

2011-2012 A. W. Cox School Handbook



A. W. Cox School

A.W. Cox School * 143 Three Mile Course, Guilford, CT * 203/453-5291

www.guilford.k12.ct.us

Welcome to all A. W. Cox families!

Whether you are a returning family or new to A. W. Cox School, I would like to welcome you to our wonderful school community. There is a long tradition of staff and families working together to enrich the educational environment and experiences for our children. This commitment to excellence has made A. W. Cox School a thriving school community.

The A. W. Cox staff members are dedicated to providing rigorous, individualized instruction. The PTO is committed to supporting students, staff members, and families through their programs and fundraising activities. Please help us to maintain and deepen the sense of community A. W. Cox School by becoming involved with our school and PTO through the many activities. Your child and our school will benefit from your interest and participation.

We have designed this handbook to help keep your family informed about the many activities in which you are encouraged to be involved during the year. In addition, you will find information on school hours, procedures, and many other topics in this handbook.

We look forward to working together to make this an exciting and wonderful year. Together we can accomplish great things!

Sincerely,

Vince Agostine, Principal

A. W. Cox School Main Office and Mr. Agostine	203-453-5291
A. W. Cox School Attendance Line	203-453-5291
Guilford Before and After Care Program	203-453-0045
A. W. Cox School Fax	203-453-8552
Guilford Public Schools Central Office	203-453-8200
STA (Student Transportation of America – bus company)	203-453-9056

GRADES	REGULAR HOURS	EARLY DISMISSAL	DELAYED OPENING	CONFERENCE SCHEDULE
Grades 1 – 4	* 9:00 – 3:25	9:00 – 1:47	10:30 – 3:25	9:00 – 12:00
Kindergarten AM	*9:00 – 11:44	9:00 – 11:10	10:30 – 12:34	9:00 – 12:00 on the first day of conferences (no school on the second day)
Kindergarten PM	12:41 – 3:25	11:37 – 1:47	1:21 – 3:25	9:00 – 12:00 on the 2nd day of conferences (no school on the first day)

* Please note that buses will arrive at 8:50 each day, as the teachers will be in meetings and preparing for the school day until that time each morning. **If you need to drop your children off before 8:50, please make arrangements for supervision by registering them in the Before and After Care Program (453-0045.)**

THE GUILFORD PUBLIC SCHOOLS

Our vision is a professional learning community where instruction invites effort and supports academic rigor for all students and educators.

The realization of this vision requires a collective commitment to:

- ...Data-driven instruction.
- ...Visionary leadership.
- ...Professional learning.
- ...The belief that effort creates ability.

In order for us to be successful in moving toward our vision, we need continued parent and community support and involvement. We must share in the belief of high standards for all students and place a priority on student academic achievement through meaningful hard work. That expectation holds true for everyone; students, teachers and administrators.

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Guilford Non-Discrimination Notice

The Guilford Board of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, gender identity or expression, or disability in its programs, activities, and employment practices. Questions or complaints related to Title IX should be directed to Anne Keene, Assistant Superintendent, 55 Park St., Guilford, CT 06437 or at 203-453-8216; questions or complaints related to disabilities, should be directed to Patricia Brett, Director of Pupil Services, 280 South Union St., Guilford, CT or 203-453-0128.

Attendance

It is the parent's/guardian's responsibility to call the attendance line (203-453-5291) before 8:45 a.m. when your child will not be in school. The line is available twenty-four hours a day, seven days a week.

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. Unexcused absences, excessive absences, and tardiness will be dealt with administratively. A student must be in school for a minimum of half a day to be considered "present for the day."

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.

Tardiness: **Students are expected to arrive on time for the start of school (9:00 a.m.) and remain in school for the entire school day (3:25.)** If a student is late, he or she must report to the School Office before going to class. Permission for early dismissal of a child may be granted only by the principal or superintendent.

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 during the school year. Please do not send or deliver gifts including balloons or flowers to your child at school.

As part of the PTO 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. PTO representatives will be contacting families with information.

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:

1. We never eat on the bus.
2. We always listen to the driver.
3. We never stand up while the bus is in motion.
4. We never cross in front of the bus without seeing the driver nod.
5. We never go back toward the bus unless the driver sees us.
6. We will be at the bus stop on time.
7. We will wait away from the street.
8. We will keep our stuff in our backpacks.
9. We will use quiet voices so the driver can hear.
10. We will be the best riders we can be.

Any behavioral problems reported by the bus driver will be handled by the teacher and/or principal 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, STA (Student Transportation of America), can be reached at 203-453-9056 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 must 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/guardian 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.

Conference Schedule

GRADES	SCHOOL SCHEDULE ON CONFERENCE DAYS	FALL CONFERENCES	SPRING CONFERENCES
Grades 1 – 4	9:00 – 12:00	November 3 and 4	April 4 and 5
Kindergarten AM	9:00 – 12:00 on the first day of conferences (no school on the second day)	November 3 (no school on November 4)	April 4 (no school on April 5)
Kindergarten PM	9:00 – 12:00 on the 2nd day of conferences (no school on the first day)	November 4 (no school on November 3)	April 5 (no school on April 4)

The purpose of the conference is for the parents/guardians 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.

