

# **SOUTH SCHOOL**

# **HANDBOOK**

**2019 - 2020**

(Revised August 28, 2019)

**South School**

8 Farm Road

New Canaan, CT 06840

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- 594-4300 (main)
- 594-4300 (report an absence – press 1)
- 594-4314 (fax)
- 594-4004 (bus transportation)
- 594-4315 (nurse)
- 594-4320 (special education services)
- 594-4000 (school closing hotline – press 1)

**Our school rules are identified across learning community settings as communicated in the South School Behavior Expectations Matrix which can be accessed and viewed using this link:**

**[South School Behavior Expectations Matrix](#)**

**These expectations are intended to create and maintain a physically and emotionally safe and caring school culture and environment and are communicated to all students by teachers and other staff beginning the first day of school and reviewed periodically throughout the year. We encourage all parents/guardians to familiarize themselves with these expectations and reinforce them with your children at home also. All students are expected to choose and engage in behaviors that align with the expectations identified for each setting within the learning environment.**

**We take pride in our safe and caring school culture, but we also recognize that we all make mistakes. When students choose and engage in contrary behaviors, we will use those experiences as teaching/learning opportunities which may include appropriate consequences including but not limited to making restitution to anyone one they may have hurt through their actions. Additionally, Board of Education Policies and state and federal laws regarding certain offenses may apply to consequences. Additional information about Behavior Expectations can be found in Sections 4 (Transportation, Section 9 (Discipline), and Section 14 (Lunch & Recess) of this handbook.**

HANDBOOK SECTIONS:

1. New Canaan Public Schools' Beliefs
2. School Operating Information
3. Health Related Information
4. Transportation Information
5. Drop-Off and Pick-Up Procedures
6. Assessment and Testing Program
7. Homework Guidelines
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## 1. NEW CANAAN PUBLIC SCHOOLS' BELIEFS

We believe that...

1. The focus of school activity in the New Canaan Public Schools is on the student and the student's active engagement in learning, including the mastery of curricular content.
2. Each student's learning can be deepened, expanded and continuously improved regardless of that student's abilities and motivations.
3. Students learn best when teachers maintain high expectations, deliver effective instruction, nurture an ethical community of learners, and are supported by sufficient resources.
4. The New Canaan Public School system is committed to designing high quality work for its students.
5. A commitment to continuous professional growth from all educators and on-going support and encouragement from the school system is required in designing high quality work for students.
6. In a world that is increasingly diverse and technologically sophisticated, New Canaan Public Schools' students must develop creativity and the habits of mind that underlie effective communication, collaboration, problem solving skills and responsible citizenship.
7. The New Canaan Public Schools have a responsibility to provide meaningful educational programs for all students including those who do not intend to enter colleges or universities immediately following high school.
8. The New Canaan Public Schools must actively promote respect and an understanding of oneself and others regardless of differences.
9. Our schools, families, and community must maintain mutual respect and support for their complementary roles in the emotional, social, physical, intellectual, and moral development of each child.
10. The Board of Education, the superintendent, school staff, parents, and social agencies must form a community that actively supports and advocates for students.

New Canaan Public Schools  
39 Locust Avenue  
New Canaan, CT 06840

## 2. SCHOOL OPERATING INFORMATION

### DAILY SCHEDULE

7:55*-8:10 a.m.	Arrival of students
8:15 a.m.	School day begins
12:15 p.m.	Early dismissal grades K-4 (Conference days, etc)
2:45 p.m.	Normal dismissal

**\*Students should not arrive prior to 7:55 a.m.**

### SCHOOL CLOSING, DELAYED OPENINGS & EARLY DISMISSAL PROCEDURES

#### **School Closing/Delayed Openings:**

- Parents should check the website, [www.newcanaan.k12.ct.us](http://www.newcanaan.k12.ct.us), or check the following news stations:
  - **Radio Stations:** WICC (60 AM), WNLK (1350 AM), WSTC (1400 AM), KOOL (96.7 FM), STAR (99.9 FM), WHUD (100.7 FM), WEBE (108 FM)
  - **Television Stations:** Channel WFSB-TV (3), WTNH (8), and Cable TV12
  - **Web site:** [www.ctweather.com](http://www.ctweather.com)
- The typical delay time for weather related delayed openings is 2 hours, with school starting at 10:15 a.m.. Students may be dropped off on these days beginning at 9:55 a.m..
- If there is any change to this schedule, you will be notified by the school.

#### **Early Dismissal Procedures:**

- Regularly scheduled early dismissal is at **12:15 p.m.** for all K - 4 students (the day before Thanksgiving, conference days, etc.). All regular buses will be available, including a bus for the YMCA and Day Care.
- Emergency early closings will typically be at 12:15 p.m. also, again with all regular buses being available.
- Students will be sent home via their regular mode of transportation unless an exception is entered into School Dismissal Manager by 10:45 a.m. Parents must call the main office at (203) 594-4300 to make any changes in transportation after 10:45 a.m.
- All South School After-School activities are cancelled.

### **ABSENCES/TARDINESS/CALL BACK SYSTEM – 594-4300, Press 1**

If your child is going to be absent or tardy, please call the school between 7:00 a.m. and 8:30 a.m. Leave the date, child's name, teacher's name and the reason for absence on the tape. If your child is reported absent and the name is not on the tape, you will be called to verify the absence. This is known as the callback system. Any family not wishing to participate in the callback system must notify the office secretary in writing. Children arriving late (after 8:15 a.m.) are to report to the office for a late slip before going to the classroom.

## 3. HEALTH RELATED INFORMATION

**Physical Examination** - Connecticut State Law and Board of Education policies require physical examinations for kindergartners and new students. Records must be submitted before entering school.

**Immunization Record** - Original dates of diphtheria, pertussis, tetanus, polio, measles, mumps, rubella hepatitis B and varicella immunization are required in writing with physician's verification.

**Nurse** - The nurse is at school from 8:00 a.m. to 3:00 p.m. The nurse can be reached by calling 594-4315.

**Medication at School** - If a student requires medication of any kind during school hours, the school is required by state law to have the physician's order and parental permission in writing on a special form available in the Health Office. Medicine must be in a pharmacy bottle indicating the student's name, medication, dosage and physician's name. Medication must be brought to school by an adult, not a child.

