



**A.W. Cox**

Elementary  
School  
Handbook

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## IMPORTANT TELEPHONE NUMBERS

Guilford Public Schools Superintendent's Office 458-8200  
School Office: 453-5291  
Coyote Connection (Messages/Information/Absences): 453-2451  
School Nurse: 453-2451  
First Student Transit Inc. (Bus Company): 453-9056  
A.W. COX Web Page Address <http://www.guilford.k12.ct.us/Cox/index.html>

## SCHOOL HOURS

<u>Kindergarten</u>	<u>AM</u>	<u>PM</u>	<u>Grades 1-4</u>	
Regular Day	9:00-11:44	12:41-3:25	Regular Day	9:00 AM-3:25 PM
Delayed Opening	10:30-12:34	1:21-3:25	Delayed Opening	10:30 AM-3:25 PM
Early Dismissal	9:00-11:10	11:37-1:47	Early Dismissal	9:00 AM-1:47 PM
			Conference Days	9:00 AM- 12:00 Noon

The school nurse is available between 8:45 AM and 3:30 PM

### Conference Day Schedules (November 7 and 8, April 8 and 9):

<u>Kindergarten</u>	<u>AM</u>	<u>PM</u>	<u>Grades 1-4</u>
Nov. 9 & March 31	AM Kindergarten 9:00 – 12:00	No PM Kindergarten	Nov. 9 & 10, March 31 & April 1, 9:00 – 12:00
Nov. 10 & April 1	No AM Kindergarten	PM Kindergarten 9:00 – 12:00	

# WELCOME

Welcome to A.W. Cox School. The 2009-2010 school year is going to be fabulous! August 27th marks the start of a new adventure for our children. Entering new classrooms, meeting new friends, and interacting with new teachers are unique experiences for all. Myself and my staff are dedicated to make this transition positive and successful for all.

It's a new year for parents as well. Regardless of what level your child/children are entering, the transition is unnerving, as it is new. We all want our children to be successful. Success will look differently for each child as they come to us in different places. No two children are the same, so it behooves us to embrace their uniqueness. We need to celebrate their successes, extend their strengths and provide support when needed. The Cox staff will do just that as we continue working in our Professional Learning Communities. Join us as we empower our children to be the best they can be. Together we are a formative team. Help us to promote independent learning, critical thinking, and high levels of achievement. Believe me when I share that our students can, and do rise to our rigorous expectations.

Spending time each day learning with your child will prove to be an invaluable experience. Your investment of time will reflect the importance you place on their education and learning in general. Research supports the importance of modeling ongoing learning at home and out in the community. Our children will recognize that learning doesn't end once the school day is over. Remember, we are all "lifelong learners". Reading "to" and "with" your child for at least fifteen minutes each day will make a huge difference in their school achievement.

We want to welcome back all of our returning families, and to all of our new families "welcome to Cox School".

I look forward to a year of continued growth and to supporting the most important job in the world, educating our children.

Fondly,

*Merry Leventhal*

## School Staff

### **Merry Leventhal**

### **Principal**

Mary Johnson	Kindergarten
Robin Kalfaian	Kindergarten
Sarah Blum-Smith	Grade 1
Maria Hofilena	Grade 1
Bette Sharpe	Grade 1
Nancy Stander	Grade 1
Joanne Grace	Grade 2
Jennifer Jannotta	Grade 2
Vincent Mascola	Grade 2
Philomena Scarpa	Grade 2
Anne Hartford	Grade 3
Maya Schofield	Grade 3
Anne Verzella	Grade 3
Megan Lee	Grade 4
Margaret O'Brien	Grade 4
Patricia Reilly	Grade 4
Sue Samsel	Grade 4
Joseph Bernier	Art
Joyce Galehouse	Art
Sandra Calamari	Music
Rita Cusano	Reading
Joanne Dargan	Special Education
Christine Johnson	Special Education
Susie Kane	Special Education
Francie Ketainneck	Speech
Jyl Lozier-Oman	Social Worker
Judith Soprano	Physical Education
Kate Summerlin	Library Media Specialist
Colleen Delaney	Psychologist
Gayle Golia	School Nurse

