

STUDENT HANDBOOK

**EAST ELEMENTARY SCHOOL
NEW CANAAN, CONNECTICUT**



Dear Families,

Welcome to what is sure to be a wonderful year of learning and growing together at East School!

East School has a long history of balancing high expectations for learning with an appreciation for the development of the whole child and respect for the individuality that each child brings to our school. The motto at East is ***Work Hard and Be Kind***. As children “work hard”, they take ownership for their learning, are valued for their thinking and ideas, and share in the daily responsibilities of the school. Staff members are committed to creating an environment where children feel safe, are encouraged to take intellectual and creative risks, and experience the success and perseverance that becoming an independent learner can offer.

Our staff also welcome collaboration from parents and families as we all work to help children understand what it means to “be kind” not only at East School but in our town and in our world. We strive to develop in children emotional intelligence, respect, empathy, responsibility for self and others, and strength of character.

The East School Student-Parent Handbook is available electronically on the East School website. Families may also request a printed copy of the handbook from the main office at any time. The guidelines found in our Student-Parent Handbook have been developed over time by faculty members and parents. The handbook serves to promote clear communication and mutual understanding in the school community as we strive to build strong, effective partnerships between the home and school. Please take the time to read and discuss with your children the East School *Work Hard, Be Kind* expectations matrix and other Handbook sections that apply to them. **Please bookmark the handbook online for reference throughout the year and for updates to policies and procedures.**

Here’s to a school year filled with excitement, exploration, curiosity, and the joy of learning for all children, parents and staff! It is a true privilege to share this year with you and your child at East, and I look forward to these days of learning ahead.

Sincerely,

Kristine Woleck

Principal

**NEW CANAAN PUBLIC SCHOOLS
CENTRAL ADMINISTRATION OFFICES
39 LOCUST AVENUE
594-4000**

ADMINISTRATION

Bryan Luizzi, Ed. D., *Superintendent of Schools*
Jill Correnty, Ed. D., *Assistant Superintendent of Curriculum and Instruction*
Darlene M. Pianka, *Assistant Superintendent of Pupil and Family Services*
Gary A. Kass, *Director of Human Resources*
Jo-Ann D. Keating, *Director of Finance and Operations*

SCHOOLS

New Canaan High School (9-12)	11 Farm Road	203-594-4600
Principal	Mr. William Egan	
Asst. Principal	Ms. Kristi Carriero	
Asst. Principal	Mr. Ari Rothman	
Asst. Principal	Mr. Larry Sullivan	
Saxe Middle School (5-8)	468 South Ave.	203-594-4500
Principal	Mr. David Gusitsch	
Asst. Principal	Dr. Julie Ferreira	
Asst. Principal	Mr. Steven Bedard	
Asst. Principal	Mr. Steven Clapp	
East School (K-4)	54 Little Brook Rd.	203-594-4200
Principal	Mrs. Kristine Woleck	
Asst. Principal	Ms. Maura Fruin	
South School (K-4)	8 Farm Road	203-594-4300
Principal	Ms. Joanne Rocco	
Asst. Principal	Mr. Mathew Kascak	
West School (K-4)	769 Ponus Ridge	203-594-4400
Principal	Ms. Jan Murphy	
Asst. Principal	Ms. Ashley Furnari	

Special Ed Administrator (NCHS):

Tammy Hartman | 203-594-4650

Special Ed Administrator (Saxe):

Vanessa Visners | 203-594-4570

Special Ed Administrator (PreK/Elementary):

Robert Rousseau | 203-594-4030

Special Ed Student Supports Coordinator:

Susan Bliss | 203-594-4655

Special Ed District School Psychologist:

Danielle Maslar | 203-594-4319

BOARD OF EDUCATION

Brendan Hayes, *Board Chair*

Dionna Carlson, *Vice Chair*

Jennifer Richardson, *Secretary*

Tom Cronin

Maria Naughton

Katrina Parkhill

Penny Rashin

Julie Reeves

Sheri West

EAST SCHOOL STAFF 2019-2020

ADMINISTRATION

Mrs. Kristine Woleck, Principal
Mrs. Maura Fruin, Asst. Principal
Mrs. Michelle Valley, Principal's Secretary
Mrs. Kimberly Aponte, School Secretary
Ms. Cynthia Lisinicchia, Library Secretary
Mrs. Sylvia Sylvester, Spec. Ed. Secretary
Mrs. Michaela Valente, Spec. Ed. Secretary

KINDERGARTEN

200 Mrs. Susanne Orlando
201 Ms. Jaqueline Abbott
202 Ms. Danielle Talierecio/N. Reicker
203 Mrs. Claudia Monaco
204 Ms. Beverley Griffin*
203 Ms. Jessica Marcinczyk

GRADE ONE

102 Ms. Megan Weitz
206 Mrs. Carolyn Vandall*
207 Mrs. Ana Andrews
208 Mrs. Danielle Sedlak
210 Mrs. Kerry Needle
212 Mrs. Marguerite Hastings

GRADE TWO

100 Mrs. Janet McMullen
104 Ms. Cathy Hughes*
105 Ms. Samantha Maidenberg
107 Mr. Ryan Fritz
109 Mrs. Laura Carreiro

GRADE THREE

209 Ms. Meghan Finn
211 Mrs. Jennifer Klemm*
215 Ms. Mary Fisher
216 Mrs. Aziza Roberto/V. Marek
217 Ms. Melissa Parrett
218 Mrs. Caitlin Merino

GRADE FOUR

106 Mrs. Dana Tonelli
108 Ms. Katie Tiani *
111 Mrs. Meghann Shouvlin
213 Mrs. Laura Slow
214 Mr. Tom Dempsey

CAFETERIA

Ms. Olga Somma Ms. Mirtha Zegarra
Ms. Jessica Cadena

CUSTODIANS

Mr. Fred Word Mr. Stan Rysz
Mr. Patrick Forlenzo Ms. Liz Flores

CAMPUS MONITOR

Mr. Hubert Smith

NURSE

Health Room Mrs. Liz Buckner

SPECIALISTS

119 Ms. Andrea Smith, Art
120 Mr. Ilya Levitin, Instrumental
121 Mr. Barry Zhou, Music
Gymnasium Mr. Christopher Sangalli, PE
122 Mr. Britt Bothe, Science
Lib/Media/Tech. Ms. Lindsay Stilwell, Library Med*
Lib/Media/Tech. Mr. Clint McLeod, Computer/ICT
226 Mrs. Alison Pellicci, Math Spec.
124 Mrs. Karen Abramson, Reading
124 Mrs. Pamela Cullinan, Reading
124 Mrs. Jennifer Valiante, Literacy Spec.
124 Mrs. Amy Boland, Writing Spec.
103 Mrs. Nancy Kiersh, Speech
103 Ms. Jennifer Weber, Speech
115 Mrs. Kathy Crosby, Challenge
125 Ms. Cathy Grimes, L.A. Coor.
125 Mrs. Mary Hanna, Social Studies Coor.
125 Mrs. Zoe Robinson, Math Coor.
125 Mrs. Karen Scalzo, Writing Coor.
125 Ms. Melinda Meyer, Science Coor.
101 Dr. Stephanie Bellino, Occupational Ther.
101 Mrs. Helen Nishi, Physical Therapist
Ms. Melody Ericsson, Hearing Impaired
954 Mrs. Rebecca Roth, FLES
954 Ms. Gianna Bavido, FLES