### **Screenings**

**Vision Screening** shall be provided annually in Kindergarten, grades one, three, four, and five.

**Hearing screening** shall be provided annually in Kindergarten, grades one, three, four, and five.

**Scoliosis screening** shall be provided annually for *female* students in grades five and seven.

**Scoliosis screening** shall be provided annually for *male* students in grade nine.

**Emergency Sheets**- New emergency sheets are filled out by parents each year. This information **must be updated** during the year when there is a change of phone number, address, job or emergency contact names. It is essential that we be able to reach parents or a contact during school hours.

**School Insurance** - Accident insurance plans are available through the school.

**Special Medical Issues** - The teacher, with the permission of the parents, will be notified if the student has any special medical issues. Please consult the school nurse regarding special medical issues.

**Bee Sting Reactions/Food Allergies** - All children who are known reactors to bee stings/food allergies will be identified to teachers as soon as the information is received by the Health Office. Information regarding treatment of these allergies will be pointed out to teachers before going on field trips. Teachers will follow district protocol on treatment (if necessary) on these children. If epipen or Benadryl are required, they must be provided by the parent.

**Food Allergies** - Any food used in classrooms for instructional purposes or celebrations must be approved through the district and school food use policies. Classroom teachers are responsible for completing necessary forms.

**Communicable Diseases** - If your child is diagnosed with a communicable disease, please report it to the school nurse. Please, all parents check your children's heads frequently for lice/nits.

**Illness / Injury in school** - Parents are encouraged to respond quickly to calls for children who need to be sent home. The Health Office is not for lengthy stays.

**No latex balloons are allowed at South School.**

#### 4. TRANSPORTATION INFORMATION

- Parent changes in children's transportation must be communicated using the School Dismissal Manager, a web-based system, by 1:15 p.m. ([www.schooldismissalmanager.com](http://www.schooldismissalmanager.com))

#### **BUSES**

**All non-emergency bus inquiries should be submitted to the transportation department: 594-4004.**

#### **GENERAL BUS INFORMATION**

- Bus schedules are available in the school office.
- When buses arrive at school, the students report to the playground.
- In inclement weather, students have indoor recess. Grades K-1 report to the gym. Grades 2-4 report to South Hall.
- Students are permitted to ride only the bus to which they are assigned, unless arrangements have been approved in advance and space on bus permits.
- Items left on the bus may be obtained by calling the bus company at 972-4900. There is someone to respond to your calls from 6:00 a.m.-7:00 p.m.

**All students must follow the following bus rules:**

**At the bus stop:**

1. Be at the bus stop 5 minutes early. Buses may depart anytime 5 minutes prior to the time stated in the letter.
2. Games are not to be played at the bus stop.
3. Wait until traffic in both directions has come to a full stop before crossing the street.
4. Stay off the street.
5. Don't push or shove others while waiting for or leaving the bus.
6. Small children should be accompanied to the bus by an adult and met upon return.

**While riding the bus:**

1. Use kind words and appropriate language at ALL times with everyone on the bus.
2. Remain seated AT ALL TIMES on the bus. No standing, kneeling, changing seats.
3. Share seats so that everyone has a safe seat to ride in.
4. Keep hands, feet and body to yourself – NO PHYSICAL CONTACT.
5. Keep hands, feet and backpacks out of the aisle.
6. Talk with a quiet voice (inside voices) - do not distract the driver.
7. Listen to and follow all directions from the bus driver
8. Secure loose items in backpacks
9. Nothing is to be thrown on the bus or out the windows.
10. Do not eat or drink on the bus.
11. Animals, baseball bats, lacrosse sticks and other dangerous or large

items are not to be transported on the bus. Athletic equipment may not be used while waiting for or riding on the bus.

## **BUS DISCIPLINE PROCEDURES**

For safety reasons, it is important that all children behave on the bus at all times. Bus behavior expectations are clearly communicated to all students at the start of the school year and reminders are provided often. The number one rule on the bus for the safety of all is for students to remain seated at all times. The driver's job is to safely transport our children to and from school. Children who are discipline problems make the trip unsafe for everyone. If there is a problem, the driver will ask the student's name. All children shall give their name to the driver when requested. The driver will report the child to the school administration for disciplinary action. Failure to comply with the rules may result in suspension from riding the bus.

## **MISSED STOP PROCEDURE**

Student: Notify driver immediately and politely that your stop was missed.  
Driver: Contact the manager at bus company from bus phone. Student will be delivered after run is complete.  
Dispatcher: Immediately notify school and parent of situation.  
Parent: If concerned that stop was missed, contact the bus company directly at 203-594-4680. If the driver bypasses the stop in the morning, the parent should anticipate that s/he will need to transport the child(ren) to school. The parent should notify the transportation department 203-594-4004 so the issue may be addressed for future dates.

## **PARENT TIPS**

- Do not leave young children alone in the morning to wait for the bus. The commuter traffic in New Canaan is heavy and moving fast on all roads. Since most bus incidents occur on the trip home, meet your children at the bus stop in the afternoons, if feasible. If you cannot wait with your child, team up with a neighbor so children are not by themselves.
- When school shopping, avoid buying your child a yellow raincoat. A child in another bright color will stand out better against a yellow school bus, especially on dark rainy days.

## **QUESTIONS AND CONCERNS**

In case of emergency or for concerns about stop location, or other operating concerns, parents may call the transportation office at 594-4004.

## **5. DROP OFF AND PICK UP PROCEDURES**

### **MOTORISTS**

- All cars that are dropping children off in the morning are to use the Farm Road entrance. For everyone's safety you are to drop off children in front of the main entrance. Do not park or stand in this fire zone. Please keep the line moving along. **Only the first three-four cars in line should drop off children. Keep in a single line and do not pass cars on the left. All cars exiting parking lot, but not dropping off children, should exit via the middle lane of the parking lot.**

**NO CHILDREN ARE TO BE DROPPED OFF IN ANY OTHER PART OF THE PARKING LOT OR AT THE BUS ENTRANCE ON GOWER ROAD. PARENTS MAY PARK IN LINED SPACES AND WALK THEIR CHILDREN TO THE MAIN ENTRANCE. CROSSWALKS MUST BE USED.**

- For afternoon pick up, parents are requested to stay in their vehicles, maintain a single line and follow the path to the front of the Farm Road school entrance. A supervisor will call your child from inside the school and release your child to you in your vehicle. You may not park in the pick-up lane. If you wish to park your car, park in the lot and wait outside by the gym entrance. Let the supervisor know you are picking up your child.
- Pickup passes must be presented to the supervisors at pickup time. These passes will be issued to all parents during the first week of school.
- Parents are requested not to park on Crystal Street or Grace Street to drop off or pick up students.

