

## **Samuel Staples Elementary School Family Handbook 2020 - 2021**

Dear SSES Families:

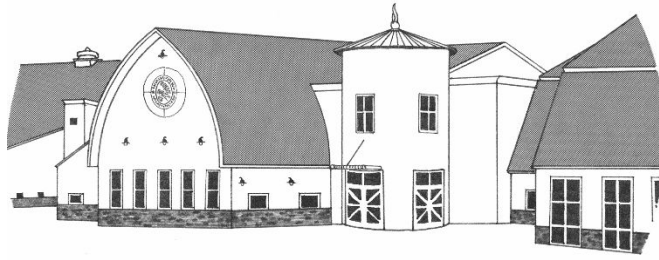
Welcome to the 2020-2021 school year! While this year's reopening includes a variety of changes for our students, families, and staff alike, what remains prominent is the warmth, dedication, and positivity that makes Samuel Staples Elementary School a special place. We will continue to work together with you, as partners, toward ensuring that our students enjoy a safe, healthy, and highly effective learning environment whether they are in the school, a hybrid environment, or through Distance Learning.

You have already received the [ER9 District Reopening Plan](#) and the [SSES Reopening Plan](#), which are based on the Connecticut State reopening guidelines and include the input of many who have a shared interest in providing our students the very safest learning and enriching environment in which they can grow and learn. While we hope for an eventual return to what we expect of a typical school year, it is more likely that the processes and procedures outlined in the SSES Reopening Plan will supersede those outlined in this Family Handbook during this school year. In those instances, you will be directed to refer to the SSES Reopening Plan.

In spite of the pandemic, I am confident that we are going to have another extraordinary year. Thank you for sharing your beautiful children with us.

Your Friend and Partner,

Kimberly Fox Santora  
Principal



## Samuel Staples Elementary School

### Family Handbook 2020 - 2021

**The Easton School district does not discriminate on the basis of race, color, national origin, sex, disability, religion, ancestry, marital status, sexual orientation, gender identity, genetic information or age in its programs and activities and provides equal access to the Boy Scouts, Girl Scouts and other designated youth groups.**

#### ~ Vision Statement ~

- In our school, the needs of children come first.
- Students are active learners who understand the value of their work. They are nurtured and challenged to excel.
- Passion for teaching inspires enthusiasm for learning. Educators work together to shape a quality curriculum that is the foundation for meaningful instruction.
- All members of the Easton community are welcome in the schools and are encouraged to be both informed and involved in the education of our community's children. With them, we share in the responsibility for creating student success.

**Samuel Staples Elementary School**

Certified Staff 2020-2021

Kimberly Fox Santora, Principal Michael Brownstein, Assistant Principal

Jennifer Del Conte, Director of Special Services Kara DiBartolo, Supervisor of Special Services

Grade	Rm	Name	Phone ext.	Position	Rm	Name	Phone ext.
Pre-K	113	Melissa Cedrone	639	Literacy Teacher	147	Karen Woodford	100
Pre-K	116	Ashley Texeira	626	Literacy Specialist	225	Mary Blair	400
				Literacy Specialist	231	Kristen Keden	405
K	141	Jodi Forte	113				
K	144	Jill Marcioch	116	Math Specialist	150	Stephanie Holroyd	102
K	146	Michelle Paciello	118				
K	143	Dawn Pilkington	115	Art	160	Allen Bates	201
K	142	Jessica Tilow	114				
1	149	Callen Chatfield	101				
1	151	Kim Duffy	103	Library Media	158	Kristine Castaldo	619
1	153	Alyssa Swanson	105				
1	154	Elizabeth Giglio	106	Music	130	Karen Mattera	632
1	152	Giovanna Foster	104	Music	131	Stacey Pacino	633
2	163	Sarah Lewis	204				
2	162	Laura Hobbs	203	PE	136	Adam Bourret	652
2	165	Alissa Velazquez	206	PE	136	Melissa D'Agostino	653
2	164	Hannah Turner	205	PE	137	Physical Education Office	637
2	167	Kristin Zazula	208				
				World Language	161	Catherine Correa	202
3	245	Melissa Bizzotto	505				
3	244	Tara Brophy	506	Psychologist	148	Danica Charles	109
3	241	Courtney Carroll	501	Social Worker	121	Jillian Desiderio	630
3	240	Jennifer Edwards	502	Social Worker	122	Caitlyn Carr	
3	242	Emily Marchetti	504				
				SPED Teacher	233	Gerri Keating	408
				SPED Teacher	210	Megan Hine	306
4	230	Lori Adelman	406	SPED Teacher	166	Jeanine Martin	207
4	229	Carey MacArthur	403	SPED Teacher	232	Katherine Myers	407
4	228	Darcy Scholz	404	SPED Teacher	155	Kristina Faiella	107
4	226	Heather Vilanova	402				
				Assistive Tech	133	Laura Langlois	
5	206	Caroline Calhoun	303	BASES Teacher	140	Heather Murray	112
5	211	Courtney Piacente	305				
5	205	Amy Gentile	302	Speech	237	Wanda Breuer	300
5	207	Kaitlyn Macaluso	304	Speech	115	Julianne Skoczylas	625
5	208	Amelia DeLise	308	SRO		Craig Tibbals	627
				OT	120	Janice Brennan	629
				PT	120	Erica Garvey	629

# IMPORTANT SCHOOL NUMBERS

## Boards of Education for Easton, Redding, ER9

654 Morehouse Road

Easton, CT 06612

Dr. Rydell Harrison, *Superintendent* 261-2513

Dr. Stephanie Pierson Ugol, *Assistant Superintendent* 261-2513

## Samuel Staples Elementary School

515 Morehouse Road

Easton, CT 06612

Kimberly Fox Santora, *Principal* 261-3607

Michael Brownstein, *Assistant Principal* 261-3607

Jennifer Del Conte, *Director of Special Services* 445-8316

Kara DiBartolo, *Supervisor of Special Services* 445-8316

Easton Parks and Recreation 268-7200

## STAPLES SCHOOL TELEPHONE SYSTEM

To use the Telephone System:

**FIRST:** Dial 261-3607 (the school number)

**NEXT:** When connected, listen to the menu options

**THEN:** Choose from the menu:

## MENU OPTIONS

Staff Directory press 5

*(When calling a classroom teacher, you MUST press \* before the extension.)*

Main Office press 0

Absence from school press 1

Nurse's office press 2

Address/Fax # press 3

Directions press 4

# **PART I**

## **CITIZENSHIP**

### **BEHAVIORAL EXPECTATIONS**

#### **(POLICY # 5131 (A-B))**

Students at Samuel Staples Elementary School are expected to demonstrate appropriate behaviors, which reflect high standards of personal conduct, including treating others with kindness and respect, and acceptance of responsibility for one's actions. We expect students to follow the rules and procedures at all times. During school, after school, or on the weekends, student behavior should make us proud.