Janice Sagnella

School Secretary

Sue Cleary

Para-educator

Cheryl Ducharme

Para-educator

Susan DiFabbio

Para-educator

Catherine Flynn-Donovan

Para-educator

Wendy Hill

Para-educator

Susie Kesselring

Para-educator

Maria Marquez

Para-educator

Darlene Otto

Para-educator

Joan Pasay

Para-educator

Kim Sutton

Para-educator

Judy Van Heiningen

Para-educator

Debbie Van Schaick

Para-educator

Harry Martindale

Head Custodian

Vincent DeMayo

Custodian

Debbie Riccio

Cafeteria Manager

Edythe Sabetta

Cafeteria Assistant

Jean Ventura

Lunchroom Aide

### **PTO Board 2008-2009**

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Lisa Labadia

Vice Presidents

Pam Crair

Secretary

Laurie Hawkes

Treasurer

Beth Capobianco

Asst Treasurer

Barbara Tartagni

Board Of Education

Linda Sanacora

### **Attendance**

**Please call the attendance line (453-2451) before 8:45 a.m., when your child will not be in school. If the school does not hear from parents/guardians when a child is absent, Mrs. Golia, our school nurse, will telephone the family to make sure all is well.**

Regular school attendance is essential to the academic success of all students. The Guilford Public School System complies with state law in monitoring school attendance. Excused absences include illness, religious holidays, court appearances, funerals, and approved school activities. Limited absences for special activities are subject to the approval of the principal. Unexcused absences, excessive absences, and tardiness will be dealt with administratively.

Medical or dental appointments need to be scheduled outside of school hours. When this is not possible, parents must notify the school at least one day in advance.

Permission for early dismissal of a child may be granted only by the principal or superintendent.

- Tardiness: Students are expected to arrive on time for the start of school (**9:00 a.m.**). If a student is late, he or she must report to the School Office before going to class.
- Make-Up Work: If you are taking your child on a vacation, the school policy is that schoolwork will not be given prior to your child's departure. The child is to make up the work when he or she returns. Students are encouraged to keep a diary of their experiences and to generate three or more math problems each day while they are away.

### **Before and After School Programs**

There are programs for children who need supervision before and/or after school through the Guilford Before and After School Program. Before school, there is a program from 7:00-9:00 A.M. After school, children may attend the program until 6:00 P.M. In addition, kindergarten students may attend the program from 9:00 A.M. to 12:41 P.M. or 11:44 A.M. to 3:25 P.M. Contact Rose Ann Kelley at 453-0045 for more information.

### **Birthdays**

Students may celebrate their birthday with the class by participating in the Birthday Book Club or by sharing a non-edible treat, such as a small puzzle or special pencil. Summer birthdays may be celebrated sometime during the school year. Please do not send or deliver gifts including balloons or flowers to your child's school.

As part of the Birthday Book Club, a book from a designated list can be purchased for the school library. The child's name will be placed on a bookplate inside the front cover. See the school Library/Media Specialist for details.

Children may not distribute invitations to parties to be held outside school unless everyone in the class is invited.

### **Bus Rules**

The bus driver has full responsibility for the safety of the bus and its passengers. Children are expected to ride on the bus both to and from school every day unless the school is notified in writing by the parent/guardian. Please send a note to the school office if changes are necessary.

The following district-wide bus safety rules have been established to help ensure each child's safety when riding the bus to and from school:

- Leave home early enough to reach the bus stop on time.
- Wait for the bus in a safe place, well off roadway.
- Enter the bus in an orderly manner and sit down.
- Follow the bus driver's instructions.
- Remain seated while the bus is in motion.
- Remain seated until the bus stops at the appropriate bus stop.
- Keep aisles clear at all times.
- Remain quiet and orderly.
- Be courteous to the bus driver and other passengers.
- Be alert to traffic when leaving the bus.
- Walk away from the bus promptly when getting off the bus.
- If it is necessary to cross the street, look at the driver for a signal before crossing.

The principal will handle any behavioral problems reported by the bus driver with the child's parents.

Kindergarten children will not be dropped off at their bus stop unless the parent is visible to the bus driver. If someone other than the parent is to meet the child, the bus driver should be notified. In rare instances when no adult is present to meet the child, the bus company will attempt to contact the parent by telephone; if this fails, the child will stay on the bus and will be returned to the school.

The bus company, Student Transportation of America can be reached at 453-9056 with any questions or concerns.