**DOUBLE PARKING IS NOT PERMITTED AND UNDER NO CONDITION ARE CARS TO PARK IN THE FIRE SAFETY LANES! Also, please do not park on the grass.**

### **WALKERS**

- Walkers should use the Gower Road entrance and go directly to the lower field. **Students should not arrive before 7:55 a.m.** Bikers and walkers will be dismissed through the Gower Road exit.
- Walkers should walk on sidewalks only and use crosswalks.
- Walkers should cross South Avenue only where crossing guards are located.
- Walking, instead of riding the bus, is allowed only when parents have indicated their approval via the School Dismissal Manager system.
- Walkers may ride on a bus to a previously assigned bus stop, providing the bus has space.

## **BICYCLISTS**

- Bicycle riding to school is permitted for 2nd through 4th graders with **written parental permission to the office**. Bicyclists must use the crossing guards at South Avenue and Gower Roads.
- Bikers should park and lock bicycles outside the Gower Road entrance, and use the Gower Road entrance to enter school.
- Bicycles are to be walked on all school property between 7:55 a.m. and 4:00 p.m.
- Bicycle helmets must be worn to and from school at all times.

## **DISMISSAL TRANSPORTATION/PLAY DATES**

Parents of children who will not primarily use bus transportation at dismissal time (pick-up or walkers, etc.) must communicate their desired alternate method of transportation in a note to their child's teacher at the beginning of the year.

Parents who wish to change their child's dismissal transportation for play dates or other reasons must use the School Dismissal Manager system. For normal dismissal time (2:45 p.m.), this communication must be completed prior to 1:15 p.m. No written note is necessary. If the child will be traveling to the play date on an alternate bus, it is permitted only when ample room exists on the bus. Plans for play dates should be made prior to the start of the school day.

## **EARLY PICK-UP PROCEDURES**

All parents who are picking up a child prior to normal dismissal time must go to the office. Parents must sign their child(ren) out and back in when removing them from and returning them to school while it is in session. Please make every effort to avoid taking students out of class during the day. Under no circumstances should a parent walk to a classroom to pick up a child. The office staff will call the room if your child is not waiting in the office. **No student will be dismissed between 2:15 p.m. and 2:45 p.m. unless the office is notified through School Dismissal Manager prior to 1:15 p.m. An exception would be an emergency situation.**

## **6. ASSESSMENT AND TESTING PROGRAMS**

The testing and evaluation of both students and programs are an integral part of the school's operation and are accomplished in a variety of ways

In addition to ongoing classroom assessments, district benchmark assessments are administered three times during the year across grade levels in core academic subjects to ensure close monitoring of student growth and learning. Parents of students in grades 3 and 4 should note that, in addition to district benchmark assessments, state standardized testing typically takes place in the spring months (March, April, and/or May). We ask for parent cooperation in ensuring that **throughout the year** students are in attendance and arrive on time to school to ensure optimal learning and to allow us to consistently monitor student growth and progress.

A standardized test is one that is administered and scored under the same conditions for all students. These tests serve a variety of purposes:

- They provide additional information to teachers, counselors, parents and students on students' progress with basic skills.
- They assist teachers in identifying students in need of additional support.
- They inform administrators and teachers about curriculum and instruction.
- They provide information about the performance of New Canaan students relative to the students in the state, region and nation.
- Some are required by state mandates.

Additional information about district and state mandated testing can be obtained by contacting the assistant principal via email or phone (see front of directory for contact information).

## **7. HOMEWORK GUIDELINES**

The total school day is the most productive and significant segment of the daily educational experience. Homework is assigned on the needs of the individual class or curriculum. It encompasses practice, review, reinforcement, extension, enrichment and development of responsibility. We will take into consideration individual differences and reasonable time parameters. For optimum success, it is essential that parents be supportive of the homework process. When the child returns from an extended illness, the teacher will provide the opportunity for make-up work. The type of task will be the prerogative of the teacher. **It is not the responsibility of any teacher to prepare work for those students on vacation or who are away from school for other personal reasons.**

**Students are not permitted to phone home for forgotten homework, instruments, library books, etc.**

Parents of students at home due to illness must phone in the morning before 11:00 a.m. to have homework assignments available at the front office by 2:45 p.m.

## THE PURPOSE OF HOMEWORK

Homework serves many purposes. The teacher may assign homework with one or many of these purposes in mind. Homework serves to:

- reinforce the present day's lesson
- prepare for the next day's lesson
- enrich learning
- teach organization, planning and responsibility
- drill for practice
- inform and involve parents

## HOMEWORK GUIDELINES

An allotted time for homework should be part of a student's daily routine. The time requirements for homework increase in accordance with the student's grade level. The nightly average for grade levels is as follows:

Kindergarten:	Teacher Preference
1 <sup>st</sup> grade:	20-30 min.
2 <sup>nd</sup> grade:	30-40 min.
3 <sup>rd</sup> grade:	40-50 min.
4 <sup>th</sup> grade:	50-60 min.

Remember that these are merely guidelines. The time spent on homework may vary with your child. Contact your child's teacher if you have questions or concerns regarding homework.

## STUDENT'S RESPONSIBILITIES

1. Homework is the responsibility of the student.
2. If the student has a homework planner, they are responsible for writing in assignments and bringing it home each night.
3. Students must bring home all necessary materials to complete assignments.
4. All assignments should be completed and returned on their due date.
5. Students may be required to make up missing assignments.

## PARENT'S RESPONSIBILITIES

1. Parents should demonstrate an interest in their child's homework and monitor their work habits.
2. Parents should ensure that their child has a time and place for homework, free of distractions.
3. Parents should contact teachers with any concerns about homework. They may also call for advice on ways to help their child.
4. Teach responsibility – **DO NOT** bring students back to school to retrieve forgotten items. Parents and students are not allowed back into classrooms after 3:00 p.m.