PSYCHOLOGIST

Office ms. Krishna Lynch
Office Ms. Mary Kate Nicholas

SOCIAL WORKER

Office Mrs. Tara Whiteley

SPECIAL EDUCATION

116 Mrs. Shannon O'Donnell
116 Mrs. Christina Spano
116 Mrs. Lauren Sprosta
113 Ms. Anne Kahl*
113 Ms. Vanessa Getman
117 Ms. Sarah Dunn BCBA

SPECIAL EDUCATION. TEACHING ASSISTANTS

Ms. Nani Altamura Ms. Kerry Gilbertson
Ms. Doriana Antera Ms. Alexandra Patrick
Ms. Amanda Bogdanowicz Ms. Dorinda Fish
Mr. Sam Simpson Ms. Jesse Currier
Mr. Thomas Talierecio Ms. Linda Sellers
Ms. Liz Horvath Ms. Gabriela Field
Ms. Helen Epley

GENERAL EDUCATION TEACHING ASSISTANTS

Ms. Megan Kane Ms. Amy Dennis
Ms. Joanna Cimoch Ms. Martha Andronaco
Mrs. Hayate Boujid
Ms. Nina Eckhoff Ms. Nadine Dejoie-Lima
Mr. Dave Clark Ms. JoJo Talierecio

GENERAL INFORMATION

BEHAVIOR / POSITIVE SCHOOL CLIMATE

Students are expected to treat others in a respectful manner at all times. Teachers facilitate this through positive classroom management and by providing engaging, meaningful work for students. East School is committed to helping each student develop positive, respectful behaviors. We emphasize honesty, tolerance, self-discipline, compassion, responsibility, respect, perseverance, and patience.

As the core of our positive school climate plan, the East School Expectations Matrix describes expected student behaviors specific to the settings students encounter across the school day. These expectations are taught explicitly, practiced, and then reinforced throughout the school year to foster positive school climate here at East School. The East School Expectations Matrix is provided in the Student Expectations section of this handbook. Also, the New Canaan Public Schools Social, Academic, and Personal Learning (SAPL) framework can be found on the district website (<https://www.ncps-k12.org/>).

East School is committed to creating and maintaining an educational environment that is safe and respectful and thus free from bullying, harassment, and discrimination. East 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.

East 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 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.

East 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, www.ncps-k12.org).

East School will follow the Safe School Climate Plan in investigating and responding to concerns regarding bullying behavior.

Students can 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 Kristine Woleck, Principal at East School.

CURRICULUM

The New Canaan Public Schools curriculum is aligned with the Common Core State Standards. The Common Core by design establishes a set of high expectations for all learners in the school. At the same time, it has been developed with an understanding that students begin their schooling at different levels of readiness and acknowledges that students have different paths, different learning styles and rates, and different interests and aspirations. Nonetheless, it holds high expectations and essential student learning outcomes for all.

The New Canaan Public Schools has developed district curriculum that aligns with the Common Core and is committed to rigorous and relevant learning for students,

developing higher order thinking and 21st century learners in our schools. The NCPS curricula for each discipline (mathematics, reading, writing, science, social studies, music, art, physical education, etc.) is characterized by consistency and coherence across the three elementary schools. This ensures that all elementary students have access to similar learning experiences, with common benchmarks and expectations, and that learning builds from one year to the next. This allows for depth and breadth of learning across the elementary years. Additional information regarding district curriculum can be accessed at the district website, www.ncps-k12.org, click on “Curriculum” on the top menu bar. Classroom teachers will provide an overview of grade-level curriculum at fall Open House nights as well.

Homework: The most important rationale for homework in the elementary years is to foster independence and responsibility in our young students. Homework serves as one vehicle for connections between home and school. Homework is a natural extension and reinforcement of that which is being learned in class. Homework should not serve to introduce new concepts and skills, nor will it be assigned as a means of punishment.

The Purpose of Homework

Homework serves four major purposes:

- Teach organization, planning and responsibility
- Provide opportunities for practice
- Reinforce home/school communication
- Promote reading for pleasure

We encourage all students across the grades to read or be read to for approximately 20 minutes each night in addition to the approximate homework times listed below. Practice of mathematics facts is also encouraged on a regular basis for grades 2-4. Homework times listed below are per night, but please note that homework is not necessarily assigned every night. Also, these are guidelines only and may be adjusted by teachers based on student needs.

Kindergarten: (Teacher discretion, adjusted throughout the year as kindergarteners grow)

Grade 1: 10-15 minutes per night

Grade 2: 20-30 minutes per night

Grade 3: 30-40 minutes per night

Grade 4: up to 45 minutes per night

Student’s Responsibilities

1. Homework is the responsibility of the student.
2. Students will bring home all materials necessary to complete assignments.

3. All assignments should be completed and returned on the date due.
4. 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. Parents may also call for advice on ways to help their child.
4. Parents who wish to provide further enrichment activities may choose to consult bookstores, libraries, or educational web sites.

Teacher's Responsibilities

1. Teachers will make sure that skills related to homework completion have been introduced in class.
2. Teachers will assist students who have difficulty recording assignments.
3. Teachers will review homework.
4. Teachers will communicate their homework expectations to parents.
5. Teachers are not responsible for providing work during school or personal vacations.

Homework Study Habits

The development of sound study habits begins early. Parents should help children set aside a quiet time each night free from television, phones, electronic devices, and other interruptions. Among the many activities that students might engage in are reading, writing, and review of or conversations about class work.

Children should come to school prepared with materials designated by their teachers. Binders, bookbags, and assignment notebooks, proper rest, attitude, and nutrition all help pupils to organize themselves for learning.