#### **School Climate**

Samuel Staples Elementary School is committed to creating and maintaining the elements of a positive school climate. School Climate is defined as the quality of relationships in schools and how we treat one another – socially, emotionally, intellectually and physically. As members of the Samuel Staples Elementary School community, students will realize connectedness in knowing that they will always be treated fairly by responsive, trusted adults who will assist them to feel happy and safe at school.

#### **Samuel Staples Elementary School Safe School Climate Plan**

The Easton, Redding and Region 9 Boards (ER9) of Education are committed to creating and maintaining a safe school climate free from bullying, harassment and discrimination. According to the state definition, bullying means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student, or a physical act or gesture by one or more students repeatedly directed at another student that:

- Causes physical or emotional harm to such student or damage to such student's property;
- Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- Creates a hostile environment at school for such student;
- Infringes on the rights of such student at school; or

- Substantially disrupts the education process or the orderly operation of a school.

In order to foster an atmosphere conducive to learning, Samuel Staples Elementary School has developed a Safe School Climate Plan, consistent with National Standards, state law and Board Policy. This plan represents a comprehensive approach to creating a positive school climate and sets forth the Board's expectations for preventing, intervening and responding to incidents of bullying. The Plan is subject to periodic review and revision to assure that it effectively promotes a positive school climate. In addition, Michael Brownstein, Assistant Principal, is the Safe School Climate Specialist, responsible for monitoring school adherence to The Safe School Climate Plan and investigating any reported acts of bullying.

In keeping with our aim of maintaining a positive school climate and intervening and responding to incidents of bullying, Samuel Staples Elementary School wishes to share the following information with our students and their families:

1. Students or their parents/guardians may file written and anonymous reports concerning acts of bullying. Anonymous reports may be filed electronically by using the link located under 'School Resources.'
2. Teachers and staff must notify the Safe School Climate Specialist after witnessing or receiving a report of bullying.
3. The Safe School Climate Specialist will investigate and review reports of bullying. The parents/guardians of the students involved will be notified of the findings after the investigation has been completed.
4. If the behavior is verified as an act of bullying, support plans will be created for the students involved.
5. The state requires schools to report annually the number of verified acts of bullying.

Samuel Staples Elementary School welcomes parent/guardian inquiries regarding school climate and bullying. Further information for the ER9 Safe School Climate Plan can be found on the ER9 website ([www.er9.org](http://www.er9.org)) or by contacting the designated Samuel Staples Elementary School Safe School Climate Specialist.

### **Restorative Practices**

SSES has adopted a Restorative Practices approach to improving school climate.

*Restorative Practices are based on principles that emphasize the importance of positive relationships as central to building community, and involve processes that repair relationships when harm has occurred. Restorative Practices, when broadly and consistently implemented, will promote and strengthen positive school culture and enhance pro-social relationships within the school community.*

Restorative Practices allow for a shift in practice that results in a culture, which is inclusive, builds fair process into decision-making practices and facilitates students' learning to address the impact of their actions through an approach that allows for true accountability, skill building, cooperation, and mutual understanding.

**Through Restorative Practices, members of the school community will:**

1. Have an opportunity to be heard
2. Understand the greater impact of one's actions
3. Learn to take responsibility
4. Repair the harm one's actions may have caused
5. Recognize one's role in maintaining a safe school environment
6. Build upon and expand on personal relationships in the school community
7. Recognized one's role as a positive contributing member of the school community.

**Ultimately, people will learn to make positive, productive and effective choices in response to situations they may encounter in the future after engaging in a restorative practice.** "The underlying premise of restorative practices is that people are happier, more cooperative, more productive and more likely to make positive changes when those in positions of authority do things with them rather than to them or for them." (The Restorative Practice Handbook, Costello and Wachtel.)

**A Response to, and Prevention of Harm**

In schools, Restorative Practices / Approaches are multifaceted in nature. Restorative Practices include interventions when harm has happened, as well as practices that help to prevent harm and conflict by helping to build a sense of belonging, safety, and social responsibility in the school community.

**TITLE IX**

**Discrimination and Harassment**

Title IX of the Education Amendments of 1972 states that no person in the United States shall, on the basis of sexual orientation, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Connecticut State Law also prohibits discrimination based on gender and sexual orientation.

**Sexual Harassment**

Sexual harassment is against state and federal laws. It is defined as unwelcome sexual attention from peers, teachers, staff, or anyone with whom the victim may interact. Any person who believes that he or she has been subjected to sexual harassment or discrimination should report the alleged misconduct immediately. Any complaints or questions related to Title IX may be filed with Michael Brownstein, Assistant Principal ([mbrownstein@er9.org](mailto:mbrownstein@er9.org))

## **APPEARANCE**

### **(Policy # 5132)**

Choices in clothing should be appropriate for the events and activities planned for the day, which include field trips, PE classes and outdoor recess. Student dress should not interfere with the learning environment of the school.

Respect the following guidelines:

1. Students may wear hats to school, but may not wear them inside the school.
2. Sneakers are required for participation in physical education class.
3. Students must have appropriate clothing for outdoor recess, especially during cold weather. In the winter, appropriate dress includes hats, mittens or gloves, and boots.

## **CAFETERIA BEHAVIOR** Please refer to the SSES Reopening Plan

Students will be brought to and from the cafeteria at the assigned times. In order to be safe and enjoy lunch time, students should respect the following practices:

1. Please walk at all times.
2. Please sit with your legs under the table.
3. Please keep the floor and table clean.
4. Please use indoor voices.
5. Please raise your hand to ask for help.
6. Saving places for others is not allowed.
7. Please refrain from sharing or trading food.

## **COMPUTER USE**

### **(Policy # 6141.321)**

The school computers and network and access to the internet are to be used to help learning. Responsible use of these tools includes research, instructional activities, and electronic mail.

The detailed Board of Education policy regarding appropriate and inappropriate use of school computers can be found online at

[www.er9.org/boe/EastonBOE/eastonpoliciesregulations.html](http://www.er9.org/boe/EastonBOE/eastonpoliciesregulations.html).

Parents need to read this policy and summarize for their son/daughter.

All students must sign an agreement, co-signed by either parents/guardians, to adhere to this *Acceptable Use Policy* prior to being granted internet access. You will receive a copy of this agreement as part of the summer mailing.



## **RECESS BEHAVIOR** [Please refer to the SSES Reopening Plan](#)

Recess is to be a time of fun for all students. We emphasize and promote cooperative rather than competitive play in a safe environment. It is a time for social skill development and reinforcement of skills and behaviors taught in physical education classes. As such, it serves as another important learning opportunity during the school day. To facilitate an enjoyable and safe experience, students are expected to be responsible and kind when playing.

### **Students are expected to:**

1. Show respect for others.
2. Use polite language.
3. Play safely and avoid physical contact in any game or sport.
4. Include all students. Recess games are for **everyone** to play and enjoy.
5. Demonstrate a positive attitude and display good sportsmanship at all times.
6. Wear appropriate outdoor clothing.