### **Calling the School**

A secretary will be available from 8:15 a.m. to 3:45 p.m. each school day at A.W. Cox School. A voice mail system is in place to take messages about absences or to contact a staff member. **Information about dismissal may NOT be handled over the phone, but should be written in a note and sent with the child in the morning.**

**Class Placement**

Step One: Teachers meet by grade level and group students for the following year’s classes according to the following prioritized criteria:

- Class Size – The classes at each grade level should be fairly even in size.
- Heterogeneity – There should be a mixture of abilities in each classroom and a balance among the classes so that all classes have basically the same make-up.
- Student Compatibility – Students should have the opportunity to work and play with some familiar faces, while also meeting new people.
- Clustering – Students with similar needs are clustered together, if such clustering does not interfere with the other criteria.

Step Two: Cross-grade level teams consisting of sending grade teachers, receiving grade teachers, special services personnel, and the principal review the class lists, discuss, adjust, and agree upon a final class list.

Step Three: Teachers are assigned to classes.

Parents/guardians may share in writing any pertinent information about their child to the principal that may help in making up classes for the next year. Any thoughts about the kind of learning environment a parent thinks would be best for a child are valued. Please remember, teachers are assigned to classes, not students to teachers. Therefore, we do not accept requests for specific teachers.

**Concerns**

Concerns regarding a child’s school experience should be discussed first with the classroom teacher. Any concerns left unresolved after parent/teacher discussions may then be taken to the principal for further review. Every effort will be made to consider such concerns or complaints in a fair manner.

**Delayed Openings/Early Dismissals/ Conference Day Schedule**

GRADES	REGULAR HOURS	EARLY DISMISSAL	DELAYED OPENING
Grades 1-4	9:00 – 3:25	9:00 – 1:47	10:30 – 3:25
Kindergarten AM	9:00 – 11:44	9:00 – 11:10	10:30 -12:34
Kindergarten PM	12:41 – 3:25	11:37 – 1:47	1:21 – 3:25

GRADES	REGULAR HOURS	EARLY DISMISSAL	DELAYED OPENING
Grades 1-4	9:00 – 12:00	November 9 and 10	March 31 and April 1
Kindergarten AM	9:00 – 12:00 on the first day of conferences (fall and spring)	November 9 (no school on November 10)	March 31 (no school on April 1)
Kindergarten PM	9:00 – 12:00 on the second day of conferences (fall and spring)	November 10 (no school on November 9)	April 1 (no school on March 31)

In the event of potentially hazardous traveling conditions on school mornings, there may be a delayed opening of school. This means that all morning bus schedules will be delayed for **1-1/2 hours**. On delayed opening days, school doors will open at 10:20 AM, 1-1/2 hours later than the regular time of 8:50 AM, and classes will begin at 10:30 AM.

If a storm beginning during the school day shows signs of developing into a potentially dangerous situation, schools will be closed early to enable children to get home quickly and safely. Parents should make advance arrangements for their children who might arrive home early from classes for weather-related reasons. Please be sure your child knows what to do in the event school closes early. (Check your child’s understanding by asking him/her: “What would you do if school closed early?” or “What would you do if you arrived home and no one was here?”)

If there is the potential for bad weather, listen for news about school openings and closings. Information about delayed openings and early closings are carried on local radio stations, on the local television channel GCTV, the district’s information telephone line, and the district website. The school will not be able to call parents individually to announce any changes.

Please remember that if school is closed early, we must get the children out of the building as quickly as possible. Therefore, we will send them home according to the usual dismissal procedure. They will be sent on the bus they would normally have taken at the end of the day.

**Delivery of Items**

On the rare occasion that a parent/guardian needs to deliver clothing, lunch boxes, etc. to children during school hours, the articles should be brought to the school office; the item will then be delivered to the classroom by school personnel.

**Dress**

Appropriate student dress is expected. Students who are inappropriately dressed will not be permitted to attend class until they change into appropriate clothing. Basic considerations for appropriate dress are safety, modesty, consideration of others, and good grooming. (Refer to Guilford Board of Education Policy 5326 for details.)

Sneakers or appropriate athletic shoes must be worn for gym classes. Jewelry such as dangling earrings or necklaces or flip flops can be a safety hazard and are inappropriate for play.

Hats may be worn to and from school, at recess, and on special occasions as designated by the teacher. They will not be permitted during instructional and lunch times as a simple act of courtesy.



### **Drop-Off and Pick-Up Procedures**

Parents/guardians may drop off children at the main entrance of the school no earlier than 8:50 AM. No supervision is available until 8:50 A.M. Should you need to drop off your child before 8:50 AM, please contact Rose Ann Kelley at 453-0045 for “Before School Care”. Please wait until your child enters the building before you leave. Please say your “good-byes” before your child enters the school. **Encourage independence and maintain security by not walking your child to his/her classroom.**

If you need to communicate with the teachers, please send in a note or call to set up an appointment. Do not try to “catch” the teacher for a few moments. The teacher’s primary responsibility is to be supervising students. It is not in the best interest of students to take the teacher’s focus away from his/her responsibility.