The development of the child's sense of responsibility is an essential goal, but parents are encouraged to check-in daily with students to ensure that assignments are completed. It is critical, however, that the work is the child's work and reflects the child's understanding in order for teachers to have insights into any reteaching of concepts or skills that might be necessary for a student or any other support that might be needed. Teacher/parent communication is encouraged.

We strongly encourage parents to read aloud to their children each day. Research

has proven this to be the single greatest predictor of reading success.

ASSESSMENT / TESTING: 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. This data informs instruction in the classroom and is shared with parents at parent conferences and in communication with progress reports.

Parents of students in grades 3 and 4 should note that, in addition to district benchmark assessments, state standardized testing (Smarter Balanced Assessment) typically takes place in the spring months (March, April, and/or May). Additional information regarding Smarter Balanced Assessments that are administered to students in grades 3 and 4 can be found on the NCPS district website (www.ncps-k12.org, click “Curriculum” on the top menu bar, then “Smarter Balanced Assessment” on the drop-down menu).

We ask for parent cooperation in ensuring that **throughout the year** students are in attendance, arrive on time to school, and remain in school for the full day to ensure optimal learning and to allow us to consistently monitor student growth and progress.

PARENT INFORMATION AND PROCEDURES

Attendance and Absences: School hours are from **9:05AM to 3:35PM** daily for pupils in grades kindergarten through four. Children should not report to school prior to **8:45AM** as supervision is unavailable unless they are registered in the Early Bird Program.

Students being dropped off by a parent should arrive by 9:00AM to ensure that the child can transition to the classroom and be ready to begin instruction in the classroom at 9:05AM. Also, please avoid scheduling after-school activities, lessons, etc. for a time that requires dismissal prior to 3:35PM for your child, as this impacts instructional time for students over the course of the year.

Absences: Call the East School number, 594-4200, ext. 1, to report your child's absence. Your message should contain the date, your child's name, homeroom teacher, and the reason for the absence. In the case of illness, please be specific (flu, strep throat, cold, etc.). The school office will monitor the absence line daily. The purpose of maintaining an attendance line is to monitor health conditions within the school as well as student absences. When absences are for several days or a student's total absences for the year are beyond 9 days, please provide a doctor's note explaining the absences.

In accordance with Board of Education policy and state statutes, all students are expected to be in attendance when school is in session. An absence shall be considered excused when a child does not attend school due to illness, death in the immediate family, religious obligation, and emergency or other exceptional circumstances approved by the principal of the school. Written or telephoned excuses for such absences shall be

submitted to the school officials by the student's parent or guardian. All other absences, with or without written or telephone explanation, shall be considered unexcused. **Family vacations are absences that will not be considered excused.** We appreciate your understanding that requests for "make-up" work for an unexcused absence are unable to be fulfilled, as instruction and classroom discourse are critical components of the learning process.

Connecticut General Statutes now require that **students who have more than nine absences in total during the school year must submit appropriate documentation** (i.e. from a medical professional for student illness) in order for any additional absences to be considered excused. A district attendance letter is sent to parents at the time of the ninth absence as a reminder of this policy. Religious observances, a death in the family, and mandated court appearances will be permitted as excused absences in these cases. **Family vacations are absences that will not be considered excused per state legislation.**

Please note that current law defines truant as a student who has four unexcused absences in a month or ten unexcused absences in a school year.

Absences - Homework: When students are absent for one day, they may obtain missed work upon returning to school. Arrangements can be made to send work home when students are missing from school because of an extended illness. Please give teachers one day's notice to prepare such assignments due to extended illness. Home-bound tutoring may also be obtained when a student is absent from school for fifteen days or more because of illness or injury. A note from a physician is necessary in this case and arrangements should be made through the principal or assistant principal. Teachers are not obligated to prepare assignments for students who are absent for purposes other than illness or family emergencies.

Delayed Openings/Closing All Day: Please check the New Canaan Public Schools website for school delay and closing information. An automated phone/text messaging will contact parents only when school is closed for the day. Delays and cancellations are also broadcast beginning 6:30AM through 9:00AM on local television and radio stations. Parents are advised not to call the school office, Central Office, or Police Department. In the event of a **delayed opening**, the buses will run **2 hours** later than usual. East School will start at 11:05AM on those days. All Parks and Rec before-school programs, any parent-teacher meetings, and PPT's that may have been scheduled will be cancelled and re-scheduled at a later date. The Early Bird Program for those that have registered for the year will open at 9:45AM on delayed opening days.

Deliveries For Students: When parents find it necessary to deliver items to their children during the school day, *all deliveries are to be made to the office.* Office personnel will contact the student at a time appropriate as to not disrupt the class.

Dismissal: All pickups or bus changes for your child must be **noted in School Dismissal Manager (online) no later than 1:45PM daily by the parent.** For the safety of your child, the office will **not** accept changes after 1:45PM. Requests by phone cannot be accepted; **all changes must be entered in School Dismissal Manager by the parent** for safety and security of students. Any student being picked up after 3:15 will report to the Galley for pick-up; the student will not be sent to the main office for pick-up if the time is after 3:15PM.

Early Bird Program: The Early Bird Program provides early morning childcare for working parents whose work hours are impacted by our start time and have no alternative childcare option available in the mornings. The Early Bird Program provides supervision to students who have registered and paid for the program every school day from 7:45AM to 8:45AM. For information and to register your child for the Early Bird Club, please contact the school office.

Early Dismissals for Students: On scheduled early closing days (parent/teacher conferences, Thanksgiving, last day of school, etc.), students in grades K- 4 will be transported by bus or picked up by parents at 1:05PM. Lunch will be served on early dismissal days.

Early Dismissals - Emergencies: Parents are advised **not** to call the school office or police department in cases of closings due to emergencies e.g., inclement weather (decision made by 11:00AM), power failures, etc. Please check for automated email/text notification. Please make alternate plans for emergency situations with your children and neighbors. **All students will go home on their regular afternoon buses**, with the exception of playdates that have been logged into School Dismissal Manager. Those playdates will be honored unless the office receives a call from the parent with a change in plans. Students are encouraged to take the buses as they are the safest and most efficient transportation.

Field Trip Permission Slips: Whenever a class leaves the school grounds (field trips) a signed Permission Form for Field Trips must be on file for all students. If there is no slip, the student will be unable to attend.

Field Trip Transportation: Bus transportation will be provided for all field trips.

Fliers: Fliers sent home will be limited to those pertaining directly to East School activities. Information about local activities or events can be found on-line at the East PTC website. The East PTC newsletter is published electronically monthly through the PTC and can be accessed through the link on the East School website as well.