## TEACHER'S RESPONSIBILITIES

1. Teachers will assign homework in accordance with the stated guidelines.
2. Teachers will make sure that students have prerequisite skills to complete assignments.
3. Teachers will vary types of assignments.
4. Teachers will review homework.

## 8. REPORT CARDS – PARENT / TEACHER CONFERENCES

1. Report cards are distributed three times during the year – December, March and June.
2. Conferences are routinely scheduled in the fall with homeroom teachers and other teachers as desired. Contact individual teachers if appointments at other times during the year are necessary.

## 9. DISCIPLINE

### **Student's self-discipline is the major objective at South School.**

***We believe that all students can behave appropriately while at school.*** We will not allow any student to stop a teacher from teaching or prevent other students from learning.

Behavior expectations for the various settings in the school environment are summarized in our [South School Behavior Expectations Matrix](#) which can be viewed on the school website. Each column of the matrix explains the behavior expectations for all students in each setting of the school environment. Classroom teachers and other staff review these expectations with all students throughout the year. Posters of the expectations are also posted in each of the settings. Students are expected to choose behaviors that reflect these expectations.



In addition, we discuss the following Levels of Behavior with all students. The purpose behind the hierarchy of levels is to show students that there are different ways to act in any circumstance. The goal is for them to be responsible enough to choose the level they feel is appropriate and then be accountable for its consequences. Students are constantly asked to think about the level which they have chosen and make adjustments if necessary. These behaviors are often changed to meet our needs whether they are for the classroom, the hallway, the cafeteria, the playground, restrooms, assemblies or the bus.

South teachers and staff are expected to maintain good order in their classes and areas of supervision and to oversee the good conduct of all the students with whom they come in contact. It is the accepted belief at South that professionally taught classes, personal interest in the students evidenced by a healthy rapport, and good order are not only the hallmark of quality teaching, but also the most direct deterrent to student misconduct. Infractions will take place; however, and when they do, the Progressive Discipline procedures below are followed to counsel an understanding of the inappropriateness of the behavior and to affect a change in the student's choices and behavior.

#### **Teacher/Team Steps for Progressive Discipline**

- A. Minor infractions against good order, misapplication, etc. are solved by a look, pause, or verbal reminder of expected behavior.
- B. Recurring minor infractions should result in a conference with the student, a change in the student's seat, and/or a telephone call to the parent. **The teacher should keep accurate documentation of all parent contact.**
- C. Substantial failure to observe school rules will result in disciplinary action by the administration. Teachers will provide the administration with details indicating the progressive discipline steps taken to date.
- D. Extremely serious disciplinary violations are referred to an Administrator. These violations include but are not limited to: behavior endangering persons; repeated or extreme insubordination; harassing/inappropriate language/behavior toward others rooted in a bias against gender, race, religion, national origin, or other personal attributes. A detailed Discipline Report should be filed with the Administrator.

Students will be held responsible for their judgment of right and wrong regarding acts which would endanger the rights of others or of the school. When a student is removed from class for disciplinary reasons, it is the responsibility of the teacher to contact the parents. It is possible that a student may be kept after school for extra help, make-up work or discipline. Parents will be informed when a student is to be detained. If the parent cannot arrange transportation for that day, the student may stay the next day instead. Students are not detained if they have doctor's or dentist's appointments, or on their religious instruction days. Social obligations are not acceptable reasons for not being detained.

Possession of knives, sling shots, sharp-pointed scissors, guns and other items of a dangerous nature is prohibited and such items will be confiscated and turned in to the office, not back to the student. This includes "toy" knives and guns. Parents may redeem such items. Possession of dangerous items may result in further disciplinary action. The above-mentioned items are not permitted even for show-and-tell or sharing.

#### **DISCIPLINE, SUSPENSION OR EXPULSION:**

The principal or his/her designee may impose suspension and/or expulsion on any student whose conduct endangers persons or property or is seriously disruptive of the educational process or is in violation of a publicized policy of the Board of Education. (See Board of Education policy 5160.)

A minimum one-year expulsion and referral to the criminal justice system or juvenile court system will be imposed for any student bringing firearms or weapons into school.

***Parent involvement is absolutely necessary to help enforce school rules. This alone is the most effective method of changing student behavior.***

ALSO SEE BULLYING POLICY UNDER SECTION 16.

## **10. SUPPORT SERVICES**

New Canaan Public Schools provides a variety of special services to children to assure that all students maximize the opportunity to learn. Children demonstrating a need may be referred for the following services:

**Challenge Program:** Those students who have been identified as intellectually gifted by a district wide identification committee participate in the Challenge Program. This program is designed to help address the needs of these students.

**The Student Support Team (SST):** The SST is led by the school psychologist. It is composed of administrators, classroom teachers, special education teachers and special area teachers. It serves as a forum to which teachers can bring behavioral and educational

concerns about their pupils. The team listens to a statement of concern and generates strategies and accommodations to be applied in the child's regular classroom. The child's progress is reviewed at regular intervals until the problem is resolved or further action is recommended. Parents are informed when a child is presented to the SST.

**Planning and Placement Team (PPT):** When there is a suspicion of a learning disability or other handicap conditions, the Planning and Placement Team (PPT) meets. The PPT consists of the parents, the school psychologist, an administrator, the classroom teacher, a special education teacher, and the speech-language pathologist. The psychologist is the coordinator of the PPT. Referrals to the PPT are usually made by the SST. The PPT investigates the nature of the concerns, reviews pertinent records, and makes recommendations that may include evaluation of the student. The PPT reconvenes to review test results and make further recommendations.

**School Psychologist:** The school psychologist acts as a resource to staff, parents and others in regard to general issues of human learning, development and behavior. In general, he/she coordinates and facilitates team meetings, provides counseling and other intervention plans for students, and conducts evaluations. He/she also maintains special education records in accordance with federal, state, and district guidelines.

**Special Education Teachers:** A team of special education teachers is available to evaluate students who have been referred to the Planning and Placement Team. They share their findings with parents and teachers and make recommendations for educational programming. They develop and implement teaching strategies in the classroom and/or resource room. They may also consult, collaborate, or team teach academic subjects with classroom teachers.