**IMPORTANT:** When alternate transportation plans have been made for your child or you plan to pick him/her up at school, **YOU MUST SEND A NOTE TO THE CLASSROOM TEACHER AT THE START OF THE SCHOOL DAY and he/she will record it and forward it to the Main Office. PLEASE NOTE THAT A CHANGE IN DISMISSAL PLANS CANNOT BE ACCOMPLISHED OVER THE PHONE.** If for any reason written notification is not sent into school, your child will be sent home on his/her regular bus.

Children being picked up will report to the front hallway and “Before and Aftercare” room. Parents who choose to pick-up their children after school will legally park their cars and walk to the flagpole. Children will be dismissed by grade level in an expeditious manner. Based on last year’s experience, the entire process took no longer than five minutes. Thank you in advance for your cooperation.

### **Early Pick-Up**

Students cannot be dismissed before the official close of school without advance approval from the principal or the superintendent.

On the rare occasion when this is necessary, parents/guardians who have made these arrangements to pick up their child early should go to the office, never to the child’s classroom. The school secretary will get your child if he/she is not already waiting for you in the office. This policy seeks to avoid interruptions in the classrooms. Our primary goal is to ensure the security of your child(ren). Please be sure to indicate their name and class in our sign-out book, which is located in the Main Office.

The school assumes that both parents/guardians have legal access to the child unless informed otherwise.

### **Emergency Cards**

These cards are sent home at the beginning of the school year. If any changes occur throughout the year, it is imperative that you call the school as quickly as possible.

### **Emergency Situations**

The Guilford Public Schools will use the following means of communication during an emergency situation provided we can access power:

- Updates will be posted on our website at [www.guilford.k12.ct.us](http://www.guilford.k12.ct.us)
- Updates will be posted on our local access television Channel 19
- A voice mail message will be available at (203) 453-8200
- Messages will be sent out via email to parents who signed up to be on our district list serve and also through ALERT NOW via all phone contact numbers

### **Field Trips**

Field trips are intended to extend learning beyond the classroom and are designed and scheduled to be an integral part of our program of curriculum and instruction. (Board of Education Policy #6326 regulates Field trips). Only chaperones who have been selected by the teacher are to attend a field trip. Chaperones who attend field trips should participate and give their full attention to the students. Chaperones may not bring other children on the field trip.

All chaperones that are selected by the teacher to participate in the field trip must have attended the Extra Pair of Hands Orientation. All school rules apply on field trips.

The school budget currently does not contain funds for field trips. The PTO assists with funding for field trips; however, students may be asked to pay for all or part of the expenses of field trips.

### **Guilford Board of Education**

The Guilford Board of Education is an elected, volunteer board consisting of nine members. Please refer to the district website ([www.guilford.k12.ct.us](http://www.guilford.k12.ct.us)) for a current list of Board of Education members' phone numbers and meeting dates.

### **Health**

The Guilford Public Schools strives to make significant contributions to the general well being, mental and physical capacity and learning ability of all students, affording them the opportunity to participate fully in the educational process.

The Board of Education promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. In addition, staff is encouraged to model wellness, healthy eating and physical activity as a valuable part of daily life. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children.

### **Homework**

Homework is a valuable tool for reinforcing what your child has learned in school that day and it provides additional opportunity for practicing new skills. If you as a parent/guardian help your child to develop a good attitude about homework early, you will be laying the groundwork for successful learning throughout the coming years.

Homework is a vital link between home and school, keeping parents/guardians aware of what their child is learning each day. Homework also provides parent/guardian and child an opportunity to share learning in a relaxed atmosphere, while helping the child understand the importance that parents/guardians place on education.

The amount and nature of homework may vary from night to night. In some cases, a child may be finishing class work not completed in school, or may be making up assignments missed due to absence. Generally, students in first through third grades have 15 – 35 minutes of homework three or four nights a week. Fourth graders average 30 – 45 minutes of homework four nights a week. If at any time you have questions about the amount of homework, specific assignments, or a particular problem that your child is having, please contact your child's teacher with a note or phone message.

### **Insurance**

Group accident insurance is offered as an option to all students. Information will be sent home at the beginning of the school year.