Food: Parents may not bring food to be distributed in the classroom or in the cafeteria without prior permission from the administration, teacher, and school nurse. We have many allergies and medical issues to consider with our students.

Gifts to School Personnel: The Board encourages symbolic gifts such as photos,

personal notes, student art work, etc. rather than purchased gifts. These are most appropriate and have enduring value. Individual gifts may not exceed \$50. Collective group gifts should not be given more than twice a year to any individual employee and together should not exceed \$300. No individual contribution should exceed \$20. For further details please refer to Board of Education Policy 1305.

Legal Custody: If you are divorced or separated and have sole custody that prohibits non-custodial parent contact with your child, please provide a copy of the court order to be kept on file in the East 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.

Lunch: Students in all grades eat lunch at school. There is a hot lunch program available, including milk, paid either in cash or preferably through their lunch account. Students use a pre-paid lunch account for purchasing their lunches. Parents prepay for their child's account either via check or on-line. Please note that the account is meant to be a **debit account**, not a "credit" account; *students whose account has a "balance due" over time will not be able to purchase a lunch until the balance has been paid.* Questions should be directed to the New Canaan Food Services, 594-4667. Checks should be made payable to NCPS Food Services. You may also make a deposit on-line at: www.mealpayplus.com or a phone payment at: 1-866-477-2369. Any money remaining from the previous year will be carried over to the next year. Through MealPayPlus online you can also monitor your child's purchase. Questions regarding our school lunch menu can be directed to Michelle Santelli at 203-594-4667 or Michelle.santelli@ncps-k12.org.

Children may bring lunch from home. Those who bring their lunch may also purchase milk, juice, bottled water, or yogurt using funds from their lunch account as long as money has been deposited into the account. Please remind your child to only purchase lunch when you have provided them with permission to do so and please monitor account balances to ensure funds for cafeteria purchases are available. Students will not be allowed to "charge" lunches if accounts have a zero balance. For safety/security reasons students may not return to a classroom to retrieve a lunch or money once they have come to the lunchroom with their class for their lunch shift.

Free or Reduced Lunch Fees: Based on family income, some students may qualify for a free or reduced lunch fee. Families who believe they may qualify should contact the office for an application.

Parent - Teacher Conferences: During the school year, a parent-teacher conference is held following the fall trimester. On these days, the school day for students will end at 1:05 p.m. Parents are advised to consult the district calendar for the dates of the conferences. Sign up is done on the Open House night. In addition to the designated fall parent-teacher conference, teachers are available for individual conferences during the

year as needed. Conferences may be initiated by teacher or parent. Contact your child's teacher via email or phone to schedule appointments with your child's teacher, Mrs. Woleck, or Mrs. Fruin.

Performances: From time to time, we invite parents both during the school day and in the evening to celebrate the learning of their children through performances and other showcases of their work. Please bring *photo identification* when attending any event at the school. We respectfully request parents' full cooperation in supervising their children (including younger siblings) at these events for safety and to ensure that all can enjoy the event without distraction. *As a safety precaution, please note that students and siblings should not be permitted to play on the stage stairs or railings at any time in the Galley, including dismissal / pick-up times.* Our **East School Expectations Matrix** (see Student Expectations section of this handbook) also articulates the expectations for behavior at school assemblies; these same expectations apply to performances held in the evenings at the school and we encourage parents to review these expectations with students before an event.

Students/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 of primary concern and each adult's responsibility. Utmost confidentiality will be observed.

CT General Statutes 17a-101 mandates all professional school employees to report incidents of suspected child abuse or neglect to the Department of Children and Families within twenty-four hours after having such suspicion.

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.)

Tardies: Children are expected to arrive at school on time. Students arriving late must obtain a late pass in the office. When a child is late he/she has missed out on important instructional time, as the day starts promptly in classrooms at 9:05AM. Students who are continually tardy will be given an initial verbal warning. For subsequent tardies, parents will receive a phone call and/or letter from the principal to express concern, discuss implications, and consider strategies to resolve the situation. We appreciate the family's cooperation in ensuring prompt arrival.

Student medical, dental and other appointments should be made when school is not in session to avoid both tardies and early releases that result in lost instructional time for a student.

Volunteer Guidelines: East School greatly appreciates all the volunteer hours devoted

by parents and friends. The guidelines below are designed to help make the time spent as a volunteer at school pleasant and productive.

1. Upon entering the school to volunteer or visit, please present photo identification at the Welcome Desk and obtain a badge / visitor sticker. Anyone seen on the premises without a badge or visitor sticker will be reported to the office. Return the badge and sign out when your visit/volunteering is completed. This procedure is for the safety of our students, staff, and guests.
2. Please keep all information about students confidential. This applies to academic issues as well as behavioral. If you have concerns about a situation in the classroom or school, please discuss it privately with the teacher. Discussing another student's progress or behavior with another parent is a violation of this confidentiality.
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 practices, please contact 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 large 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 leave a message for the teacher or email your child's teacher to express your request for a conference. Please avoid impromptu parent-teacher conferences.
6. Please note that **younger siblings are not permitted to accompany parent volunteers**. We respectfully ask that volunteers arrange child care for younger siblings during volunteer times. If these child care arrangements cancel unexpectedly, please notify the school that you will be unable to volunteer that day.

SAFETY in New Canaan Public Schools

All doors during the school day are locked and there is a buzzer system at the main entrance. For the safety of everyone in our school community, **photo identification is required of all parents and visitors** each time they come to the building, including for all school events during or after the school day.

School safety and emergency preparedness are important issues in New Canaan Public Schools. The school district has a district Crisis Advisory Board (CAB) 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 CAB. 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 options 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 district emergency communication system, district website, 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	600 AM
WNLK	1350 AM
WSTC	1400 AM
WLNA	1420 AM
WFOX	95.9 FM
KOOL	96.7 FM
WEZN/STAR	99.9 FM
WHUD	100.7 FM
WEBE	107.9 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: www.ncps-k12.org or www.NBC30.com

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

- **Show photo identification** upon entering the building and wear a visitor's badge at all times.
- **Sign out** at the Welcome Desk when leaving the building.
- 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.
- **When picking up your child, photo identification is required** and student pick-up information for that day must be noted in our School Dismissal Manager online system.

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.

MEDICAL/HEALTH SERVICES

Our school nurse is Ms. Buckner. Nursing coverage is provided every day from 8:45 a.m. to 3:45 p.m. Please notify and report, in writing, to the school nurse any medical conditions such as chronic illness, vision or hearing difficulties, or allergies that your child might have which would affect his/her school performance. Please note that there is

no nurse coverage for Before and After School activities.