Delivery of Items

On occasions when 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 be delivered to the classroom by school personnel at a time when instruction will not be interrupted.

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 and should be worn daily for fitness activities and recess. Jewelry, such as dangling earrings or necklaces, and flip flops and crocs 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 203-453-0045 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 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 WITH YOUR SIGNATURE 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.**

Parents picking children up during normal dismissal time should report to cafeteria to sign out their child. Parents picking children up for early dismissal should report to main office.

Early Dismissal

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

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

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
- 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 e-mail to families who signed up to be on our district list serve and also through ALERT NOW via all phone contact numbers

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 and the district's information telephone line. When possible, the ALERT NOW system will contact families who have registered for the program.

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.

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. (Field trips are regulated by Board of Education Policy #6326). Only chaperones that 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 students. Chaperones may not bring other children on the field trip. All chaperones who 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) 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 members are 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. (Refer to Student Wellness Policy #6800 on the website of the Guilford Public Schools - www.guilford.k12.ct.us)

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, phone call, or e-mail 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. (See Policy 5431 in the handbook concerning **ANIMALS IN THE 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 each week for a planned lesson and to borrow materials. Besides the scheduled class time, students may come to the Center either individually or with their class as needed. 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 textbook, 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.

(see Board of Education Policy 5314 and 6342)

Lost and Found

Every year, boxes of clothing, coats, 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.

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 takes responsibility for annual fund-raisers, book fairs, school pictures, as well as the regular publication of the school newsletter. There are many, many opportunities for parents/guardians and community members to volunteer and become involved in school through the PTO and your participation is strongly encouraged. Information will be distributed about the time and date of PTO Meetings. 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 in 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/Directory

Class lists are not available. The PTO will send a permission slip to include your student in the A.W. Cox PTO Directory.

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 in 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.
- Redirected to another activity.
- 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 physical examination and basic immunizations are required. 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 or Guilford Public Schools website (www.guilford.k12.ct.us) under Health Services.

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 practitioner of each students’ parents or guardians own choosing.

Children who are ill should not be sent to school. Please contact the school nurse (8:50 AM – 3:35 PM) with any questions.

A child who becomes ill or injured at school should report to the health office where the nurse will assess the situation and find assistance or arrange transportation of the ill or injured child as appropriate. Students need to be fever-free without medication for 24 hours to return to school.

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 medicinal 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 and hearing screening at appropriate levels in school. The parent is notified if a possible problem is identified.

Any student with restricted activity (i.e. physical education and recess) due to medical injury or illness, must have a note from their physician.

School Store

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

Snacks

Nutritious snacks that do not contain peanuts or tree nuts 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 before and 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 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 5314)

Visitation

All visitors, volunteers, parents, and guests are to immediately sign in at the office upon arrival. A daily log book 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 school functions throughout the year.

A. W. COX SCHOOL STAFF MEMBERS AND PHONE EXTENSIONS

Principal	Vince Agostine	453-5291	Art	Joseph Bernier	x 103
Kindergarten	Mary Johnson	x 121	Computer Technician	Nancy McGill	x 226
	Robin Kalfaian	x 120	Library/Media	Kate Summerlin	x 218
Grade 1	Sarah Blum-Smith	x 112	Music	Sandy Calamari	x 230
	Maria Clark	x 117	Physical Education	Judy Soprano	x 231
	Bette Sharpe	x 114	World Languages	Joseph Flood	x 229
Grade 2	Nancy Stander	x 115	Reading	Rita Cusano	x 224
	John Cain	x 106	ELL	Judy Ward	x 233
	Joanne Grace	x 113	OT	Joan Kirsch	
Grade 3	Philomena Scarpa	x 116	Secretary	Janice Sagnella	453-5291 x 212
	Jennifer Arabolos	x 109	Nurse	Gayle Golia	x 217
	Anne Hartford	x 110	Para	Sue Cleary	x 152
Grade 4	Vincent Mascola	x 118	Para	Susan DiFabbio	x 153
	Megan Lee	x 108	Para	Catherine Flynn-Donovan	x 154
	Maggie O'Brien	x 107	Para	Maria Marquez	x 155
	Susan Samsel	x 111	Para	Darlene Otto	x 156
Special Education	Maya Schofield	x 104	Para	Kim Sutton	x 157
	Christine Johnson	x 101	Para	Judith VanHeiningen	x 158
Special Education	Susan Kane	x 102	Para	Debbie VanSchaick	x 159
Special Education	Courtney Presti	x 169	Head Custodian	Harry Martindale	x 221
School Psychologist	Colleen Delaney	x 215	Custodian	Vincent DeMayo	x 161
Speech & Lang. Pathologist	Francie Ketainck	x 225	Cafeteria Manager	Deborah Riccio	x 222
Social Worker	Jyl Lozier-Oman	x 216	Cafeteria Worker	Edythe Sabetta	x 162
Literacy Coach	Annine Crystal	x 227	Permanent Sub	Kerry Brewster	

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