**Speech-Language Pathologist:** The speech-language pathologist provides services to students with problems in articulation, voice, fluency and language. For problems in articulation, voice and fluency, direct referral to the speech-language pathologist may be made by parents and teachers. Students with suspected weaknesses in receptive and expressive language skills are referred to the Child Study Team, and perhaps, in turn to the Planning and Placement Team. The speech-language pathologist may screen or evaluate speech and language skills, provide direct services to students, consult with classroom teachers and parents, and develop strategies for success in the classroom.

**Section 504 Team:** New Canaan Public Schools complies with Section 504 of the Rehabilitation Act of 1973, ("Section 504"), which assures that students with disabilities have educational opportunities and benefits equal to those provided to non-disabled students. If a parent or teacher/staff member knows that a student has been diagnosed with a disability that substantially limits a major life function, they may request a Section 504 Team Meeting to determine if the student is eligible for accommodations, modifications and/or related services under Section 504. Contact the assistant principal if you have questions about Section 504 eligibility or would like to schedule a meeting. Section 504 Teams consist of the parents/guardians, the assistant principal, the school nurse, and any other staff that has knowledge about the student's disability and how it may be affecting a major life function. The assistant principal is the coordinator and case manager of Section 504 cases.

**Literacy, Writing and Math Specialists:** These specialists coordinate the core curriculum programs in the school, support the implementation of the curriculum, and supervise standardized tests. In addition, they may teach groups of children who require either intervention or enrichment.

**Guidance Counselor:** The primary role of a school counselor is to assist students in the areas of social and emotional development. This is accomplished by providing individual and small group counseling, consulting, and collaborating with teachers, staff, and parents in understanding and meeting the needs of students in the school setting, and by delivering developmental guidance curriculum in classrooms.

**Social Worker:** The primary role of the Social Worker is to provide support to special education students and their families, as well as regular education children. The Social Worker meets with students and their families in individual, group or classroom settings to help students address issues like attention-deficits, self-esteem, and difficult feelings. The goal is to promote the social and emotional growth of the student so that he or she can improve academically and socially.

## 11. SPECIAL AREA EDUCATORS

### **LIBRARY-MEDIA CENTER**

The library is open before, during and after school. Each class has a weekly library period. Individuals may go at other times with the teacher's permission. Library books are checked out for one week. As a general rule, the number of books permitted to be checked out during library class time is the same as the grade number, e.g., Grade 1 - one book, Grade 2 - two books, etc. Students in grades 2, 3, and 4 are encouraged to come to the library at other times, with their teacher's permission, to check out additional books.

*The mission of the **Library Media Program** is to prepare our students to live in a culture flooded with media and information. We must insure that all students have the opportunity to acquire a lifelong love of reading and to develop information skills, enabling them to be independent, effective, responsible, critical and creative users of ideas and information.*

## SPECIALS: K-4

All students receive art, music, physical education, science and computer. Students in grades 3 and 4 have the choice to study instrumental music with a specialist. These lessons are held once a week during the school day. The Grade 4 full orchestra meets once a week after school.

## 12. SAFETY IN NEW CANAAN PUBLIC SCHOOLS

School Safety and emergency preparedness are important issues in New Canaan Public Schools. The school district has a District Crisis Advisory Board (DCAB) composed of representatives from each of the schools, the Central Office, and several town agencies. This team has been meeting monthly since 1998 to share concerns and to formulate plans to prepare for a crisis. Protocols have been developed for emergency situations involving bus accidents, intruders, bomb threats, severe weather, death in our school community, fire, hazardous material response, and catastrophic national events. Educating our staff and parent community about important safety issues such as food allergies and indoor air quality is also the work of the DCAB. Each school also has a Crisis Team which meets on a monthly basis. These teams plan and execute drills, review procedures, and analyze and evaluate concerns related to school safety.

Schools regularly practice fire drills, safety lockdown drills, bus evacuation drills and building evacuation drills. Fire drills involve evacuating the building while keeping children on the grounds. Safety lockdown drills involve implementing safety measures inside the building if there is an intruder (or other dangerous situation) in the school or in another school in New Canaan. Bus evacuation drills allow children to practice evacuation from the bus in the event of a safety situation. We also have a school evacuation plan, which involves moving the entire student body to a safer location in the event of an emergency or crisis situation.

During an emergency or crisis situation, parents can obtain information in a variety of ways. Our Blackboard Connect emergency communication system, district website and local radio stations and TV networks are primary sources of information for parents. In the event of an emergency, district personnel are assigned to provide these news sources with up-to-date information. In order to maintain a safe environment, we ask that all parents respect the directives of the NCPS administration and the New Canaan Police Department. In the event of an emergency situation, **prior to coming to the school campus**, please check the NCPS website for information and instructions.

The following radio or television stations may provide additional information about emergency situations:

Radio Stations	
WICC	60 AM
WNLK	1350 AM
WSTC	1400 AM
WLNA	1420 AM
WEFX	95.9 FM
KOOL	96.7 FM
WEZN/STAR	99.9 FM
WHUD	100.7 FM
WEBE	108 FM

TV Networks	
WFSBTV	Channel 3
WTNH/News 8 New Haven	Channel 8
Cablevision 12 Norwalk	Channel 12
WVIT (NBC 30) W. Hartford	Channel 30
New Canaan Public Access	Channel 79

## WEBSITES

1. [www.newcanaan.k12.ct.us](http://www.newcanaan.k12.ct.us)
2. [www.NBC30.com](http://www.NBC30.com)

While we do what we can at school to assure your child's safety, these are some measures that parents and visitors can take:

- Show photo identification upon entering the building and wear a visitor's badge at all times.
- Make sure that your emergency, business and cell phone numbers are up to date in the school office in case we need to reach you.
- Have a plan in place in the event that school is dismissed early because of snow or some other emergency situation.
- Be sure that your child knows where to go in case you are not at the bus stop. Have a key placed in a secure location so that she/he can get into the house should you be unable to be there. Kindergartners are returned to school if no one is waiting at the bus stop.