The school nurse will work with the child's physician, parent and other school personnel to meet special health needs in school so that the child may benefit from his or her educational program.

It is imperative that the nurse be informed whenever there is a change in any of the telephone number(s) that the school has on file. The telephone number for the nurse's office is 594-4200, ext. 2 or her direct line is 594-4217.

Please notify the nurse if your child sustains any injury that limits physical activity or mobility during the school day or involves a cast, crutches, etc. This includes concussion. It is critical that the nurse receives a plan of care from the physician in order to ensure that the doctor orders can be fulfilled in school appropriately.

Accidents: When a child suffers a serious accident, the parents will be notified immediately. The school is responsible for first aid only, i.e. the immediate and temporary care given to a student whose injury occurs on the school premises, during school hours, or in school sponsored activities.

Illness: Children who are ill or show signs of becoming ill should not be sent to school. If a child becomes ill at school, parents will be notified and should pick up the child from school. Please notify the nurse of any contagious illness (strep throat, chicken pox, etc.) that your child develops. Reasons for keeping your child home from school are fever, vomiting, diarrhea, a cough and/or rash. If your child has a strep test please keep him/her home until you receive the results from both throat cultures. Anytime your child has been ill, he/she must be fever-free (without fever-reducing medicine) for 24 hours before returning to school. Also, please keep your child home 24 hours after he/she has stopped vomiting.

Immunization Requirements: The State of Connecticut requires an immunization record that must be satisfied in addition to the health examination. Specifically, every student must be immunized against the following diseases either by vaccination or having had the illness: Measles, Mumps, Rubella (MMR); Diphtheria, Pertussis, Tetanus (DPT), and Poliomyelitis, unless exemption is given on medical or religious grounds. Hepatitis B (HBV) is also required for students born on or after 1/94 and HIB for students entering kindergarten under five years of age. Students born on or after 1/1/1997 must be immunized against Varicella (Chicken Pox) if they have not had the disease.

If either the health examination or immunization record have not been filed, or a valid medical or religious exemption has not been granted prior to the opening of school, your child will not be permitted to attend school until proof of compliance has been received.

Medications: If your child requires medication of any kind during school hours, we are required to have the physician's order and your permission in writing on a form available in the Health Office. Medicine must be in a pharmacy bottle indicating the student's

name, medication, dosage, and doctor's name. This is a state law.

Physical Examinations: In accordance with State Law, the New Canaan Board of Education requires that prior to the opening day of school all students transferring from other school districts, new kindergarten registrants, and students entering during the school year show proof of having received a physical examination within the previous fifteen months. Looking ahead beyond years at East, physical examinations are required for students enrolled in grades 6 & 10.

School Insurance: School accident insurance is available to all students. An application is available online on the NCPS website (www.ncps-k12.org, click on “Parents”, then “Student Accident Insurance Coverage” on the drop-down menu). Purchase of the insurance is optional.

Student Allergies: Administrative Guidelines

1. The school nurse will identify students who may have a life-threatening food allergy from health records. A written plan for the avoidance of the allergen and an emergency plan in case of accidental contact with the allergen will be developed by the school nurse in collaboration with the student’s parents, physician, and if appropriate, the student. This plan will be communicated to all personnel supervising the student during the school day. The bus company office will also be notified.
2. School personnel will not attempt to determine foods that are safe for an allergic student to consume.
3. Parents, upon request, will be provided with information regarding the ingredients of school lunches.
4. A “no food or utensil trading” policy will be encouraged.
5. A “peanut free” table will be available in each school cafeteria. This table will be washed before the first lunch and between subsequent lunch periods.
6. As the most severe types of allergic food reactions are related to peanuts, peanut products, tree nuts, and tree nut products, they will not knowingly be used for instructional purposes.
7. In those activities that include food, the classroom teacher will collaborate with the parent of the identified allergic child.
8. Parents must check with the teacher before bringing any food to a classroom. We have many children with allergies and nutritional restrictions.
9. All schools will have an established communication system to summon help to any location in an emergency throughout the school day.
10. No eating or drinking allowed on buses.

Vision and Hearing Testing: The Snellen E Vision test is used as a vision screening, testing for far vision. The Audiometer Screening test is used as a hearing screening. The screenings are conducted as follows:

Vision Screening – Kindergarten, Grade 1, Grade 3, Grade 4

Hearing Screening – Kindergarten, Grade 1, Grade 3, Grade 4 (and any students referred by teacher or parent)

SUPPORT SERVICES

East School has a full complement of support services that are in place to address the individual needs of students. These services include the following:

Challenge: The NCPS Challenge Program is designed to meet the needs of children who are identified by a district-wide committee using district criteria as academically gifted. Students are involved in both individual and small group activities, most often in grades 3 and 4. Screening of grade 3 and 4 students using district and standardized assessment data is undertaken each fall and students meeting screening criteria then undertake additional testing. A referral to be evaluated for the program may also originate from faculty or parents at any time.

Curriculum specialists: East School staff includes specialists in the areas of reading, writing, and mathematics. These staff members provide curriculum expertise, instructional coaching, and consultation to classroom teachers across the grades and at times they provide interventions to students who need extensions or support.

Response to Intervention (RTI): Response to Intervention is a general education system that provides opportunities for increasingly intensive tiers of support to students who may be struggling to meet district benchmarks. Student assessment data is analyzed and student progress is monitored closely through regularly-scheduled grade-level data team meetings and the East Student Study Team (SST). As needed, small group or individual targeted instruction or intervention is provided to students by the classroom teacher and at times by curriculum specialists in the school.

Section 504: An eligible student under Section 504 of the Rehabilitation Act of 1973 is a student who (a) has, (b) or has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. Typically, this impairment is confirmed through a medical diagnosis or other testing. Disabilities that MAY qualify include orthopedic impairments, mental illness (depression, bipolar, etc.), hearing or vision impairments, diabetes, and multiple sclerosis. Students identified under Section 504 have rights allowing them to access reasonable accommodations, modifications, and related services within general education to allow equal opportunity to participate in school and school-related activities. The assistant principal, is the coordinator and case manager for Section 504 cases at East School.

Special Education: The special education program serves a wide variety of exceptional children. The following services are offered: social work services, a gifted and talented program, programs for students with learning, social/emotional, developmental or physical disabilities, speech and language needs. When a student demonstrates difficulty meeting academic benchmarks and the student has not made sufficient progress with general education intervention tiers (see RTI), a 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 and language pathologist. The psychologist is the coordinator for the PPT. 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, one of which may be eligibility for special education services. Parents may also request PPT meetings; we suggest that parents communicate their concerns first with the classroom teacher, school psychologist and principal to ensure the PPT can best address these concerns.