### **Prohibited during recess:**

1. Pushing, shoving, hitting, piling, tackling.
2. Excluding individuals from participation in games/activities.
3. Teasing, harassing, or bullying behaviors.
4. Bats, skateboards, snow shovels, sleds or other potentially dangerous equipment.
5. Throwing of any objects, including snow, snowballs, sticks, rocks.
6. Playing near classroom windows.
7. Bringing toys from home, especially items of personal value.

# **PART II**

## **CURRICULUM AND INSTRUCTION**

### **ACADEMICS AND CURRICULUM** [Please refer to the SSES Reopening Plan](#)

The academic curriculum is rigorous and consistent among each class at a grade level. With a multitude of hands-on and cooperative learning experiences, attendance in class is very important.

In order to enhance the academics program, children in grades K-5 participate in the following special classes:

Once a week: Media, Music, Art; (Optional Study of a musical instrument in Grade 5)

Twice a week: Physical Education

## World Language:

- Grades K-2: three, fifteen minute classes per week
- Grades 3-5: two, twenty minute classes per week

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

Our goal is to provide a climate where communication between home and school is open and productive. When a parent has a question or concern about their child, we encourage parents to contact the teacher. All teachers, including specialists, want parents to call them as soon as the parent is aware that a problem might exist. A parent or teacher may request a conference to discuss the student in greater detail or if concerns continue. Both the parents or the teacher may choose to invite additional staff members to any conference, including school administrators.

## **CONFERENCES AND REPORT CARDS**

In grades K-5, report cards are sent home two times during the school year. They reflect the progress of the individual child.

Parent-teacher conferences for grades K-5 are scheduled in the fall and spring. Parents wishing to speak with their child's teacher before that time, or at any point during the year, should contact the individual teacher. *Please refer to the SSES Reopening Plan*

Additional copies of the report card for a parent living at a different location can be provided. Parents must let the office & teacher know the address information.

## **HOMEWORK**

### **(Policy # 6154)**

Homework is an essential part of the overall education program of each student. Homework is meant to supplement, complement, and reinforce classroom learning. Homework should relate to the learning focus in class and can be differentiated for students within the same class.

The detailed Board of Education policy regarding homework can be found online at [www.er9.org/boe/EastonBOE/eastonpoliciesregulations.html](http://www.er9.org/boe/EastonBOE/eastonpoliciesregulations.html)

Parents need to read the policy and summarize for their child.

The following time allotments should be considered general guidelines at the elementary level:

<u>Grade</u>	<u>Time Allotted</u>
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K	15 - 20 min. 1 - 2 times weekly beginning in January
1	15 - 25 min. 3 - 4 times weekly
2	20 - 30 min. 3 - 4 times weekly
3	30 - 45 min. 3 - 4 times weekly
4	30 - 45 min. 3 - 4 times weekly
5	45 – 60 min. 3 -4 times weekly

**\*\* In addition to these allotments, all students are expected to read every night either with a parent, sibling, friend, or independently as appropriate. Research continues to show the direct link between those that habitually read nightly with those that have an advanced appreciation for reading and learning success.\*\***

- Assignments can be given over weekends in grades 3-5.
- Team members must schedule assignments so that the due dates of major projects are spread over the full year and do not all fall at the same time.
- Parents and students should monitor time completing homework. Parents should notify the teacher if either excessive or minimal time is *regularly* spent completing homework.
- After school activities should not excuse students from homework responsibilities.

### **SCIENTIFIC RESEARCH-BASED INTERVENTION (SRBI)**

In support of federal laws related to NCLB, the Connecticut State Department of Education requires all districts to have a general education early intervention process to help prevent the development of more serious educational issues later on. In Connecticut, the intervention process for students experiencing academic and/or behavioral difficulties is called Scientific Research-Based Interventions (SRBI). A continuum of general education support is available with increasing intensity and/or individualization across multiple tiers; a three-tiered model is used in Connecticut schools.

Tier I includes differentiation of content, product, or processes used in the general education classroom by the classroom teacher. Tier II includes students who fail to make adequate progress in Tier I. Tier II interventions provide more intensive instruction or social/behavioral support, primarily delivered by intervention support staff through the use of smaller groups. students in Tier II receive support *both* in Tier I and Tier II. Tier III interventions provide greater intensity and involve individualization of the intervention with a content specialist.

### **Student Intervention Team**

During the course of the school year, parents, teachers, and students can receive assistance in response to student academic, social, or emotional difficulties through the efforts of concerned professional staff who work on the Student Intervention Team. Parents are encouraged to speak to their child’s teacher directly for additional information in this area or

call the school office at 261-3607.

### **Literacy Support Services**

Support services are provided for students needing assistance in reading / language arts skills. Please contact your child's teacher if you have questions concerning your child's reading. We also offer writing support services for students in grades 3 – 5. Student groups are formed by grade level and common needs. These groups are flexible and will change according to student progress. For further information about Literacy Support Services, contact one of our Literacy Specialists.

### **Math Support Services**

Students in need of math support can receive support services. Groups are arranged by math topic and are flexible. Class performance, test scores, and motivation are all considered when groups are formed. For further information, contact the math specialist.

### **Special Education**

A full range of services is available for children with special needs. For further information about Special Education Services, contact:

Jennifer Del Conte	Director of Special Services	459-9689
Kara DiBartolo	Supervisor of Special Services	459-9689

### **Absences and Make-up Work** **(Policy #5113)**

Children are permitted to make-up all work missed due to illness or family emergency. If a child is absent due to family travel, teachers are not required to provide the work that is missed. The classroom experience cannot be duplicated by providing worksheets.

### **Field Trips** [Please refer to the SSES Reopening Plan](#)

### **(Policy # 6153)**

Field trips are sometimes included as part of the instructional program. When educational trips are planned, you will be notified in advance and written permission for your child's participation is required. You will also be notified of any special preparations—bag lunch, appropriate attire, cost, etc. Teachers may request parent chaperones depending upon the destination and/or length of the field trip.

**\*\*No child will be excluded from a field trip because of an inability to cover the cost of such a trip. If such cost will place an undue hardship, please contact the principal.\*\***

## **Library Media Center**

Students are invited to use the books, magazines, newspapers, and other materials, including computers, located in the Media Center. Students are responsible for any material they sign out. Materials must be returned to the librarian or assistant at the circulation desk. Students must pay for any materials they lose or damage. Students' grades, transcripts or report card might be withheld until a student's obligation is met.

## **Holiday Celebrations**

To promote our understanding of one another and of different cultures, we encourage the sharing of holiday traditions that are meaningful to our children. We believe that it has never been more important for children to appreciate that groups can have different beliefs and still live together harmoniously.