- When visiting the school or waiting for pick up, park only in legal parking spaces in school parking lots. Cars parked illegally, in fire lanes and along the curbs, pose a potential hazard in emergency situations.
- Discuss bus safety with your child. It is critical that your child knows she/he should remain seated at all times on the bus. Review with your child the importance of waiting calmly for the school bus and getting on in a cautious manner without pushing other children.
- Talk to your children about “stranger danger” and how they should react if approached by a stranger.
- Stay informed about internet safety measures. Discuss these with your children and monitor their computer use.

As we take the necessary steps to respond to the safety needs of our schools, we will continue to provide an environment that is conducive to teaching and learning. Please be assured that we will continue to take every precaution to ensure the safety of your children. We will keep you informed and welcome your thoughts, questions, or comments.

### 13. VISITORS AND VOLUNTEERS

**South School greatly appreciates all the volunteer hours devoted by parents and friends. The guidelines below are designed to help make your time spent at school pleasant and productive.**

1. Photo identification is required of **ALL** visitors and volunteers. Upon entering the school, all visitors must report to the Welcome Desk in the main lobby or main office. You will be issued a visitor sticker which must be worn at all times when inside the school building. Please return this sticker to the Welcome Desk before you exit the building. These procedures are for the safety of everyone in our school community.
2. Please keep all information about students confidential. This applies to academic issues as well as behavioral ones. If you have concerns about a child's progress or behavior, please discuss it privately with the teacher.
3. Please respect the lesson plans and instructional methods of the teacher. Bear in mind that lessons do not stand alone, but are part of a larger, long-range plan. If you are unsure about instructional issues, please call the teacher directly.
4. It is important to resist the temptation to focus on your own child. The best volunteer help takes into account the needs of the whole group. Your child will appreciate it too.
5. Please respect the teacher's time. The school day is extremely busy, and a teacher must attend to many things before, during and after classes. If you would like to have a conference, please call the office to make an appointment when the teacher can devote time to you personally. Please avoid impromptu parent-teacher conferences.
6. Please support the teacher. A teacher has a huge responsibility for all the children whether in the classroom or on a field trip. Parents can help a great deal when you reinforce positive conduct, facilitate activities, and encourage the South School Code of Behavior.
7. Close supervision of children on field trips, in the lunchroom and on the playground is necessary for their safety. Please avoid excessive socializing with teachers and other parents when you are in a supervisory role.

**Legal Custody:** If you are divorced or separated and have sole custody that prohibits non-custodial parent contact with your child, please place a copy of the court order on file in the South School office. This will ensure that only the child's legal custodian will have access to records and/or contact with the child. Without a court order on file, both parents enjoy the privilege of access to school records and contact with the child.

**Staff Mailroom:** The staff mailroom that is located in the main office is a confidential area restricted to **staff members only**.

**Entry into Classrooms:** All parents requesting entry into a teacher's classroom after 2:45 p.m. are asked to go to the main office for permission. After 3:00 p.m., parents and students will not be allowed into the classrooms. Thank you for your cooperation.

### 14. LUNCH AND RECESS

#### **LUNCH PROGRAM**

The daily lunch schedule for the 2018-19 school year is:

Grade 1 – 11:15-11:40  
 Grade 2 – 11:40-12:05  
 Kindergarten - 11:50-12:15  
 Grade 3 – 12:45-1:10  
 Grade 4 – 12:20-12:45

Children have their choice to buy a hot or cold lunch or to bring their own bag lunch from home. The school lunch costs \$3.50 and includes a drink (milk or orange juice) and a fruit item (which comes on their tray). Children who bring their lunch can also buy a drink and/or fruit and/or yogurt item. A monthly menu is available on the district and school websites. If your child buys lunch, milk fruit or yogurt, we ask that you purchase a Meal Pay Plus debit card. You can sign up for Meal Pay Plus through the South School website. Cash is also accepted. The debit cards can be purchased online or through the New Canaan Food Service office at the New Canaan High School, 11 Farm Road – 594-4667. In the event that lunches or lunch money is forgotten, or the debit card has been depleted, the child will be served lunch and the respective family billed at a later date.

## **FOOD ALLERGIES**

**It is our primary goal to provide a safe, healthy environment for everyone at South School. We have several students in every grade level who have a life-threatening allergies to certain food items. While we cannot ban nuts, peanut butter and other foods with peanuts, or peanut oil ingredients (such as some brands of candy, cereal and potato chips) from South School, we strongly urge all parents to voluntarily avoid sending these items to school (for lunch and for snacks) to help ensure the safety of these children. We thank you for your cooperation.**

## **RECESS/PLAYGROUNDS**

There are two playground areas: (1) kindergarten playground; (2) lower playground (Gower Road.). All grade levels are assigned a 25 minute recess period and go outside for recess every day, except early dismissal days and days when the weather is very cold or inclement. If it is necessary for a student to remain inside following injury or illness, a doctor's note must be sent from the parent to the teacher. Please make sure that students are dressed appropriately for the weather and that shoes are sent along to wear in the classroom when boots are worn for bad weather.

### **General Safety Expectations for the Playground:**

- Climbing on backstops, fences, trees, rock walls, or basketball standards, soccer nets and goals is **not** allowed.
- Students may not pick up or throw rocks, sticks, sand or wood chips.
- Only touch football is allowed; tackle football is not allowed.
- During freezing weather the use of climbing equipment is prohibited.
- Snowball throwing is forbidden.
- Only soft or fleece balls may be used.
- Balls landing on the roof will be retrieved by school personnel at the end of the week.
- Food and utensils should remain in the cafeteria.
- When the whistle blows, (at the end of recess) students should line up with their class, quietly facing forward with their hands by their sides.
- The structures on the lower playground require a set of **safety rules** that every child should follow:

### **Play Structure Safety Rules:** (includes slides, balance beams, climbing walls, net, monkey bars, etc):

- Jumping off any part or any height of the structure is forbidden.
- One at a time on the slides and feet first only.
- On monkey bars and other swing type structures, one student at a time and all students go in one direction only.
- Do not run under monkey bars and other swinging structures
- When students are waiting for turns on the swings, each student gets two minutes (count to 120) and then allow the next person in line to have a turn. Students may return to a swing line when their time is up and wait for another term.
- **Tag games are allowed on playing fields only, not on or around the structures.**
- Throwing wood-chips, acorns, rocks, etc. is never allowed.