### **Internet Access**

The Internet is sometimes used as a teaching and learning resource. We do not identify children by using their last names. However, if you do not want your child's first or last name or photograph to be included on the Guilford Public Schools website, you must sign a form distributed at the beginning of each school year.

### **Items NOT Permitted at School**

Children may not bring on the bus or to school any items, which are dangerous or disruptive. The school will not be responsible for the loss of or damage to any valuable items; therefore, valuable items and any electronic entertainment devices such as headsets, radios, handheld games, and/ or tape recorders should not be brought to school.

### **Library Media Center**

The Library Media Center is both a resource center and a classroom. It provides the entire school community with a wide range of books, periodicals and non-print materials to be used for learning and enjoyment. Students visit the center once each week for a planned lesson and to borrow materials. These materials are checked out and are to be returned at the next class time, usually one week later. Besides the scheduled call time, students may come to the Center either individually or with their class as needed.

There is a reference section with a collection of materials on parenting and educational topics available to parents. In addition, many parent/guardian volunteers perform essential jobs in the Center through the Extra Pair of Hands program, and all interested parents/guardians are encouraged to participate.

### **Lost and Damaged School Property**

The parent or guardian of a minor child shall be held liable for all property belonging to the school system lent to the pupil and not returned upon demand of the school system. When a text book, library book, and/or other assigned educational materials are damaged or lost, the student responsible shall be required to pay for the cost of replacing the book/materials. Principals may withhold grades, transcripts, or report cards until pupils pay for or return materials.

### **Lost and Found**

Every year, boxes of clothing, coats, hats, gloves, lunch boxes, and other items are collected and placed in the Lost and Found area located in the school foyer. Please be sure to label children's school items and clothing, and remember to check the Lost and Found regularly for lost or missing items. Unclaimed items will be donated to charity.

### **Lunches**

Students may bring a lunch from home or purchase a lunch in the school cafeteria. (No soda or glass containers, please). A lunch may be brought to school for your child only. Lunches that are purchased from a fast-food restaurant should not be brought to the school in consideration of other children. Lunches may be purchased from the Guilford Food Service Program daily, weekly or monthly.

### **Lunchroom Behavior**

Lunchtime is an educational experience for students and is supervised by lunchroom aides. Proper lunchroom behavior includes polite voices, manners, and lunchroom conversations as well as the proper management of eating utensils.

The cafeteria should be a pleasant place to eat:

- Students are expected to talk quietly at all times and only to those at their own table.
- Students are to practice good table manners and to treat one another with respect. Students should not hurt anyone with words or actions.
- Students are to sit up straight in their chairs with their legs down in front facing their table. Students should stay seated and not leave seats without permission.
- Students are to clean up their lunches and throw out their trash.

### **Messages to Students**

Parents/guardians and students are expected to make after-school arrangements in advance. Classes are not interrupted to deliver messages except in emergency situations.

### **Newsletter**

The A.W. Cox newsletter, “The Pipeline”, will be available on our website at the end of each month. Hard copies will be available upon request. In addition you will receive our PTO weekly newsletter. Parents/guardians are encouraged to read both carefully to learn about upcoming events and current issues at school.

### **Parent – Teacher Conferences**

The purpose of the conference is for the parent/guardian to have a confidential discussion about the child and his/her progress in both social and academic areas. It is an opportunity for the parent/guardian and teacher to share information that may contribute to the child’s educational process. Parent – Teacher Conferences are conducted throughout the year in either designated early dismissal days or on an as needed basis. Teachers are very willing to meet with parents/guardians as needed. Please send in a note or call the school a day or two in advance to schedule a conference.

The schedule for conference days is on the front cover.

### **Parent/Teacher Organization—Getting to Know Your PTO**

The children benefit greatly from the wonderful working relationship between the PTO and the principal, teachers, and school staff. Throughout the year, the PTO sponsors cultural arts programs, family activities, and enrichment programs. In addition, the PTO is also responsible for annual fund-raisers, book fairs, school pictures, as well as the regular publication of the school newsletter. There are many opportunities for parents/guardians and community members to volunteer and become involved in school through the PTO. Your participation is strongly encouraged.

Please check the Cox monthly calendar for meeting dates and times. All parents/guardians are welcome and are encouraged to attend.

### **Photographs, Videos, and Internet**

Students and their accomplishments are often publicized through the media. If you do not want your child to be photographed, videotaped, or included on the Internet in conjunction with any achievements, classroom activities, and school events, you must sign a form, which is distributed at the beginning of each school year.