### *Guidelines for Sharing Holiday Traditions*

1. The focus of the information given to children should be on traditions, not religious beliefs. The purpose is to have children learn about what other children *do* as a part of their celebrations. A good rule of thumb for volunteers is to focus on doing, not telling. Games are a wonderful way for children to share one another's traditions and are encouraged.
2. Children can be told that holiday activities are related to religious beliefs, but these beliefs are not to be the focus of discussion. Children learn to appreciate traditions by seeing others enjoy them.
3. There are commonalities in almost every celebration. These commonalities provide a wonderful basis for discussion:
  - Lights and candles
  - Special foods
  - Gifts
  - Families coming together
  - Expressing care and concern for others
  - Joy of celebration
4. Teachers should set a reasonable limit on the length of any activity provided by a volunteer, with an eye on preserving instructional time. These activities should be informative and fun for children, but should not be simply a party and should not infringe on instructional time. Parents may not send home worksheets or homework related to holiday beliefs.
5. In an effort to help us create a school environment that celebrates diversity, **parents are encouraged to reach out to the teachers** or visit the classroom to share specific holidays/traditions that might be unique to their family.
6. Teachers/parents are encouraged to read holiday books to children. These books must

focus on traditions, not on religious beliefs. Teachers must review any holiday book before it is read to children.

As a public elementary school, we also recognize that it is essential to have clear guidelines for teachers and parents who share holiday information with children.

### **Annual School Events** Please refer to the SSES Reopening Plan

#### **ART SHOW**

Our Annual Art Show will take place in the Spring. This is an evening dedicated to enjoying the fine arts produced by our students. The date can be found in the school calendar.

#### **CONCERTS**

The music teachers work with students to present several musical performances over the course of the school year. These programs include instrumental performances. Dates and times are announced in the Scoop newsletter.

#### **SUPER SCRIBES AND SCRIBBLERS**

This is an online compilation of writing samples from each student at Staples. Collection of the writing is done through the efforts of the classroom teachers and the PTA. The link can be found on the SSES homepage.

## **PART III**

### **HEALTH AND SAFETY**

#### **ACCIDENTS**

If a child has an accident at school that requires more than cursory care, parents will be notified. The school provides first aid only (e.g. immediate, temporary care). This care is given to a student whose sickness or injury occurs on the school premises during school hours or school-sponsored and supervised activities until the services of a physician can be obtained. If medical attention is advised, the parent will be notified to come for his/her child to be taken to the family physician. In extreme cases where medical care is needed immediately, the nurse will call 911 at the discretion of the principal or acting administrator.

#### **ACCIDENT INSURANCE**

Student insurance is offered for purchase through a private carrier. A link to information about the purchase of student insurance is located on the Samuel Staples website under 'Parents'.

#### **EMERGENCY NUMBERS**

The office **must have** emergency numbers in order to reach a parent or designated alternate in case of an emergency. Any changes to your emergency contact information **must** be made directly in Powerschool through the Powerschool Parent Portal. You may access the Powerschool Parent Portal through the Samuel Staples website under 'Parents'.

***\*\*If you will be away for an extended time, please provide a phone number where you can be reached in the event your child becomes ill or injured.\*\****

## **FIRE DRILLS/LOCKDOWN DRILLS**

Fire drills are required by law and are scheduled over the course of the school year to prepare staff and students to deal with an evacuation emergency. We are mindful of inclement weather, but cold weather is unavoidable in Connecticut. Fire drills will occur during cold weather. There will be no time for the collection of coats, mittens, hats and gloves, as evacuation speed is critical in the preparation for a real emergency.

The following fire drill procedures are in place:

- Children are given specific instructions by the classroom teacher in fire drill procedures.
- All personnel and parent volunteers are to clear the building and await the all clear signal, which will be given by the principal and head custodian.

Lockdown drills will also be scheduled throughout the school year. In the event of a situation in which the safety of students and staff is in jeopardy, a lockdown will be announced. The following lockdown drill procedures are in place:

- Teachers will find a safe spot in the classroom to gather the students away from doors and windows.
- Teachers will close and lock doors and windows and try to keep the students as quiet as possible.
- Students and staff will remain in lockdown until an announcement is made over the school intercom that the drill is concluded.

## **HEALTH SCREENINGS** *Please refer to the SSES Reopening Plan*

Health screenings will be conducted during the school year as mandated by the State of Connecticut. Hearing, Vision and Scoliosis screenings will be scheduled *as required* and Pediculosis (head lice) screenings will be conducted *as needed*.

## **ILLNESSES** *Please refer to the SSES Reopening Plan*

Your child's health is an important factor in being able to learn. A student who is ill cannot fully benefit from the learning experience. As well, a student who is sick is a potential carrier of infections to others. Therefore, the following guidelines have been established.

1. A student with an oral temperature of **99.6°** or higher is to be sent home at the discretion of the school nurse. A child with no fever who manifests symptoms of an illness may also be sent home.
2. A student sent home with a fever is to **remain home the following day** and should not be sent to school until **at least 24 hours** after the temperature has returned to normal.
3. A student who has vomited during the night or at school is **not** to be sent to school the following day.
4. A student who is sent home from school due to diarrhea is to remain home the following day.
5. A student returning to school after having any prolonged illness, injury or hospitalization needs a doctor's note for re-entry. A physician's note is also needed for a prolonged excuse from Physical Education participation.
6. A student with Conjunctivitis (Pink Eye) must remain out of school for **24 hours** after treatment has begun.
7. Students with Pediculosis (head lice) must remain out of school until after treatment has been applied. Please inform the school nurse if you ever suspect your child may have head lice so the nurse has an opportunity to check classmates and stop its spread. **\*\*The nurse must examine the hair of the student upon return to school.\*\***
8. All in-school injuries should be reported to the school nurse. Please send in a note for any out-of-school injuries that require accommodations, such as crutches and casts.
9. Please inform the classroom teacher or school nurse of any concerns that may affect your child's learning. (Family member away, family member ill, death of a relative, etc.)
10. Should your child need cough drops, the box must be labeled with the child's name and brought to the nurse's office at the beginning of the day along with a note from a parent. **\*\*Students are not allowed to carry medication of any kind, including cough drops.\*\***
11. All medications administered in school must have a physician's order and a parent's signature. Medication cannot be transported to/from school by students. Please feel free to call the nurse's office if you have any questions.

**IMMUNIZATIONS** [Please refer to the SSES Reopening Plan](#)

**(Policy # 5141.3)**



Proof of immunization is required for school registration. Any questions regarding the required immunizations should be referred to the school nurse.

## **INJURIES**

Any injury, which may affect a child's participation in PE or Recess, should be brought to the attention of the teacher with a note from the parent.

## **MEDICATIONS**

### **Policy # 5141.21 (d)**

Whenever possible, medications should be given before or after school hours. If it is necessary to administer medicine during school hours, a *Drug Administration Form* must be completed by the student's physician and parent. These forms are available through the school nurse and on the School Health Office web page under "School Resources." Parents must hand-deliver the medication to the nurse, and then pick it up when medication administration is no longer required or at the end of the school year. BOE Policy requires that any medicine left over the summer be destroyed.

## **Administration of Epinephrine**

Revisions have been made to Public Act 14-176 regarding the storage and administration of epinephrine at public schools. These revisions direct the school nurse or qualified school employee to maintain epinephrine for the purpose of emergency first aid to students who experience allergic reactions and do not have a prior written authorization for the administration of epinephrine from a parent, guardian, or qualified medical professional. Administration of epinephrine by a qualified school employee is limited to situations when the school nurse is unavailable. Qualified school employees will complete an annual training program in order to administer epinephrine. A parent or guardian may submit in writing that epinephrine shall not be administered to their child. Please contact the school nurse if you would like additional information about this legislation.