### **General Behavior Expectations for the Playground**

- Avoid all mean or bullying behaviors.
- Use kind words and appropriate language with all others.
- Include others.
- Play fair, take turns, and share.
- Follow game rules.
- Collect and return all equipment.
- Line up immediately and silently when the whistle blows.
- Respond immediately to adult directions/signals.
- Use only school approved/provided equipment (do not bring equipment from home).
- Use equipment correctly as designed, as directed, and safely.
- Maintain a safe zone around equipment – be aware of your surroundings (users and others).
- Report unsafe situations to a teacher or supervisor.

If a child breaks any of these Safety Rules or does not adhere to the Recess Behavior Expectations he/she will not be allowed on these structures for a designated period of time, may be assigned a short period of time out from recess, or other consequences as deemed appropriate by the administration.

## 15. GENERAL SOUTH SCHOOL INFORMATION

### PARENTAL NOTES

Teachers or the nurse should have notes from:

1. Students who are to be dismissed (prior to 11:00 a.m.).
2. Students who are to stay inside following an illness.

### STUDENT OBLIGATIONS

All books and supplies must be turned in before report cards can be issued in June. If a student loses any text or library book, he/she must pay to replace the lost item.

### APPROPRIATE DRESS

Appropriate dress is left to the discretion of the parents. Students are expected to be neat and clean in appearance and to wear clothing that is appropriate for school activities and weather conditions.

- Open toed shoes, crocs, clogs, sandals and flip flops are not recommended.
- Hats are not to be worn in the building.
- Shirts and sweatshirts must have appropriate language and graphics.
- Sneakers that tie or have velcro are necessary for physical education classes.
- When snow boots are worn, a pair of shoes should be brought in to wear in class.
- Heelies are not to be worn in school.

### LOST AND FOUND

The school requests that parents label as many articles as possible and remind students about taking responsibility for personal property. Lost items may be claimed in South Hall.

### PROHIBITIONS

The following items are not allowed at school:

- **NO** trading cards, electronic devices such as cell phones, video games or iPods/MP3 players.
- **NO** knives or other dangerous implements.
- **NO** gum or hard candy (for choking hazards).
- **NO** laser pointers.

### BIRTHDAY CELEBRATIONS

Our district policy regarding birthday celebrations calls for the elimination of snacks for school celebrations or birthdays. This restriction originated from the continued problem involving the increasing loss of time from academics, food allergies and difficulty in maintaining classroom cleanliness. **Teachers cannot approve exceptions to this no food policy, and any snacks/food sent in for birthdays will be sent home with the student.**

It is not our intention to eliminate the noting of birthdays at South School. We announce student birthdays each day on morning announcements and encourage the following ways to celebrate:

- Parent or special person visits the classroom as a guest reader or volunteer
- Parent or special person visits for lunch in honor of a student's birthday
- Share special pencils or birthday bookmarks
- Parent assists with a special project
- Make a donation of a book (classroom or library) in honor of your student

### STUDY (FIELD) TRIPS

Study trips are planned as an integral part of the grade-level curriculum and as individual classroom projects. Parents will be notified in advance about dates and times of study trips. Permission slips are needed from each student who leaves the South School campus. All children will be supervised at all times, and names will be checked against faces whenever location changes are made.

### SCHOOL NEWSLETTER

In order to keep parents informed of current school activities, a bi-weekly newsletter, **The South STAR**, is published on Sundays and sent via email. Hard copies are also available in the main office. Please read this carefully and mark items of interest on your calendar.

\*\*Articles for the **South STAR** must be emailed to: [southptc@newcanaan.k12.ct.us](mailto:southptc@newcanaan.k12.ct.us) **NO LATER THAN NOON ON TUESDAY.**

### FORGOTTEN ITEMS

Morning- If dropping off any forgotten items (lunches, jackets, boots, etc) for children in the morning, they must be in the office by 10:00 a.m. for delivery to the classroom. Parents should not deliver these items to classrooms.

Afternoon - Teach responsibility. We highly discourage bringing students back to school to retrieve forgotten items for homework. Parents and students are not allowed back into classrooms after 3:00p.m..

#### **VACATIONS**

Vacations are wonderful! Please try to use only designated vacation times and not pull children out of school for extra vacations. Teachers are not required to prepare "lost" work ahead of time due to vacations.

#### **FRIENDS OF SOUTH SCHOOL**

The PTC has set aside funds to be used by any family and student who may need some form of financial assistance throughout the school year. Varied activities such as PTC membership dues, field trips, Memory Book, etc. qualify for these funds. All requests should be made directly to the South School Social Worker, who will in turn request money from the PTC. All requests are *STRICTLY CONFIDENTIAL*.

#### **AFTER SCHOOL FUN**

**After School Fun** offers South School students the opportunity to participate in after school programs. Emphasis is on having fun and cooperating rather than competing. Information about After School Fun will be emailed in the fall and spring and is organized by the New Canaan Recreation Department.

#### **STUDENT REASSIGNMENT**

The principal reserves the right to reassign any student to another teaching/ learning environment if conditions dictate such a move. The decision to reassign will only be made upon the recommendation of the South School Placement Team with final authorization resting with the principal.

### **16. GENERAL INFORMATION AND BOARD OF EDUCATION POLICIES**

#### **SMOKE FREE CAMPUSES**

All NCPS campuses and facilities are smoke free environments, including the use of electronic nicotine delivery systems and vapor products.

#### **GIFT POLICY – BOE POLICY 1305:**

##### *Gifts from Individual Students and/or Their Families to Staff*

The Board recognizes that its employees work very hard and very effectively as part of their jobs. Consequently, parents and students often wish to express appreciation to members of the staff for their work. The Board encourages symbolic gifts such as photos, personal notes, students' art work, etc. These are most appropriate and have enduring value. Individual gifts with a monetary value of more than \$50 are not permitted as they create the appearance of intending to influence or reward employees for performing their duties and/or giving special treatment to students whose families provide gifts.