Should you decide it is in the best interest of your child to not participate in any of the above-mentioned activities, in all fairness to your child and the district personnel carrying out your wishes, we ask that you take the responsibility for explaining to your child why he/she cannot be included.

### **Physical Fitness**

Physical Education (P.E.) is a mandated program with scheduled class time, an approved curriculum, and an evaluation component. Students in all grades (K-4) are expected to participate; however, exemptions are made for medical reasons. (Exemptions require a note from the parent/guardian and/or doctor.) Any requests for exemption from a P.E. Class will be reviewed by the principal and/or nurse for approval.

In our efforts to improve the level of fitness for young people, in addition to physical education class, students will be involved activities such as recess, daily walks, and other fitness activities. Sneakers or appropriate athletic shoes must be worn for P.E. classes and would be appropriate every day for other fitness activities. Jewelry such as dangling earrings or necklaces can be a safety hazard and should not be worn during P.E. class or other fitness activities.

### **Reports on Student Progress**

We utilize three separate levels of information sharing at A.W. Cox School. Back-to-School night is the first formal opportunity parents/guardians have to meet their child's teacher and learn about the general curriculum. These sessions include a general description of grade level expectations and are not intended to serve as private conferences.

During November, appointments may be made for conferences during which parents/guardians and teachers will share specific information and concerns relative to each child. Then, in January and June, formal reports are sent home regarding grade-level progress.

Informal communication pertaining to student progress occurs throughout the year as needed through notes or telephone conversations. Of course, parent-teacher conferences can be arranged at any time there is a need during the year.

### **Room Lists**

If you do not want your name and telephone number to appear on the list given to parents who coordinate activities for your child's class, please notify the office in writing.

### **Safety Issues**

- **Safety Drills:** Students will practice various safety procedures periodically throughout the school year, which include procedures such as fire, storm, bus evacuation, and other security drills that may require building lock down.
- **Appropriate and Safe Behavior:** Students are expected to follow the rules of proper school behavior to prevent injury to themselves, their fellow classmates, or school property.
- **Playground Safety:** We recognize the value of recess for our students. However, there are certain guidelines/rules that must be respected in the hope of promoting student safety.

**Proper Attire:** In order to promote student safety, children must wear rubber-soled shoes that have good tread. All footwear should have buckles, ties or Velcro fasteners. **NO SLIDES, PLATFORM SHOES, PARTY SHOES OR CLOGS WILL BE ACCEPTABLE FOR STUDENT WEAR DURING RECESS.**

Playground Guidelines:

- Staff will be strategically stationed throughout the recess area in an effort to ensure students safety.
- Students must play within the boundaries set by their teachers.
- The children must use the apparatus in the manner for which it was intended (i.e. the slide – children should climb the stairs carefully and slide down sitting in an upright position.)
- When the children are engaged in free play, they must respect the personal boundaries of their classmates. No hitting, kicking, pulling of clothing, spitting, tackling, or other rough play will be permitted.

- Students must not play on the cement walks, steps or ramps around the building.
- Students must not run on or around the playscape.
- Students are not permitted to run through games that are already in progress.
- No chasing games are permitted on or around the playscape.
- No student is ever permitted to reenter the building without getting permission from his/her teacher.
- Materials around the playscape, such as wood chips, are to be left on the ground. They are never to be thrown.
- When recess is over, students will line up quickly and quietly with their classes, so that no unnecessary class time will be wasted.

In conclusion, children must play in a safe and responsible manner. If the above-mentioned rules/guidelines are not respected, the following consequences will be implemented:

- A simple reminder to the student
- A discussion between the student and the teacher, if inappropriate behavior continues
- Loss of recess minutes
- A phone call or note (which requires the parent/guardian's signature) from the teacher to the parent
- A letter will be written by the child to his/her parent/guardian explaining the inappropriate behavior, which will also require a parent/guardian's signature
- A conference including the child, the parent/guardian, and the teacher will be scheduled
- The student will be referred to the principal.

The consequence given will be at the discretion of the teacher and will depend on the seriousness of the infraction.

### **School Health Services**

Before entrance into kindergarten, a current pre-school examination and basic immunizations (including HIB vaccine) are required. A tuberculin skin test may also be required as determined by the school medical advisor. The completed health assessment form must be returned to school on or before the first day of kindergarten. Forms are available from the school nurse.

Students transferring into the Guilford Public Schools system must provide evidence of required Connecticut vaccinations, immunizations, and health assessments at enrollment and prior to school attendance.