## **AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)**

### **Policy # 5141.7**

AED – CT Senate Bill 981 requires that a school board have an AED in each school in its jurisdiction. Samuel Staples' AED is located in the lobby of our school.

# PART IV

## KINDERGARTEN INFORMATION

### AGE OF ENTRANCE

By Connecticut State Law, children who are 5 years old by December 31 are legally eligible for entrance in September of that academic year. No exceptions can be made for early entrance.

### ENTRANCE SCREENING

There is no required screening process to determine a child's readiness for kindergarten. However, if a parent suspects developmental delays with their child (e.g. speech/language, motor, cognitive), the parent should contact the Director of Special Services at 459-9689 for a preschool screening or evaluation. Our goal is to identify children from birth to six years of age who might be experiencing problems and provide services for those who qualify for special education.

### IMMUNIZATIONS [Please refer to the SSES Reopening Plan](#)

State law mandates that all students have the required medical examination and immunizations. Parents must provide the school with proof of compliance *prior to the first day of school*.

### LENGTH OF DAY

The Kindergarten day runs from 8:55 am—3:40 pm, daily.

### REGISTRATION [Please refer to the SSES Reopening Plan](#)

Kindergarten registration is held in the spring. An orientation day is held in June for children to visit classrooms and take a short bus ride. At this time, parents will meet with school personnel to learn about the Kindergarten program.

**SNACK** Please refer to the SSES Reopening Plan

Kindergarten children eat snack and lunch at school. Your child should bring TWO healthy snacks that can be eaten in 10-15 minutes – one in the morning and one in the afternoon.

## **PART V**

### **OPERATIONS AND PROCEDURES**

#### **ATTENDANCE**

(Truancy Policy 5113.2)

Students are expected to attend school and be on time daily. Not only does this contribute to the development of personal responsibility, it is also vital to continuity in academic progress. Family vacations and appointments should be scheduled outside of school time whenever possible. A student is considered in attendance if present at school, or an activity sponsored by the school for at least half of the regular school day.

- **ABSENCE**

A child's absence from school must be reported on a *daily* basis. Parents must call the school attendance line to report a child's absence by 8:55 AM. This system is in place to ensure each child's safety. To report an absence, dial 203-261-3607 and then press the number "1".

- **TARDY**

Children who arrive after 8:55 AM will be marked tardy unless their bus arrives late. Repeated tardiness has a negative effect on school performance. Parents will be called when a student exhibits a pattern of lateness and appropriate intervention will be arranged.

- **EARLY PICK-UPS**

The school day ends at 3:40. Children should only be picked-up early from school for emergencies. Repeated early pick-ups are a disruption to your child's education, as well as the other students in the classroom. The end of the day is an invaluable time to review the concepts of the day, discuss homework and enable the children to organize their belongings for dismissal.

The Connecticut State Board of Education recently adopted definitions for excused and unexcused absences for use by schools and districts in order to implement the statutory policies and procedures concerning truants, and the reporting of truancy. Based on these definitions, a student absence is considered excused if:

- Absences one through nine are considered excused for any reason that the student's parent or guardian approves. A note from the parent or guardian is required for documentation.
- Absences ten and above are considered excused for the following reasons and must be documented by a note from the parent or guardian. In some cases, additional documentation may be required:
  - Student illness (verified by an appropriately licensed medical professional).
  - Student observance of a religious holiday.
  - Death in the student's family or other emergency beyond the control of the student's family.
  - Mandated court appearances (additional documentation required).
  - Lack of transportation that is normally provided by a district other than the one the student attends.
  - Extraordinary educational opportunities pre-approved by district administrators.
- **Chronic Absenteeism**

Effective July 2015, the CT State Board of Education established regulations (Public Act 15-225) regarding students who are chronically absent from school. A chronically absent child is a student whose total number of absences is equal to or greater than ten percent of the total number of school days at any time during the school year. Excused, unexcused, or disciplinary absences are all included for the purposes of determining whether a student is chronically absent. The Samuel Staples Attendance Review Team meets monthly to review the cases of chronically absent children, discuss school interventions, and make any recommendations to their parents or guardians.

The detailed Board of Education policy regarding truancy can be found online at [www.er9.org/boe/EastonBOE/eastonpoliciesregulations.html](http://www.er9.org/boe/EastonBOE/eastonpoliciesregulations.html)

## **BIRTHDAY CELEBRATIONS**

All birthdays are announced during the morning announcements on the school day closest to the big event with summer birthdays being recognized in June. The PTA donates "birthday pencils" for each child. Classroom teachers determine how individual birthdays are celebrated; however, **food will not be part of the birthday celebrations**. With regard to our district's wellness policy, students with food allergies, and childhood obesity, we do allow parents to bring in food at class parties, and we encourage parents to consider healthy food options. Please remember that there are several students with very serious allergies to

nuts. Therefore, we ask that all forms of nuts be eliminated from shared classroom treats.

**CAFETERIA** *Please refer to the SSES Reopening Plan*

Children in grades K-5 eat lunch in the cafeteria. Menus can be accessed online on the homepage of our school website, [www.samuelstaplesps.org](http://www.samuelstaplesps.org). On early dismissal days, lunch *will* be served.

The District participates in the National School Lunch Program and all foods served meet or exceed the Connecticut Nutrition Standards. Chartwells School Dining Services is the vendor used by Samuel Staples Elementary School to manage our school lunch program. A full student lunch includes a choice of entrée supplying protein and grain, up to three vegetable side dishes, one fruit side dish, and milk. Milk choices include 1% white and skim chocolate. The price for a hot lunch is \$2.95. Milk purchased separately is \$0.50. There are a variety of snacks, ranging in price from \$0.50 to \$1.00.

Free or reduced price lunches are available to qualifying families. Information and forms are available at Central Office by calling 203-261-2513 or downloading the letter and application at the district website, [www.er9.org](http://www.er9.org).

*Students who are allergic to peanuts and tree nuts are provided special tables where nuts and nut products are not allowed.*

**Lunch Payment System:** *Please refer to the SSES Reopening Plan*

The Easton, Redding & Region 9 food service program uses the NutriKids point-of-sale system in the school cafeterias. All students enrolled in the school are automatically set up with an account in the NutriKids system based on his/her student ID number. Parents may opt out of this system by completing the “Add/Remove Block to Student Account” form on the ER9 website. Parents may also request that restrictions be placed on what their child may purchase. The function of the account is for it to be a pre-paid account (“Dining Dollars”), and the cost of the meals to be deducted from the balance. When the “Dining Dollars” get low, additional funds should be added to avoid a negative balance status. Funds can be prepaid to the account by either sending into school (1) cash, (2) a check made payable to Easton/Redding School Lunch Program, or (3) by using the secure online prepayment service through [mySchoolBucks.com](http://mySchoolBucks.com) and pre-paying the account with a credit card, debit card or e-check payment up to a maximum of \$120 per student. This program is designed to be a convenient and secure tool that parents may use to manage their child(ren)’s school meal account(s). In addition to monitoring your student’s balance, you will be able to view a personal history report of your child’s purchases, and set up an email notification for when the “Dining Dollars” get low. There is a nominal convenience fee (\$1.95) for each deposit transaction to cover bank charges. Parents making deposits for more than one child will be charged once. Please refer to the registration instructions which may

be accessed at [www.er9.org](http://www.er9.org) and click on ‘Parent Information’ or you may go directly to [www.myschoolbucks.com](http://www.myschoolbucks.com).