##### *Group Gifts*

There are also occasions where parents solicit money for group gifts. These may be from an entire class to the teacher of that class or it may be a gift from a group involved in a special activity to the staff member leading that activity. Collective gifts should not be given more than twice a year to any individual employee and together should not have a total monetary value greater than \$300. No individual contribution should exceed \$20. Cash gifts are never appropriate. The entire policy is available on the district website. *This policy was effective July 1, 2008.*

#### **DISCRIMINATION AND HARASSMENT STATEMENT:**

It is the policy of the New Canaan Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program including employment, on the basis of race, color, religion, sex, age, national origin, ancestry, marital status, disability, and gender identity or expression. Furthermore, it is the policy of the New Canaan Board of Education that no person shall harass, annoy, embarrass, or cause any duress toward any member of the school community either verbally, through gestures, in writing, or by physical contact. Any student experiencing harassment should report this behavior to a teacher or administrator. The Title IX Coordinator for South School is the assistant principal and at the district level is: Mrs. Darlene Pianka, New Canaan Public Schools, 39 Locust Avenue New Canaan, CT 06840 (Telephone 594-4022).

#### **CHILD ABUSE AND NEGLECT POLICY:**

The following policy is mandated by CT General Statutes 17a - 101: if a staff member has a reasonable suspicion that abuse or neglect of a student has occurred or that abuse is imminent, the staff member is required to immediately contact Department of Children and Youth Services within 24 hours in the presence of the school principal. In addition, a written report to DCYS must be completed within 72 hours of the oral report.

#### **INCLUSION STATEMENT:**

New Canaan Public Schools complies with Section 504 of the Rehabilitation Act of 1973, ("Section 504"), which assures that students with disabilities have educational opportunities and benefits equal to those provided to non-disabled students. If your child is eligible for accommodations, modifications and/or related services under Section 504 and you disagree with the school district's decisions

regarding your child's education program, you have the right to file a complaint and to request an impartial hearing. The following person has been designated to handle complaints regarding the identification, evaluation or educational program of students who are eligible under Section 504: Bill Tesbir, Director of Special Education, New Canaan Board of Education, 39 Locust Avenue, New Canaan, CT 06840 or at 594-4020.

For further information about the district's procedures for resolving complaints/grievances regarding a student's identification, evaluation or educational placement under Section 504, please contact Ms. Dweck. Copies of the district's Notice of Parent/Student Rights in Identification, Evaluation and Placement under Section 504 are also available in the Special Education Department office, 39 Locust Avenue, New Canaan, CT.

#### **BULLYING BEHAVIOR IN THE SCHOOLS:**

South School is committed to creating and maintaining an educational environment that is safe and respectful and thus free from bullying, harassment and discrimination. South School prohibits any form of bullying behavior on school grounds; at school sponsored activities (whether held on or off school grounds); at school bus stops; on school buses or any vehicle used by the school district; or through electronic means owned, leased, provided or used by the school district. South School also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

**"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 attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.

**Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.**

For purposes of this policy, **"Cyberbullying"** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

South School follows the New Canaan Public School Board of Education's Safe School Climate Plan which is available on the district's website. (Please refer to BOE Policy 5162 available electronically on the New Canaan Public Schools website, <http://www.ncps-k12.org/ncps>. South School will follow the Safe School Climate Plan in investigating and responding to concerns regarding bullying behavior.

Students are expected to report bullying to their teacher, school counselor, administrator, or any school employee in a supervisory capacity. Students may report bullying concerns anonymously.

Note that other acts of "mean" behavior (but not meeting the definition of "bullying" set forth above) also violate our standards and expectations in the school and will be addressed through a range of educational and behavioral responses and consequences.

If you have any questions please contact the, Principal or Assistant Principal at South School.

#### **CHILDREN IN CRISIS:**

If parents or guardians believe that any child may be in a crisis situation that jeopardizes his/her safety or well-being, please err on the side of caution and contact the principal, assistant principal, psychologist, or social worker to express your concern. The well being of all children is our primary concern and each adult's responsibility. Utmost confidentiality will be observed.

#### **ASBESTOS MANAGEMENT:**

As per state and federal regulations, the New Canaan Public School facilities have been inspected to determine if asbestos is present and to evaluate the potential for human exposure to airborne fibers of asbestos. Anyone wishing information about the Asbestos Management Program should contact the Facilities Manager of NCPS at the Central Office at 594-4000.



## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day South School receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

### **FORWARDING STUDENT RECORDS:**

Parent(s) or guardian(s) wishing their child's school records to be sent to other schools or agencies must complete a "Request to Forward Records" form which can be found on the district website <http://www.ncps-k12.org/ncps>. Go to Parents > Registration, Address Changes, Withdrawals.

### **PRIVATE OR PAROCHIAL SCHOOL RECOMMENDATIONS:**

It is the policy of the New Canaan Public Schools to release only official student records for elementary students (K-4) who are transferring or applying to private, parochial, or other public schools. Additional information about students may be provided only in compelling situations with the prior approval of the Principal/Superintendent.

### **STUDENT RECORDS:**

Student records are kept to record and maintain information about students for educational purposes, including achievement tests and evaluations of educational progress. All such records are the confidential property of the school, their contents to be made available only to parents or guardians of students and to those in the schools who have legitimate educational interests. In accordance with the school system's Pupil Records Policy, requests for information from, inspection, or review of any student records must be made in writing to the custodian of the building's records, (the building Principal), clearly identifying the inquirer and the specific information to be reviewed. Parents and legal guardians must make requests at least five days prior to the date of review and inspection of records. Telephone requests will not be honored. If more information is needed regarding this procedure, the Board of Education policy is on file in the office.

### **COMPLAINT RESOLUTION PROCEDURES:**

In accordance with federal and state regulations, NCPS has adopted written procedures for receipt and resolution of any complaint relating to federal and state education programs that cannot be resolved through the preferred process of communication, discussion and collaboration among parties directly involved. Contact any school administrator for more information or a copy of the Complaint Resolution Procedures.

**ADA:**

As part of our compliance with the Americans with Disabilities Act (ADA), we are notifying parents that the Board of Education has designated Mrs. Darlene Pianka, Director of Human Resources, as the ADA Coordinator for our school system. Any questions and/or complaints regarding access to programs, services and activities should be directed to:

Mrs. Darlene Pianka  
Director of Human Resources  
New Canaan Public Schools  
39 Locust Avenue  
New Canaan, CT 06840  
594-4000

U.S. Department of Education  
Office of Civil Rights  
5 Post Office Square, 8<sup>th</sup> Floor  
Boston, MA 02109-392