A team of special education teachers is available to evaluate students who have been referred to the Planning and Placement Team (PPT). They share their findings with parents and make recommendations for educational programming. They develop and implement teaching strategies in the classroom and/or resource room, as indicated by the student's Individual Education Program (IEP). Special education teachers may consult, collaborate, or co-teach academic subjects with classroom teachers to deliver services to students. Questions about any aspect of the East special education program may be addressed to the East School Psychologist.

New Canaan Public Schools are committed to a policy of providing full educational and recreational opportunities to students and will not discriminate on the basis of race, color, religion, gender, ethnicity, or disability. The school will provide reasonable accommodations to students with disabilities upon request.

Please direct inquiries to the principal or Ms. Lenore Dweck, Elementary Coordinator of Special Education (203-594-4030).

TRANSPORTATION

Arrival: Upon arrival at school, all children are to report to the playground between 8:45AM and 9:00AM. Students are to be in classrooms to start the day at 9:05AM. Children should be dressed according to the weather conditions. On days when there is inclement weather, students will be supervised inside.

Children are not to be dropped off at school before 8:45 AM. Supervision is not available until this time. *Only students who have enrolled in the Early Bird program may be dropped off at 7:45AM.*

If you drive your child to school or pick him/her up after school, **it is critical that the**

guidelines below are followed for the safety of our children and staff. In the morning, children should be ready to exit the vehicle promptly and safely at the drop-off circle.

- For your children's sake please **observe all traffic signs.**
- Use only the designated "drop off" area at the main entrance to the school to discharge children. Remember, no parking is allowed in this area.
- Do not allow children to cross through or near the bus circle.
- Students exit only from the passenger side of the car; if that is not possible for your child, please park and walk with your child to the door.
- At the stop sign turning from the lot onto Little Brook Road, it is important that all cars proceed slowly approaching the exit of the lot due to pedestrians walking. All cars must stop at the stop sign before turning in either direction.
- All children should enter school through the main doors and proceed to the playground or classrooms.
- The drop-off line is single lane ONLY. For the safety of our students, do NOT pass another vehicle on the left in the drop-off circle at any time.
- The circular driveway in front of the kindergarten wing is closed to all private motor vehicles 3:15-4:15PM. This time is reserved for school buses.
- Under no circumstances should children be walking through the parking lot without being accompanied by an adult.
- Do not back onto Little Brook Road from school driveways or make "U" turns to drop off children.
- Parking for the purposes of discharging or picking up students, opposite the school, on Little Brook Road is prohibited for safety reasons.
- Observe "No Parking" signs on Little Brook Road.
- Neither parking nor standing is allowed in the driveway leading to the custodians' entrance and delivery area.
- Unrestricted parking is available on the west side of Little Brook Road.

When conscientiously observed, these school regulations should serve to increase safety, reduce congestion and eliminate confusion. Whenever possible, parents should make every effort to send their children on the buses to avoid traffic congestion at school.

Buses: All children living in the East School district are entitled to ride the bus to school. A student's individual bus schedule is sent electronically to each family by the bus coordinator, Mr. Roy Walder. Concerns or questions about busing may be addressed by calling Mr. Walder at 203-594-4039.

Bus Safety Rules: Students should refer to the behavior expectations on the bus that are described in the East Expectations Matrix. In addition, please note:

- Be at the bus stop five minutes early.
- If students must cross the street to board or leave the bus, wait until traffic in both directions has come to a full stop in recognition of the school bus signal.
- Stay out of the street while waiting for the bus.
- Respect private property.
- No pushing and/or shoving others while waiting to board or leave the bus.
- Avoid rushing to get on the bus.
- Occupy only one seat.
- Keep your feet out of the aisles.
- Remain seated until the bus comes to a stop and has stopped completely.
- Do not fight or quarrel.
- Be as quiet as possible.
- No eating or gum is allowed on the bus. Pencils, pens, and writing tools must remain in backpacks. Students may bring a book to read on the bus.
- Leave the bus only at your assigned stop.
- All students shall give their names to the bus driver when so requested.
- Remove all dangling key chains, straps etc. from backpacks (for safety).
- Failure to comply with the rules may result in suspension from riding the bus.

Kindergarten: Kindergarten students must be met at the bus stop by an adult or the bus will return the child to school. Parents will be contacted by the bus company or school office.

Missed Stop Procedure: If, while riding the bus, a student discovers that his/her bus stop was bypassed, the following procedure should be followed:

Student: Notifies the driver immediately.

Driver: Contacts the bus manager and reports where the student will be delivered, either to the correct bus stop once the run is completed or back to school.

Bus Manager: Immediately notifies parents and school.

Parent: If parents discover that the bus has missed the child's stop, call the school at 594-4200. Parents should **not** come to school, but **remain at home or bus stop** near a phone.

Safety:

- Young children should be accompanied to the bus / met upon return by an adult.
- Children should be instructed regarding any dangers at or near the bus stop.
- Children should be taught to look both ways before and when crossing the street.
- Children are not permitted to ride bicycles to school.
- In the case of a child living close enough to walk to school, the child must be accompanied by an adult.

Picking Up Students After School: Students in grades K-4 being picked up by parents or other authorized persons will be dismissed from the Galley (the East School cafeteria/auditorium). East School uses an online system, School Dismissal Manager, to record any alternate dismissal plans (CCD, soccer, Brownies, carpools, etc.). Parents create an account online at schooldismissalmanager.com.

All pickups or bus changes for your child must be **noted in School Dismissal Manager (online) no later than 1:45PM daily by the parent**. For the safety of your child, the office will **not** accept changes after 1:45PM. Requests by phone cannot be accepted; **all changes must be entered in School Dismissal Manager by the parent** for safety and security of students. Any student being picked up after 3:15 will report to the Galley for pick-up; the student will not be sent to the main office for pick-up if the time is after 3:15PM.

Parents can change dismissal arrangements up to 1:45PM. Homeroom teachers will check School Dismissal Manager daily. In an emergency situation if a child fails to have alternate dismissal plans made, parents may update School Dismissal Manager or bring a note to the office **before 1:45**, and a secretary will notify the child prior to dismissal. No requests by telephone will be honored. The teacher on duty in the Galley will check names with the School Dismissal Manager list for each student; **only the adult that has been indicated on the School Dismissal Manager list for that day** will be allowed to pick up your child. For the safety of our students, **all parents or other adults authorized to pick up a child must present photo identification each day at pick-up**. Parents and visitors are not to go directly to homerooms.