Health assessments shall also be required in grades 3,6 and 10 by a legally qualified physician of each students' parents or guardians own choosing, or by the school medical advisor, or the advisor's designee, to ascertain whether a student has any physical disability or other health problem.

Children who are ill should not be sent to school. Please contact the school nurse (8:45 AM – 3:30 PM) with any questions.

A child who becomes ill or injured at school should report to the health office where the nurse will evaluate the problem and find assistance or arrange transportation of the ill or injured child to his/her home or physician.

Emergency information cards are to be completed for each child at the start of each school year. The information on this card needs to be kept current; therefore, the parent should notify the school office of any change of address, telephone numbers, or emergency contact numbers during the year.

Parents/guardians must not send any medicine or medical preparations (including medicated cough drops) to school with their child. If a child must have medication at school for any reason, the parent must contact the school nurse for current procedure to follow according to Connecticut State Law.

The health service program conducts vision screening, hearing screening, postural screening, and measuring of heights and weights at appropriate levels in school. The parent is notified if a possible problem is identified.

Any student with restricted activity, due to medical injury or illness, must have a note from their physician.

### **School Store**

The PTO sponsors the school store. Students are welcome to purchase specialty items at the scheduled times.

### **Snacks**

Nutritious snacks may be sent to school for your own child. Fruit, vegetables, cheeses, etc. are quite popular. Light-colored juices may be sent. Dark colored beverages (coffee, grape juice, etc.) are not allowed, to prevent carpet stains from spillage. Water is always available. Although there will be no scheduled snack time, teachers will provide a period during instructional time or recess for snack when appropriate.

### **Student Records**

Parents/guardians have the right to review all school records of their children in conference with the appropriate school personnel. Please call the School Office to schedule a conference.

### **Supplementary Curricula Resources**

In keeping with Board of Education policies and regulations on curriculum and materials, speakers, topics, and/or materials presented to Guilford Public School students and **not provided** by the district shall complement the curriculum. The school administrator or designee shall review and approve material not provided by the district in relation to age appropriateness, content, and context prior to its use.

### **Support Services**

Student learning is enhanced with a variety of support services, which include a speech and language teacher, special education teachers, a school psychologist, a social worker and a reading teacher. These professionals are responsive to the needs and concerns of all of the students and are available for parent conferences by appointment.

### **Use of Buildings and Grounds**

The school is available for use by the PTO and outside groups with appropriate insurance coverage on a space available basis after school hours. Information and application forms for use of the building facilities or playground may be obtained from the School Office.

### **Vandalism**

The parent or guardian of any minor/unemancipated child who willfully cuts, defaces, or otherwise damages in any way, any property, real or personal, belonging to the school system shall be held monetarily liable for such actions up to the maximum amount allowed under state law.

The parent or guardian of a minor child shall also be held liable for all property belonging to the school system lent to the pupil and not returned upon demand of the school system. The student may also be liable to disciplinary action. (See Board of Education Policy #5134).

### **Visitation**

**All visitors, volunteers, parents, and guests are to immediately sign in at the office upon arrival. A daily logbook is used for all visitors, to record both location and time of visit. Anyone visiting the school must wear a visitors badge while on school grounds, and sign out when leaving the building. Please return your visitor badge to the office when signing out.** In addition to scheduled visits, parents are invited to attend all school functions throughout the year.

August 2009

Dear Parents/Guardians:

As you are aware, school districts are required to provide parents/guardians with annual notification of particular Board of Education policies and regulations pertaining to students. In an effort to consolidate our school handbooks, cut back on printing costs, and make more information available online to our families, we have developed a District Student Policy Handbook. The Handbook will only be available online at:

[www.guilford.k12.ct.us/district\\_information/index.php](http://www.guilford.k12.ct.us/district_information/index.php)

A link to the Handbook will also be provided from each of our school web sites. However, if you do not have access to the Internet and need a printed copy of the Handbook, please contact the main office of your child's school. A copy will be provided for you. In addition to the District Student Policy Handbook being available online, the entire Board of Education Policy Manual is also posted on our district web site at:

[www.guilford.k12.ct.us/board\\_of\\_education/index.php](http://www.guilford.k12.ct.us/board_of_education/index.php)

Through this letter you are being notified that the policies, regulations, requisite annual notices, guidelines and rules that are included on the attached list will be provided in the District Student Policy Handbook.

Please sign the enclosed Annual Notification of District Policies Handbook verification form and return it to your child's school. Students in middle and high school will also be required to sign the verification form.

