unnecessary.*

VISITING CLASSROOMS

We encourage parents to visit their child's classroom. Visitors are asked to observe the

following rules to avoid interrupting the educational process:

1. Visitors must request a school visit at least one day in advance when school is in regular session. Special arrangements must be made through the building principal for visits during the summer or for special programs.
2. All school visitors must sign in at the office, wear an identifying badge, and sign out when leaving.
3. The person visiting the classroom is an observer, not an evaluator. The purpose of the visit should be clearly understood.
4. No interruption of classes should result. Discussion between a visitor and a teacher should be scheduled as a conference at some other time.
5. Please make other arrangements for pre-school children and infants. Young children can be disruptive in classrooms.
6. Students from other schools are allowed to visit only for a special purpose arranged as a cooperative agreement between area principals and with the written consent of the parent.
7. Visitations should be limited to one class period. The principal has the discretion to reduce or extend the visitation.

VOLUNTEER PROGRAM

Ellington has an active volunteer program that is most helpful in supporting instruction and student learning. Activities are designed to offer enrichment and reinforce learning initiated by teachers. Those who volunteer on a regular basis must first contact central office to follow the volunteer program protocols.

Ways to Volunteer

The most common ways to volunteer include:

1. PTO membership - The PTO is an active and involved organization. PTO activities vary by school, and may include after school or evening events. The PTO also conducts fund raising activities that support the school program by providing enrichment programs and instructional materials.
2. Classroom volunteer - Listening to students read; reading to students; assisting in writing workshop; doing an activity with a small group; helping at a learning center; preparing teaching materials; clerical assistance; helping on the computers.
3. Media Center volunteer - shelving books, reading to students, computer work, teaching students computer skills; helping students do research.
4. Room Parent - Room parents help with holiday parties and other special events.

General Procedures

1. Volunteers, like all visitors to the school, are required to sign in at the office when they arrive and to sign out when they leave. This allows the school to maintain an accurate record of who is present for safety purposes. Volunteer must first complete

the Volunteer Program paperwork located at central office.

2. All visitors to the school must wear a name tag. This helps everyone to immediately recognize you and will help students learn your name.
3. In June of 1997, the Board of Education passed a student dress code. To help students recognize the importance of appropriate dress, all adults in the building also follow the dress code.
4. Regular attendance for volunteer time helps the teachers and students plan activities. If you must be absent, please call the school office before the start of school. If your schedule changes and the original time will no longer work, we will be happy to reschedule you.
5. Volunteers need to keep an open mind and be aware that there are many approaches to learning. In spite of individual differences in instructional techniques, the united efforts of the staff and volunteers must be geared toward the success of the children. Working with this goal in mind will help develop mutual respect and confidence between teachers and volunteers.
6. Volunteers need to observe discretion in commenting on school matters. If you have questions or concerns about something, please discuss it with the teacher involved or the school principal.
7. Younger siblings may not come to school with classroom or media center volunteers.
8. The teacher is in charge of the instruction, safety, and discipline of each student in the class. The volunteer reinforces and enhances the educational process under the direction of the teaching staff.