Picking Up Students During School: All parents who are picking up a child prior to dismissal time must check in at the Welcome Desk and proceed to the office. A staff member will call your child 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 dismissing your child from class during the day**. Under no circumstances should a parent walk to a classroom to pick up a child.

If you must pick up your child early, follow the procedure below:

- Send a note to your child's homeroom teacher indicating the date and time of departure from school if it is before 12:00. Put it on School Dismissal Manager if the pickup is in the afternoon.
- Sign your child out using the Student Sign-Out book in the office.
- Sign back in if your child returns to school the same day.
- Inform the office staff when you sign in and/or out.
- When picking up your child at the health office, sign out is in the main office. This method is designed to ensure greater safety and accountability for each child.

Please note that any student being picked up **after 3:15** will **report to the Galley** for pick-up; the student will not be sent to the main office for pick-up if the time is after 3:15PM.


Playdates: If a playdate by bus or pick-up by another parent has been arranged for a child, the child's parent must enter this alternate dismissal plan on SchoolDismissalmanager.com (alternate bus number, friend's parent or sitter who will meet your child at the bus stop). Bus transportation to the friend's house is permitted when ample room exists on the bus. Plans for a playdate should be arranged and entered in School Dismissal Manager prior to the start of the school day so that children are aware of their dismissal plans. Riding a different bus home for a playdate may begin the third week of school (October 1 for kindergarten students).

STUDENT EXPECTATIONS

The East School Expectations Matrix describes expected student behaviors specific to the settings students encounter across the school day. These expectations are taught explicitly, practiced, and then reinforced throughout the school year to foster positive school climate here at East School. The East School Expectations Matrix is provided on the following page.

We encourage families to review and discuss these next several pages together at home – including the lunch/Galley and playground rules – to reinforce the expected behaviors that contribute to the wonderful community at East. We appreciate and recognize the home-school partnership and parent support in this ongoing effort to develop shared expectations.

@ East School

	Classroom	Hallway	Bathroom	Lunch	Recess	Bus	Assembly
Work Hard	<ul style="list-style-type: none"> I follow directions and stay focused on my work. I complete my work carefully and in a timely manner. I keep trying even when things are hard. 	<ul style="list-style-type: none"> I walk quietly in line with my class. I go directly to where I need to go and come back promptly. 	<ul style="list-style-type: none"> I use toilets, sinks, and materials correctly. I use soap and water to wash my hands. I clean up before I leave. 	<ul style="list-style-type: none"> I wait patiently in line if I am buying. I eat with good manners. I ask permission to leave my seat. I place trash in the barrels and keep the galley tables and floor clean. 	<ul style="list-style-type: none"> I play safely and follow the playground rules. I use the equipment correctly and return it. 	<ul style="list-style-type: none"> I sit safely in my seat and face forward at all times. I listen to the bus driver and follow instructions I keep my hands to myself. 	<ul style="list-style-type: none"> I sit in my spot and keep my hands and feet to myself. I respond to the quiet signal immediately.
Be Kind	<ul style="list-style-type: none"> I use "whole body listening" when teachers and other students are talking. I use kind and respectful words when talking to adults and my classmates. I respect personal space and property. 	<ul style="list-style-type: none"> I respect personal space and property, including the walls and displays. 	<ul style="list-style-type: none"> I walk quietly to the bathroom and wait for my turn. I use an inside voice & appropriate language in the bathroom. 	<ul style="list-style-type: none"> I say, "Please" and "Thank you" when buying my lunch. I use an inside voice. I use kind and respectful words when talking to adults and my classmates. I treat classmates in a friendly and polite manner. 	<ul style="list-style-type: none"> I include others. I display good sportsmanship. I respect personal space and property. 	<ul style="list-style-type: none"> I use an inside voice & appropriate language on the bus. I respond politely to the bus driver. I respect personal space and property. 	<ul style="list-style-type: none"> I am a polite audience member by paying attention and using "whole body listening" when a speaker is talking. I clap quietly when appropriate.

East School Expectations

Backpacks / Book Bags – Students should bring a backpack or book bag to school each day to carry their lunchbox, folder, etc. Wheels on backpacks are discouraged due to the stairs that students must navigate in some parts of the building. **Key chains, dangling toys, and other clipped objects on backpacks are discouraged**, as they can become caught on doorways, bus doors, etc. and present a danger.

Birthdays: Students may celebrate their birthdays by bringing a book for the classroom rather than a party or food item. The autographed book is then shared with the classroom. Parents may arrange with the homeroom teacher in the lower grades to read the book to the class. In accordance with district allergy and *wellness policies*, please do not send cupcakes or any other snacks to school for birthday celebrations.

Bullying: Bullying behavior by any student is strictly prohibited and such conduct may

result in disciplinary action, including suspension and/or expulsion from school. Complaints/reports may be made by the student or parents/guardians to the teachers or administrators with specific details in a written or verbal form. ***Please see the Behavior / Positive School Climate text in the General Information section at the front of this Handbook for a full discussion of Board policy related to bullying.*** Also, refer to Board of Education Policy 5162 available electronically on the New Canaan Public Schools website (www.ncps-k12.org).

Dress: We rely on sound parental judgment for monitoring the attire of their children. The clothing worn should be comfortable, appropriate for the weather conditions and safety conditions, and not disruptive or distracting during the school day. All children have recess during the school day unless weather renders the outdoor play unsafe (ice, excessive cold or heat, etc.). If your child wears snow boots to school in the winter, please pack another pair of shoes that can be worn in the classroom. Throughout the year, it is very helpful if each piece of clothing, especially jackets, is labeled with your child's name.

Every child will need an old shirt that can be used as a smock in art. Sneakers and other safe shoes are strongly encouraged daily and sneakers are required for PE class. Open-toe shoes, flip flops, and clogs are not recommended. Children should not wear items hung around their necks. These can be very dangerous on buses and the playground.

Homework and Forgotten Items: The classrooms are locked for security reasons and remembering to take home everything at the end of the day is part of the learning process. **Once students have left the classroom for the day they will not be allowed to retrieve forgotten homework or instruments after school hours.**

Items Not Allowed: Items that are either disruptive to the educational process or jeopardize the safety of students are not allowed. Examples include firearms, knives, hard balls, wooden or aluminum bats, matches, and glass containers. Toy guns are not allowed. Possession of weapons will result in immediate disciplinary action which may include suspension or expulsion.