If you have any questions, please do not hesitate to contact your building principal or my office.

Sincerely,

Thomas A. Forcella, Ed.D.  
Superintendent of Schools

## **Policies and Regulations**

- Acquired Immune Deficiency Syndrome and other Bloodborne Infectious Diseases (5458 Policy and Regulation)
- Administering Medications to Students (5514 Policy and Regulation)
- Animals in Schools (5431 Policy)
- Attendance and Truancy (5122 Policy)
- Bullying Policy (5005 Policy and Regulation, Bullying Complaint Report-f1)
- Bus Transportation (3600 Policy)
- Discipline (5125 Policy)
- Discrimination/Harassment (5004 Policy, Regulation and Forms c, d)
- Dress and Grooming (5326 Policy and Regulation)
- Field Trips (6326 Policy and Regulation)
- Gifts to School Personnel (1358 Policy)
- Graduation Requirements (6310 Policy and Regulation)
- Hazing (5321 Policy)
- Health Assessment (5438 Policy and Regulation)
- Health Records (5434 Policy)
- Homework (6330 Policy)
- Pediculosis (5466 Policy and Regulation)
- Promotion, Acceleration, Retention (Policy 5218)
- Reporting of Child Abuse and Neglect (5418 Policy and Regulation)
- School Observances, Ceremonies and Programs (Policy 6118)
- Smoke Free (5322 Policy and Regulation)
- Student Records/Confidentiality (FERPA) (5222 Policy and Regulation)
- Student Use of Beepers/Cellular Telephones (Policy 5128)
- Student Wellness, Nutrition and Physical Activity (6800 Policy and Regulation)
- Substance Abuse Policy (5318 Policy and Regulation)
- Suicide Prevention and Intervention (5414 Policy and Regulation)
- Suspension of Bus Privileges (5310 Policy and Regulation)
- Suspension and Expulsion (5126 Policy and Regulation)
- Technology and Instruction (Acceptable Use) (6338 Policy and Regulation, Contract, Guidelines at Home)
- Title I Parent Involvement (6223 Policy and Regulation)

## **Notifications**

- Asbestos Hazard Emergency Response Act (Notification of Management Plan Availability)
- Compliance Notice
- Individuals with Disabilities Education Act (IDEA)
- Media Privacy
- National School Lunch Program

- Nondiscrimination Notice/Statement
- Notification of Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Notification of Integrated Pest Management
- Notification of Rights Under Federal Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Institutions
- Philosophy of Discipline and Behavior
- Physical Exam Requirements
- Plan for Managing Students with Life-Threatening Food Allergies
- Professional Qualifications Statement
- Section 504 Statement
- Suspension and Expulsion Procedural Requirements for Students Requiring Special Education

**GULFORD PUBLIC SCHOOLS**  
**ANNUAL NOTIFICATION OF DISTRICT STUDENT POLICY HANDBOOK**  
**2009-2010**

August 2009

Dear Parent/Guardian:

The Guilford Public Schools Annual Notification of District Policies Handbook is posted on our district web site ([www.guilford.k12.ct.us/district\\_information/index.php](http://www.guilford.k12.ct.us/district_information/index.php)) and a link is provided to the Handbook from each of our school web sites. This Handbook contains pertinent school district policies, regulations, and other requisite annual notices, guidelines and rules. (*See Attached List.*) Our district will only be providing this information on our web site. However, if you do not have access to the Internet and/or otherwise need a printed copy of the Handbook, please contact the main office of your child's school; a copy of the Handbook will then be provided to you free of charge.

Please sign the following and return this page to the main office of your child's school.

*I have received notification that the Guilford Public Schools Annual Notification of District Policies Handbook is on the District's web site, and is also available from each school web site. I have read and understand the guidelines and rules set forth in the Handbook and any policies contained therein. I agree to abide by the District's policies and regulations; I also agree to abide by the student code of conduct.*

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_  
(required for grades 5-12)

Student's School: \_\_\_\_\_

Student's Homeroom/Teacher: \_\_\_\_\_  
(if applicable)

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The Guilford Board of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age sex, sexual orientation, or disability in its programs, activities, and employment practices.**

**The following individuals are coordinators for Titles VI (race/origin in education), VII (employment rights), IX (sex in education/employment), and Section 504 (disabilities in education/employment):**

Titles VI, VII, IX Dr. E. Anne Keene 453-8216  
Section 504 Dr. Patricia Free Brett 453-0128