If your child’s account balance reaches zero, he/she will be allowed emergency lunch loans. After \$10 is owed, you will be contacted for payment. After \$25 is owed, you will be contacted and request lunch be provided from home until the account is paid in full or your child will receive a “sandwich” lunch – sandwich, fruit and milk in place of the regular/hot lunch. This meal maintains the USDA standards surrounding reimbursable meals and will be charged at full price to the student’s account. Snacks, water, juice or frozen dessert cannot be charged if there is a zero or negative balance in the account. For further information, visit the ER9 website or our school website. Effective with school year 2017-18, the Connecticut State Department of Education requires that the household pays all delinquent student debts no later than June 30 to ensure that students’ accounts are closed. Any delinquent debts that have not been recovered by June 30 will be considered bad debt. Negative balances cannot be carried over to the next school year. Student meal accounts must be at a zero balance for the next school year.

## **CHILD CARE—EASTON PARKS AND RECREATIONS**

Extended Day is a recreationally based program offering participants an affordable before and after school program for all attendees of SSES. We offer participants the opportunity to spend their before and after school time in a safe and structured environment. Snack time and homework time will be offered, as well as numerous other recreational activities such as arts and crafts, sports, special guest entertainers, field trips, and much more! The program is held at SSES in classroom139. This room can be accessed during program hours through the entrance to the Kindergarten neighborhood in the back of the school.

### **Hours**

Morning – 7:00 am - 8:45 (start of school)

Afternoons – 3:40 pm (end of school) - 6:00 pm

School Closing: Extended Day is cancelled

AM Delay: Extended Day runs on a sliding time line based on the length of the school delay.

Early Dismissal due to inclement weather: Ext Day is cancelled

Please go to the activities section at [www.eastonrec.com](http://www.eastonrec.com) for more information on the Extended Day Program or call the Extended Day Phone at (203) 650-3297.

**\*\*No child will be sent home without a parent being contacted by EPR staff.\*\***

## **HOMELESS STUDENTS**

Homeless students, as defined by federal and state statutes, residing within the school district shall be entitled to free school privileges. Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The local liaison for homeless children is the Director of Special Services.

PLEASE REFER TO THE SSES WEBSITE ([WWW.SAMUELSTAPLESPS.ORG](http://WWW.SAMUELSTAPLESPS.ORG)) FOR BOARD OF EDUCATION POLICY [#5118.1, HOMELESS STUDENTS](#).

## **LISTSERV**

Distribution of school-related information is primarily done electronically. If your e-mail or cell phone address changes during the year, you **must enter any changes** into Powerschool through the Powerschool Parent Portal. You may access the Powerschool Parent Portal through the Samuel Staples website, under 'Parents'.

## **LOST AND FOUND** Please refer to the SSES Reopening Plan

Items found on buses or on school property are generally placed in the lost and found located just outside the cafeteria. Parents can look for lost items before or after the hours of lunch, that is, before 10:45 and after 1:45. Periodically throughout the year, parents will be notified that the lost and found items in the cafeteria will remain there for a limited time. After that time, all remaining items will be donated to charity.

## **NOTIFICATION OF LIFE EVENTS**

It is very important that parents notify the school immediately regarding the following:

- A change of custody;
- Plans to transfer or withdraw a child;
- Any event or change which might be affecting the child's ability to perform or to concentrate in school.

## **Back to School Night** Please refer to the SSES Reopening Plan

Back to School Night provides an opportunity for teachers to meet with parents and present an overview of the upcoming year. It is designed to be an information session for parents

only (no children, please). Back to School Nights are scheduled within the first month of school.

## **PARENT PARTICIPATION**

Parents are a critical part of the educational process and have served to make a positive impact on their children's learning experiences at Staples. Parents are strongly encouraged to show their support of school by attending school functions and joining the PTO.

## **PARENTS AT SCHOOL** *Please refer to the SSES Reopening Plan*

Parents are needed members of our learning community and are welcome in our building. We are vigilant concerning the level of activity and distraction in the learning environment. Protecting each child's need for structure leads us to strictly enforce the following procedures:

- Children are to be dropped-off at the student drop-off area in the front of the school in the morning and picked-up in the lobby or the car loop at dismissal time. **Parents may not go to the classrooms to drop-off or pick-up students.**
- When bringing items to school for children, parents may leave the item on the drop off table located in the main entrance.
- *All visitors to the school must present a valid id and sign-in at the main office. Visitors will be provided a visitor sticker to wear throughout his/her visit. All visitors must sign-out at the main office at the conclusion of the visit.*

## **PERSONAL PROPERTY/VALUABLES**

- 1) Students should not come to school with excessive amounts of money or valuables. If a student is bringing in money for a school activity, please have a check made payable to Samuel Staples Activity Fund.
- 2) If personal items are lost or stolen, or money is missing, please understand that the school carries no insurance to cover the loss. Therefore, we advise the utmost care be taken with personal property, the property of other students, the staff and the school.
- 3) Cell phones, iPods, video games or items with financial or personal value **are not allowed** in school. Skateboards, rollerblades, sneakers with drop wheels and sleds are prohibited on school property. If any of these items find their way to school, they will be brought to the office and held for pick-up by the parent.
- 4) Since some students are using electronic readers for their reading books, they will be allowed at school if the student and parent sign an E-Reader Acceptable Use Agreement. Forms are available from the main office or download a copy at this link: <https://goo.gl/YbIQcy>



- 5) Toy weapons or weapon facsimiles of any kind are not allowed at school. The minimum consequence for any weapon or weapon facsimile brought to school will be suspension.

## **PETS**

Pets are not allowed in school. Keep in mind that many students are acutely allergic to animals.

## **RECESS** *Please refer to the SSES Reopening Plan*

Classes have daily recess for 25-minutes. The purposes for recess include a movement break to refresh students for instructional time and to build/strengthen social skills while participating in cooperative play.

Most classes go outside year-round, although recess is held indoors when it is wet out or when the temperature and wind chill make outdoor play inadvisable. Children should dress for play in clothing suitable for prevailing weather conditions.

## **SCHOOL DISMISSAL MANAGER**

School Dismissal Manager is our web-based service that records and tracks your child's dismissal plans. Each family will receive an account on [www.dismissal\\_manager.com](http://www.dismissal_manager.com), as well as a username and temporary password. To ensure a calm and safe dismissal, and avoid any confusion, please be sure to update School Dismissal Manager any time that a student's dismissal plans change.