Toys (including trading cards) can be disruptive at school. They should remain at home except when specifically approved by a teacher as part of a school project. Students may not engage in trading or selling any items or toys in school or on the bus. *Please note that electronic devices, cell phones, iPods, etc. from home are not allowed in school.*

Lost and Found: Clothing, books, lunchboxes etc. that have been lost may be located in bins in the Galley (cafeteria). Smaller items or valuables such as jewelry are brought to the office. Lunchboxes left for several days may be discarded for health reasons.

Lunch: The East Expectations Matrix describes appropriate behavior in the Galley during lunch periods. These behaviors will be reviewed and practiced in the fall and throughout the year. The Galley Lunch Rules are also posted as reminders.

Galley (Lunch) Rules

1. Remember butter or cream cheese, only **one** per student.
2. Please **eat your own lunch** - for safety, no sharing of food, drinks, or utensils.
3. Remain **sitting** in your seats. Raise your hand when you need to get up.
4. Use **indoor voices** for lunch conversation.
5. **Raise your hand** if you need assistance.
6. **One boy/One girl per table** at the bathroom at any time.
7. Last 3 - 4 minutes of lunch are for **clean up**. **Everyone should clean up** after themselves and help each other.
8. **Lunch Monitors** - wipe tables and sweep floors.

Morning Meeting: Morning Meeting – an element of Responsive Classroom – is a weekly school-wide vehicle in support of positive school climate. Morning Meeting is held each Monday at East School and includes all full-time East School staff. All staff members (specialists, special education teachers, support staff, custodians, etc.) are paired with a general education classroom for this weekly Morning Meeting. The Morning Meeting is a 25-minute period for building relationships in the classroom and implementing a variety of elements of social-emotional teaching and learning for students. *It is important for students to arrive at school promptly to ensure full participation in Morning Meeting.*

Playground Rules/Equipment: Students are to conduct themselves in a safe manner and be considerate of others at all times. The East Expectations Matrix describes appropriate recess behavior. Ball playing (soft balls only), should be on the grass play area, except for basketball and four square. Snow sculpturing is permitted with proper clothing. Throwing snow or snowballs is never permitted. Students should return equipment to its proper location at the end of each play period. Playground safety tips are below. They are reviewed each fall and periodically throughout the year.

Playground Safety Tips

- **Hands need to stay to yourself** . . . no grabbing, pushing, or pulling others.
- Balls are used on the blacktop for games; balls may not be thrown at others.
- Running is best on the grass . . . no wild running on the blacktop.
- The climbing structures are for **CLIMBING** . . . no running or tag games on the playscapes. (No jumping off the playscapes, too.)
- Slides are for sliding **DOWN** in a sitting position - do not walk or run up the slides.
- **Swing straight and facing front** . . . do not swing sideways or twist the chains to spin.

Safety: Students are expected to *walk* while in the school building, passing to and from the buses, and upon entering/exiting school. When walking on stairs or in hallways, students should stay to the right in single file.

Sidewalks and Entrance from the Playground: Students should use the walkways when going to and from the building. Children are to form two lines for entry at the end of the sidewalk and extend out to the play area. When students are orderly, the teacher/playground aide on duty will allow students to enter the building.

Taking Care of Textbooks & Materials: Students are responsible for the textbooks, library books, supplies, and equipment issued to them during the school year. If they are lost, students must pay for their replacement. Check the office/library for the cost. If a lost item is found, money paid will be refunded.

Technology: We are fortunate to be able to provide students with access to a variety of devices and technology (laptops, iPads, etc.) that they can use educationally in our schools to enhance teaching and learning. At the elementary level, students are provided with district devices when access to technology is needed at school. **Students in K-4 are not permitted to bring to school any electronic device from home, including cell phones, iPads, iPods, E-readers such as Kindles, etc.**

Please review the **NCPS Acceptable Use Policy (AUP) and Guidelines** (available online at the East School website) for further information regarding technology in our schools.

Please note that additional BOE policies and procedures are noted below and are also on the NCPS website (www.ncps-k12.org). Please check the website link throughout the year for policy and procedure updates.

Additional Information / NCPS Board of Education Policies

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 seeking information about the Asbestos Management Program should contact Daniel Clarke, (203) 594-4510.

Child Abuse / Neglect - Mandated Reporters:

CT General Statutes 17a-101 mandates all professional school employees to report incidents of suspected child abuse or neglect to the Department of Children and Families within twenty-four hours after having such suspicion.

Family Educational Rights and Privacy Act (FERPA)

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 the 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.

Gift Policy

The Board encourages symbolic gifts such as photos, personal notes, student art work, etc. rather than purchased gifts. These are most appropriate and have enduring value.

Individual gifts may not exceed \$50. Collective group gifts should not be given more than twice a year to any individual employee and together should not exceed \$300. No individual contribution should exceed \$20. For further details please refer to Board of Education Policy 1305.

Section 504 Regulations and Compliance

The New Canaan Board of Education complies with Section 504 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 educational 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:

Mr. William Tesbir, Assistant Superintendent for Pupil Services
39 Locust Avenue, New Canaan, CT 06840
203-594-4020

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 the Assistant Superintendent for Pupil Services. Copies of the district’s Notice of Parent/Student Rights in Identification, Evaluation and Placement under Section 504 are available in the Special Education Department office, 39 Locust Avenue, New Canaan, CT.

Smoke Free Campuses

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

Statement of Non-Discrimination and Harassment

In compliance with Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973, the New Canaan Board of Education does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status, or handicap in establishing and implementing hiring and employment practices and establishing and providing school activities and educational programs. 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 the principal.

Any complaints and/or questions regarding access to programs, services and activities should be directed to:

Ms. Darlene Pianka, Director of Human Resources

39 Locust Avenue, New Canaan, CT 06840
203-594-4022

In addition, the New Canaan Board of Education has in place a procedure for handling complaints and grievances. The procedure is posted in our school, and copies are available in the office. Please also reference BOE policy 2050, available electronically on the New Canaan Public Schools website (www.ncps-k12.org).

Any person may also file a complaint of illegal discrimination with the U.S. Department of Education, Office of Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA, 02109-3921 at the same time he/she files a grievance during or after use of the grievance process, or without using the grievance process at all.

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, Kristine Woleck, 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, please see the Board of Education policy 5220 available electronically on the New Canaan Public Schools website (www.ncps-k12.org/).

- **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.
- **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. Teachers and other school personnel are not permitted to complete checklists or write personal references or recommendations about students. Additional information about students may be provided only in compelling situations with the prior approval of the Principal/Superintendent.
- **Student Withdrawal:** Parent(s) or guardian(s) are required to complete a "Student Withdrawal" form, found on the NCPS website, and submit a signed copy to the East School office prior to the withdrawal of any student.