## **SCHOOL HOURS** *Please refer to the SSES Reopening Plan*

The school day begins at 8:55 AM and ends at 3:40 PM daily. The dismissal time on scheduled early dismissal days is at 1:40, with the exception of Parent Teacher Conferences, for which dismissal is 1:00.

## **SCHEDULE CHANGES**

### ***SCHOOL CLOSING***

In the event of severe storms, particularly during the winter months, school might occasionally be cancelled. In addition to district communications through listserv, the following radio and television stations provide up to the minute information regarding school closings:

Radio

Television

Star 99	(FM 99.9)	Channel 3 (WVIT)
WTIC	(FM 96.5)	Channel 8 (WTNH)
WICC	(AM 600)	Channel 12 (CABLEVISION)
WCFS	(AM 1260)	
WLAD	(AM 800)	

### ***DELAYED OPENING***

When there is a delayed opening, it is usually either a two or a three hour delay. Notification of a delayed opening is also available on the above radio and television announcements. A 2 hour delay means that school will begin at 10:55 AM and a 3 hour delay means that school will begin at 11:55 AM. The bus will pick up your child about either 2 or 3 hours later than the normal schedule. Afternoon dismissal for all grades will follow normal procedures unless otherwise advised.

***If a delayed opening is announced on the same day we have a scheduled minimum day, the minimum day will be cancelled. Students will be dismissed at the regular dismissal time – 3:40.***

### ***EARLY DISMISSAL FOR INCLEMENT WEATHER***

When there is an early dismissal, it is noted on the telephone system by 10:30 AM, as well as broadcast on the radio and television stations listed above. We will also notify you through a listserv message. Please do not call the school, as all lines must be allocated to outgoing calls at these times.

Keep in mind that delays due to inclement weather create longer loading times at school and slower driving on the routes. Therefore, your child may get home a little later than one might normally expect.

**If the decision for early dismissal is made before school, we do not make arrangements for a call home.** We will notify parents through the SSES Listserv.

All after-school activities (including Parks and Recreation Extended Day) that take place at school are cancelled.

It is important that your child know what he or she is to do in the event that you are not home. In the event of any emergency that might delay a parent, children need to know the best thing to do. Please discuss this with your child frequently.

### **Student Wellness**

The Easton, Redding & Region 9 School Districts strive to make a significant contribution

to the general well-being and the education of each student. It is the conviction of the boards of education that good health optimizes student performance and leads to richer lives. The ER9 School Districts, therefore, support the maintenance of an environment where students learn healthy habits, participate in regular physical activity, and receive proper nutrition as part of their total educational experience. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided, in addition to time in the elementary school day for supervised recess. Please refer to the district website ([www.er9.org](http://www.er9.org)) for Board of Education Policy #6142.101, School Nutrition and Physical Activity (Student Wellness).

## **VIDEOTAPING/PHOTOGRAPHING**

During the school year, photographing or videotaping a student and/or his or her classroom may occur. Sometimes the local newspapers or television stations cover school events and seek to take pictures. Any videos, audiotapes, or photos chosen for public display, including online media, will receive approval from the administration. A permission form will be sent home at the beginning of the school year for media coverage.

There might be instances where the instruction of classes or groups is videotaped for viewing by staff or educational specialists to identify opportunities for improving or enhancing the learning and teaching process. Prior notice of these tapings is not required and might not necessarily occur.

## **VISITORS** *Please refer to the SSES Reopening Plan*

All visitors to the school must sign in at the main office. Exterior doors will be locked during the school day. Visitors should enter the school through the main entry and report to the main office. Visitors must present a valid ID when signing-in upon arrival, and sign-out when leaving.

# **PART VI**

## **SCHOOL PARENT ORGANIZATIONS**

### **PARENTS TEACHERS ORGANIZATION**

Samuel Staples School has a very active Parent Teacher Organization. The PTO provides parent informational programs, raises funds for educational enrichment, and plans wonderful social events for the school families. All meetings are open to anyone who would like to attend and are posted in the Staples Scoop.

Some of the major events include:

\*Kindergarten Parent Tea

\*Coffee and conversation with the Principal

\*PTA Work Sessions

\*Halloween Party (Parks & Recreation)

\*Gift Wrap Fundraiser

\*Super Scribes & Scribblers publication

\*Reflections – prose, poetry, and artistic contest

## PART VII

### STUDENT DROP-OFFS AND PICK-UPS

#### **MORNING DROP-OFF** Please refer to the SSES Reopening Plan

No student may be brought to school before **8:35 AM**. There is no supervision for students prior to 8:35 AM. The student drop-off point is marked at the beginning of the driveway. It is the *only area* where students should be discharged from cars. Staff will be on duty from 8:45 – 8:55 AM to make sure your child enters the building safely. If you need to walk your child into the building, or you need to watch them walk all the way into the building, please park your car in an appropriate space so traffic can continue to move forward.

#### **PARENT PICK-UP DURING THE SCHOOL DAY** Please refer to the SSES Reopening Plan

Parents must enter into School Dismissal Manager if a child is being picked-up anytime during the school day. Parents who are picking-up children during the school day must report to the office where you will be asked to sign for your child. A call to your child's classroom will be made so that your child comes to the office prepared for dismissal. **Please know that, due to the busy nature of the office at the end of the school day, children will not be released for early pick-up after 3:25.**

#### **PARENT PICK-UP AT DISMISSAL TIME** Please refer to the SSES Reopening Plan

Parents picking up children at dismissal time can either wait in the car line or in the school lobby. Parents picking up children in the car line should form a line around the front car loop and remain in the car. A staff member will walk from car to car collecting the student name cards from each driver. These cards will be used to dismiss the students in the order in which the cars are parked.

Parents picking up children in the lobby must sign out their children and wait until their children are dismissed.

#### **SIGN-OUT BY OTHER THAN PARENT**

Parents must enter into School Dismissal Manager if their child is to leave school with another adult. Include the full name of the individual who will be taking responsibility for your child.

## **PART VIII**

### **Transportation**

#### **ALTERNATE DESTINATIONS** *Please refer to the SSES Reopening Plan*

Students are not permitted to ride on alternate buses. However, under certain circumstances, such as to accommodate certain after-school care or shared custody orders, changes need to be made to a student's assigned bus. In order to ride a bus other than the student's assigned bus, students must request and receive permission for such a change from the bus company. Permission for such alternate arrangements can be sought by calling Deena Robushi, the business manager, at (203)261-2513. If permission is granted, the business manager will officially notify a school administrator of the approved arrangements. These arrangements remain in effect as long as circumstances warrant. This permission will not be granted to accommodate occasional playdates.

#### **BUS INFORMATION**

*First Student* provides the bus service for the Easton, Redding and Region 9 school districts. Information about bus routes and approximate pick-up times is available on Powerschool, which can be accessed through the Powerschool Parent Portal located on the Samuel Staples website under 'Parents' ([www.samuelstaplesps.org](http://www.samuelstaplesps.org)). If you need to reach the bus company, please call First Student at 4750470-0373. Parents/guardians may complete an Opt-Out form if their child does not require transportation for morning only, afternoon only or for morning & afternoon. The Opt-Out form is available on the district website ([www.er9.org](http://www.er9.org)).

#### **DROP OFF POLICY**

Bus drivers will not release kindergarten and/or grade 1 students (even with older siblings on the same bus) unless a parent or guardian (or designated adult) is present at the bus stop to greet the child. If there is no one waiting for the child(ren), the bus driver will bring the student(s) back to school after completion of the route and the parents will be called to pick up their child(ren) at school. We urge families to develop a plan for elementary age students to follow if a parent or designated adult is not present at home to greet the student.

## **BUS SAFETY** Please refer to the SSES Reopening Plan

Bus safety is taught and reviewed with students each year, and safety evacuation drills are practiced two times a year. Parents should reinforce these important rules. Children should know to keep shoes tied, avoid carrying bulky objects or packs with long ties or strings and remain in their seats. Sports equipment being carried to school for use at after-school sports activities must be carried in a sports bag/duffel when transported on a school bus. Large sports items, such as lacrosse or hockey sticks, basketballs, etc., are not allowed on the bus.

## **BUS Behavior** Please refer to the SSES Reopening Plan

The bus driver is fully occupied driving the bus safely and being alert to traffic, pedestrians, and other hazards. Therefore, it is particularly important that children abide by common sense rules of safety and courtesy. Students are expected to follow bus rules. Students who are unable to abide by the following rules may lose their ridership privilege:

1. Follow the directions of the bus driver at all times.
2. Fasten seatbelt and remain seated while the bus is in motion. Do not stand until the bus driver gives directions.
3. Keep the aisle clear.
4. Use indoor voices.
5. Be respectful and kind to other people on the bus.
6. Be respectful of the bus property.

Significant bus behavior issues that are not resolved through communication with the driver should be referred directly to the administration. Problems involving bus-driving issues, such as timeliness, routes, etc. should be referred to the Business Manager at 203-261-2513 x 110. Any damage done by a student to the bus must be paid for by the student.

## **VIDEO CAMERAS ON BUSES**

Video cameras are installed on school buses. Video recordings of students may be used by school administrators to verify complaints about student behavior on the buses.

# **PART IX**

## **ASBESTOS ABATEMENT**

### **ASBESTOS MANAGEMENT PLAN**

The Easton, Redding and Region 9 Boards of Education have had formal asbestos management programs in place since 1987. The purpose of these programs is to identify any Asbestos-Containing Material (ACM) that may be in our schools and to take steps to make sure this material does not present an exposure hazard to the students, faculty, or staff.

The asbestos management program is implemented through asbestos management plans. Separate plans have been developed for each of the following facilities:

- Joel Barlow High School
- Helen Keller Middle School
- Samuel Staples Elementary School
- John Read Middle School
- Redding Elementary School

These management plans identify the locations of the ACM in our schools and detail our ongoing management program. The management plans also include descriptions of previous asbestos inspections and plans for repair or removal of damaged asbestos-containing materials.

Under our asbestos management program, the ACM listed in the management plans is inspected every six months to assure early detection of problem areas. Furthermore, each building is completely re-inspected once every three years by a Connecticut licensed asbestos inspector to make sure that ACM is properly identified and that the asbestos management plans are up to date.

An asbestos management plan is maintained in each school office. Additionally, a complete set of management plans is maintained in the Superintendent's office at 654 Morehouse Road, Easton, Connecticut. These plans are available for review during normal business hours.

The Easton, Redding and Region 9 Boards of Education have designated the Director of Finance and Operations as the person responsible for ensuring that the requirements of our asbestos management program are properly implemented. Mrs. Sullivan can be contacted through the Superintendent's office at 203-261-2513. (Revised 3/12)

## Part X

### **GREEN CLEANING PROGRAM IN SCHOOLS (CT PUBLIC ACT 09-81)**

The State of Connecticut is requiring that each local and regional Board of Education implement a green cleaning program for all school buildings and facilities in its district. The Easton, Redding and Region 9 Boards of Education are committed to the implementation of this law by providing the staff, and upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program as well as making it available on its web site annually. The statement will also be distributed to new staff hired during the school year, and, upon request, to parents or guardians of students transferring in during the school year.

1. Green cleaning program means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one of two third party certified organizations: *Green Seal or Eco Logo*
2. By July 1, 2011 and thereafter no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in this legislation include: general purpose, bathroom, and glass cleaners, floor strippers and finishes, hand cleaners and soaps.
4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this law.

**NO PARENT, GUARDIAN, TEACHER OR STAFF MEMBER MAY BRING INTO THE SCHOOL FACILITY ANY CONSUMER PRODUCT WHICH IS INTENDED TO CLEAN, DEODORIZE, SANITIZE OR DISINFECT.**

The implementation of this program requires the support and cooperation of everyone, including administrators, faculty, staff, parents, guardians, and facilities staff.



# Part XI

## INTEGRATED PEST MANAGEMENT

The Easton, Redding and Region 9 Boards of Education have adopted an integrated pest management (IPM) policy for pest control within the school buildings and on the grounds. IPM utilizes all available pest control methods such as sanitation, structural maintenance and exclusion, maintaining proper soil pH, fertility and moisture, trapping and/or biological controls along with the judicious use of pesticides, when warranted, to maintain pest populations at or below an acceptable level while decreasing the unnecessary use of pesticides. The primary goal of IPM is to reduce the amounts of pesticides applied by alternate methods of pest control. Pesticides may be applied if a pest population has been identified through periodic monitoring, and alternative methods of control have not been effective. The least toxic pesticide would be used first.

Pesticide applications will not be performed within any building or on the grounds of the school during regular school hours or during planned activities unless an emergency application is necessary to eliminate an immediate threat to human health. When this occurs, all children and staff will be removed from the area and not allowed to return until it is safe to do so according to the pesticide label.

In accordance with state statute, parents, guardians and staff may request notification prior to any pesticide application at the school. If you would like to be notified, please send a letter to the school office requesting to be notified. Please include your email address, if you have one, as we are planning to use email as one way of notifying interested people.

Registrants will be notified of pesticide applications on or before the date of application. Notification will include (1) the name of the active ingredient of the pesticide being applied, (2) the location of the application on school property, (3) the date of the application, and (4) the name of the school administrator or a designee who may be contacted for further information.

Registrants will be notified of any emergency pesticide applications that are made to eliminate an immediate threat to human health.

Notice will be sent to any person who registers to be notified if there is any revision or modification to the integrated pest management (IPM) plan.

A copy of the record of each pesticide application at the school shall be maintained for a period of 5 years.

# **Part XII**

## **RADON TESTING IN CT SCHOOLS**

Per CT General Statute 10-220(d), all schools shall be evaluated for radon levels in air and water prior to January 1, 2008 and every five years thereafter. All schools in the Easton, Redding and Region 9 school districts were evaluated for radon in December 2007 and November 2012. The next evaluation will be in November 2017. Parents, guardians, and staff will be notified two weeks prior to the next test date.